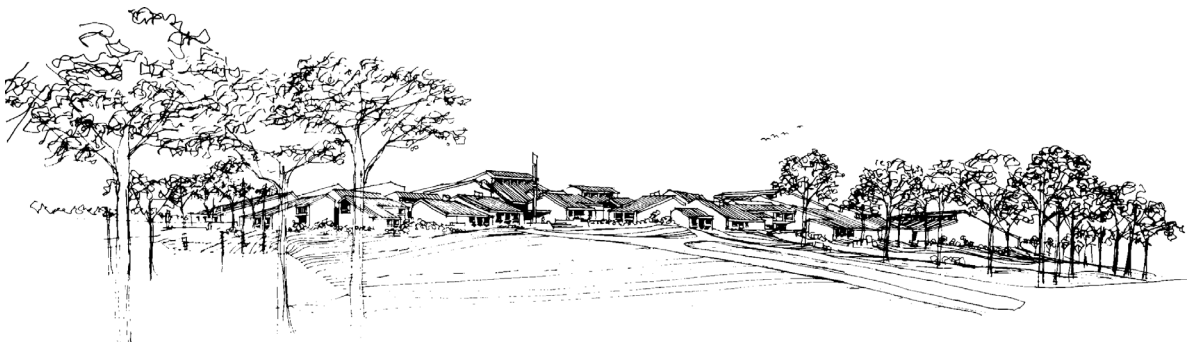


# Parkland College

## Policies and Procedures Manual

September 1, 2020



**PARKLAND COLLEGE**  
**POLICIES AND PROCEDURES MANUAL**  
**September 1, 2020**

The Parkland College Policy and Procedure Manual exists to provide the framework for consistency and fairness for making decisions within the College. All policies and procedures in this manual have been approved by the Parkland College Association and the Parkland College Board of Trustees. This manual is maintained online and serves as the official copy of current policies and procedures.

**CHAPTER 1 - BOARD OF TRUSTEES 10**

POLICY 1.01 MISSION AND PURPOSES STATEMENT .....	10
POLICY 1.02 INSTITUTIONAL VALUES.....	10
1.02.01 <i>Statement of Values</i> .....	10
1.02.02 <i>Personality and Character</i> .....	10
1.02.03 <i>Civility Statement</i> .....	12
POLICY 1.03 BOARD OF TRUSTEES .....	12
1.03.01 <i>Membership</i> .....	12
1.03.02 <i>Responsibilities</i> .....	12
1.03.03 <i>Conflict of Interest</i> .....	13
1.03.04 <i>Adoption of Policies</i> .....	13
1.03.05 <i>Distribution of Policy Manuals</i> .....	13
1.03.06 <i>Meetings</i> .....	13
1.03.06.01 <i>Comments for the Public at Board Meetings</i> .....	16
<i>Procedure</i> .....	16
1.03.06.02 <i>Attendance at Meetings by Electronic Means</i> .....	17
<i>Procedure</i> .....	17
1.03.07 <i>Trustee Education</i> .....	17
1.03.08 <i>Grants</i> .....	18
POLICY 1.04 BOARD/PRESIDENT RELATIONSHIPS: A CODE OF ETHICS .....	18
POLICY 1.05 ETHICS RESOLUTION .....	20
1.05.01 <i>Definitions and General Provisions (Article 1)</i> .....	20
1.05.02 <i>Prohibited Political Activities (Article 5)</i> .....	23
1.05.03 <i>Gift Ban (Article 10)</i> .....	24
1.05.04 <i>Ethics Advisor (Article 15)</i> .....	26
1.05.05 <i>Board Action on Recommendation of Commission (Article 25)</i> .....	27
POLICY 1.06 PUBLIC SAFETY.....	28
1.06.01 <i>Powers</i> .....	28
1.06.02 <i>Authority</i> .....	28
1.06.03 <i>Hostile Intruder</i> .....	28
1.06.04 <i>Workplace Violence</i> .....	28
<i>Procedure</i> .....	28
1.06.05 <i>EMERGENCY OPERATIONS PLAN</i> .....	29
<i>Procedure</i> .....	30
1.06.06 <i>Media Communications</i> .....	31
1.06.07 <i>Evaluation</i> .....	31
POLICY 1.07 CRIME AWARENESS AND CAMPUS SECURITY .....	32
1.07.01 <i>Firearms and Concealed Carry</i> .....	32
<i>Procedure</i> .....	33
POLICY 1.08 INVESTMENT OF FUNDS .....	34
POLICY 1.09 NAMING OF COLLEGE FACILITIES .....	36
<i>Procedure</i> .....	36

**CHAPTER 2 - GOVERNANCE..... 37**

POLICY 2.01 THE PRESIDENT.....	37
--------------------------------	----

POLICY 2.02 ORGANIZATIONAL CHART.....	37
POLICY 2.03 EXECUTIVE TEAM .....	37
POLICY 2.04 PRESIDENT’S COUNCIL.....	37
POLICY 2.05 COLLEGE COUNCIL .....	37
POLICY 2.06 ACADEMIC SERVICES LEADERSHIP .....	37
POLICY 2.07 PARKLAND COLLEGE ASSOCIATION .....	38
<i>Procedure</i> .....	38
POLICY 2.08 EXCLUSIVE BARGAINING REPRESENTATIVES.....	38
POLICY 2.09 DISTRICT ADVISORY COUNCIL .....	38
POLICY 2.10 ADVISORY COMMITTEES .....	39
POLICY 2.11 PROCEDURE FOR MAKING CHANGES TO THE POLICIES AND PROCEDURES MANUAL.....	40
2.11.01 <i>Procedure for Making Policy Changes</i> .....	40
2.11.02 <i>Procedure for Making Procedure Changes</i> .....	40
2.11.03 <i>Procedures for Other Governance Issues</i> .....	40
EMPLOYEE GROUP CATEGORIES .....	40
<b>CHAPTER 3 - INSTITUTIONAL ISSUES .....</b>	<b>42</b>
POLICY 3.01 POLICY PROHIBITING SEX-BASED MISCONDUCT .....	42
(PENDING BOARD OF TRUSTEE APPROVAL) .....	42
<i>Procedure 3.01.01</i> .....	43
<i>Procedure 3.01.02</i> .....	43
POLICY 3.02 HARASSMENT/DISCRIMINATION - EMPLOYEES .....	43
(For information on Sexual Discrimination/Harassment/Misconduct, please refer to Policy 3.01) .....	43
<i>Procedure 3.02.01</i> .....	45
POLICY 3.03 AWARDING OF TUITION WAIVERS .....	46
<i>Procedure</i> .....	46
POLICY 3.04 DISMISSAL AND NON-RENEWAL OF APPOINTED PERSONNEL .....	46
POLICY 3.05 EMPLOYEE - FAMILY MEMBER CONFLICT OF INTEREST/NON-FRATERNIZATION .....	46
POLICY 3.06 COMMUNICABLE DISEASE POLICY .....	47
POLICY 3.07 PROTECTIVE EYE DEVICES .....	47
3.07.01 <i>Employees</i> .....	47
3.07.02 <i>Students, Employees, and Visitors</i> .....	47
3.07.03 <i>Safety Requirements</i> .....	48
3.07.04 <i>Position Requirements</i> .....	48
3.07.05 <i>Locations to Obtain Equipment</i> .....	49
3.07.06 <i>Procedures to Obtain Prescription Safety Glasses</i> .....	49
3.07.07 <i>Cost Guidelines: Allotments and Restrictions</i> .....	49
POLICY 3.08 INCLEMENT WEATHER.....	49
<i>Procedure</i> .....	50
POLICY 3.09 REPORTING UNSAFE CONDITIONS.....	50
POLICY 3.10 RECORDS.....	50
<i>Procedure</i> .....	51
POLICY 3.11 OFFICIAL LETTERS AND SURVEYS .....	51
POLICY 3.12 USE OF COLLEGE EQUIPMENT .....	51
POLICY 3.13 USE OF COLLEGE FACILITIES.....	51
<i>Procedures</i> .....	52
POLICY 3.14 UPPER DIVISION AND GRADUATE COURSE OFFERINGS BY OTHER INSTITUTIONS .....	53
<i>Procedure</i> .....	53
POLICY 3.15 COLLEGE KEY USE .....	53
<i>Procedure</i> .....	53
POLICY 3.16 AGREEMENTS WHICH OBLIGATE THE INSTITUTION .....	55
<i>Procedure</i> .....	55
POLICY 3.17 GRANTS .....	55
<i>Procedure</i> .....	55
POLICY 3.18 TRAVEL.....	55
<i>Procedure</i> .....	55

3.18.01 Travel Requests .....	59
POLICY 3.19 USE OF COLLEGE VEHICLES .....	59
Procedure .....	59
POLICY 3.20 TRAVEL AND ACCIDENT INSURANCE .....	60
POLICY 3.21 COMMUNITY COLLEGE RELATIONS AND MARKETING.....	61
3.21.01 Community Relations Policy .....	61
Procedure .....	61
3.21.02 External Advertising, Publications, and Press Releases.....	61
Procedure .....	61
3.21.03 College Logo .....	61
Procedure .....	61
3.21.04 College Stationery .....	61
Procedure .....	62
POLICY 3.22 FREEDOM OF INFORMATION .....	62
Procedure .....	62
POLICY 3.23 PAYROLL.....	62
Procedure .....	62
POLICY 3.24 TOBACCO-FREE CAMPUS.....	63
Procedure:.....	63
POLICY 3.25 DRUG-FREE WORKPLACE -- EMPLOYEES.....	63
Procedure .....	63
POLICY 3.26 ALCOHOLIC BEVERAGES .....	64
Procedure .....	64
POLICY 3.27 SOLICITATION BY NON-COLLEGE PERSONNEL.....	64
Procedure .....	64
POLICY 3.28 ADMINISTRATIVE EVALUATION .....	64
POLICY 3.29 RESOURCE AND ENERGY CONSERVATION .....	65
POLICY 3.30 REMOVAL OR RELOCATION OF STAFF PERSONAL EFFECTS .....	65
Procedure .....	65
POLICY 3.31 PARKLAND COLLEGE FOUNDATION .....	65
Procedure .....	66
POLICY 3.32 PROFESSIONAL DEVELOPMENT .....	66
Procedure .....	66
POLICY 3.33 TELEPHONE USE .....	66
Procedure .....	66
POLICY 3.34 EMPLOYEE AND RETIREMENT RECOGNITION .....	67
3.34.01 Employee Recognition .....	67
3.34.02 Retirement Recognition .....	67
Procedure .....	67
POLICY 3.35 TERMINATION OF EMPLOYMENT EXITING PROCESS.....	68
POLICY 3.36 SIGNAGE .....	68
Procedure .....	68
POLICY 3.37 RESEARCH PROJECTS.....	69
3.37.01 External Research Projects .....	69
3.37.02 Internal Scholarly/Academic Research .....	69
3.37.03 General Requirements for All (Internal and External) Research.....	69
Procedure .....	70
Procedures for Internal Scholarly/Academic Research .....	70
Procedures for Internal Scholarly/Academic Research .....	71
POLICY 3.38 STORAGE.....	71
Procedure .....	71
POLICY 3.39 IMMUNIZATION AND MEDICAL TESTING POLICY FOR EMPLOYEES .....	72
Procedure .....	73
POLICY 3.40 COMPUTER ACCESS/NETWORK USAGE .....	73
POLICY 3.41 ELECTRONIC MAIL (EMAIL) ACCOUNTS AND USAGE.....	74

3.41.01	<i>Inappropriate Use</i> .....	75
3.41.02	<i>Email Account Termination</i> .....	75
3.41.03	<i>Email Record Storage and Retention</i> .....	75
	Email Distribution Lists .....	76
POLICY 3.42	ANIMALS ON CAMPUS .....	76
3.42.01	<i>Service Animal Procedure</i> .....	76
3.42.02	<i>Other Animals Under Policy 3.42 Exception Five</i> .....	77
POLICY 3.43	ARBOR DAY .....	77
POLICY 3.44	COPYRIGHT .....	78
	<i>Procedure</i> .....	78
POLICY 3.45	CLOSED CIRCUIT VIDEO SYSTEM .....	78
POLICY 3.46	BREASTFEEDING .....	78
	<i>Procedure</i> .....	78
	OTHER INSTITUTIONAL ISSUES .....	79
<b>CHAPTER 4 - PROFESSIONAL PERSONNEL</b> .....		<b>82</b>
POLICY 4.01	EMPLOYMENT .....	82
4.01.01	<i>Position Descriptions</i> .....	84
4.01.02	<i>Recruitment</i> .....	85
4.01.03	<i>Employment Search Procedures</i> .....	85
POLICY 4.02	EQUAL EMPLOYMENT OPPORTUNITY (EEO) .....	90
	90	
4.02.01	<i>Dissemination of Policy</i> .....	91
4.02.02	<i>Grievance and Human Resources Policies / Procedures</i> .....	91
4.02.03	<i>Responsibility for Implementation</i> .....	92
4.02.04	<i>Equal Employment Opportunity/Implementation Committee</i> .....	93
4.02.05	<i>Implementation</i> .....	94
POLICY 4.03	SUPERVISORY AND CONFIDENTIAL STAFF BENEFITS .....	95
POLICY 4.04	CONTRACTS .....	95
POLICY 4.05	FACULTY TITLES .....	95
POLICY 4.06	DEPARTMENT CHAIR SELECTION .....	95
	<i>Procedure</i> .....	95
POLICY 4.07	EVALUATION .....	97
POLICY 4.08	ORAL ENGLISH LANGUAGE PROFICIENCY .....	98
	<i>Procedure Current Faculty</i> .....	98
	<i>Prospective Faculty</i> .....	98
POLICY 4.09	OUTSIDE COMMITMENTS .....	99
	<i>Procedure</i> .....	99
4.09.01	<i>Course Work</i> .....	99
POLICY 4.10	TENURE .....	99
POLICY 4.11	ACADEMIC PROJECTS .....	99
	<i>Procedure</i> .....	99
POLICY 4.12	PROFESSIONAL ORGANIZATION LEADERSHIP AND MEMBERSHIP .....	100
POLICY 4.13	ADMINISTRATIVE FELLOW .....	100
POLICY 4.14	GRIEVANCE .....	100
4.14.01	<i>Definition and Conditions</i> .....	100
	<i>Procedure</i> .....	101
POLICY 4.15	TUTORING .....	103
POLICY 4.16	PART-TIME TEACHING LOAD .....	103
	<i>Procedure</i> .....	103
POLICY 4.17	CLERICAL ASSISTANCE FOR PROFESSIONAL ORGANIZATIONS .....	103
<b>CHAPTER 5 - INSTRUCTIONAL ISSUES</b> .....		<b>104</b>
POLICY 5.01	CURRICULUM DEVELOPMENT .....	104
5.01.01	<i>Course Outlines</i> .....	104
	<i>Procedure</i> .....	104

5.01.02 Course Syllabus.....	104
Procedure.....	104
5.01.03 Recording in the Classroom.....	105
PROCEDURE.....	105
Repercussions of Violations .....	105
Appeal Process.....	105
POLICY 5.02 INSTRUCTIONAL MATERIAL SELECTION.....	106
Procedure.....	106
POLICY 5.03 ATTENDANCE.....	107
Procedure.....	107
5.03.1 Absences Due to Religious Observances .....	107
POLICY 5.04 CHILDREN IN THE CLASSROOM .....	107
POLICY 5.05 GUEST CLASSROOM APPEARANCES.....	107
Procedure.....	107
POLICY 5.06 FIELD TRIPS - INSTRUCTIONAL.....	108
Procedure.....	108
POLICY 5.07 PROGRAM REVIEW .....	108
POLICY 5.08 PROGRAM, FACULTY, AND STUDENT EVALUATION.....	109
POLICY 5.09 INTELLECTUAL FREEDOM .....	109
POLICY 5.10 FINAL EXAMINATION REQUIREMENT AND CONFLICT RESOLUTION.....	109
Procedure.....	110
POLICY 5.11 GRADUATION REQUIREMENTS .....	110
5.11.01 Graduation Ceremony .....	110
5.11.02 Late Graduation Petitions .....	110
5.11.03 Honors Regalia .....	111
Procedure.....	111
POLICY 5.12 REQUIREMENTS FOR SECOND DEGREE AND/OR CERTIFICATE .....	111
POLICY 5.13 ACADEMIC RECORD EXCLUSION .....	111
Procedure.....	111
POLICY 5.14 ELIMINATION OF A PROGRAM .....	112
Procedure.....	112
5.14.01 Withdrawal of Cooperative Agreements.....	113
POLICY 5.15 STUDENT INTERNS .....	113
POLICY 5.16 GRADUATION WITH HONORS .....	113
POLICY 5.17 GUARANTEE OF EDUCATIONAL EFFECTIVENESS.....	113
5.17.01 Occupational Programs.....	113
Procedure.....	113
5.17.02 Transfer Courses.....	114
PROCEDURES FOR OTHER INSTRUCTIONAL ISSUES .....	116
Course/Section Cancellation Procedures .....	116
ALS Course Credits .....	116
Credit/No Credit Option .....	116
Grade Reports.....	117
<b>CHAPTER 6 - BUSINESS AFFAIRS.....</b>	<b>118</b>
POLICY 6.01 PURCHASING AND CONTRACTS .....	118
Procedure.....	118
6.01.01 Business Enterprise for Minorities, Females, and Persons with Disabilities .....	118
Procedure.....	118
POLICY 6.02 BAD CHECK FEES AND RESPONSES .....	119
Procedure.....	119
POLICY 6.03 STUDENT DEBT AND HOLD/DROP OF ACADEMIC RECORDS AND REGISTRATION .....	120
POLICY 6.04 BAD CHECKS AND LITIGATION FOR UNPAID DEBTS .....	120
POLICY 6.05 COPYRIGHTS AND PATENTS.....	120
Procedure.....	120
POLICY 6.06 CONSULTING SERVICES.....	122

POLICY 6.07 NEW POSITIONS .....	122
POLICY 6.08 RESTRUCTURE OR REMODELING .....	122
POLICY 6.09 RED FLAGS RULE .....	122
122	
<i>Procedure</i> .....	123
<i>PROCEDURES FOR OTHER BUSINESS AFFAIRS ISSUES</i> .....	127
<i>Budget</i> .....	127
<b>CHAPTER 7 - ACADEMIC SERVICES .....</b>	<b>128</b>
POLICY 7.01 OFF-CAMPUS CLASSES .....	128
POLICY 7.02 LIBRARY SERVICES .....	128
7.02.01 <i>Collection Development</i> .....	128
<i>Procedure</i> .....	128
7.02.02 <i>Collection Maintenance</i> .....	129
<i>Procedure</i> .....	129
7.02.03 <i>Gifts</i> .....	129
7.02.04 <i>Lending of Materials</i> .....	129
<i>Procedure</i> .....	130
7.02.05 <i>Confidentiality of Library Records</i> .....	130
POLICY 7.03 AUXILIARY FACILITIES AND SERVICES .....	130
7.03.01 <i>Land Laboratory</i> .....	130
7.03.02 <i>Grandma Patton's Woods</i> .....	130
7.03.03 <i>Art Gallery</i> .....	131
7.03.04 <i>Staerkel Planetarium</i> .....	131
7.03.05 <i>Parkland Theatre</i> .....	132
7.03.06 <i>Child Development Center</i> .....	132
POLICY 7.04 COLLEGE ARCHIVES .....	132
<i>Procedure</i> .....	133
POLICY 7.05 PARKLAND STUDENT ART COLLECTION .....	133
<i>Procedure</i> .....	133
<b>CHAPTER 8 - STUDENTS.....</b>	<b>135</b>
POLICY 8.01 DEFINITION AND PURPOSE OF STUDENT PERSONNEL SERVICES .....	135
POLICY 8.02 ADMISSION OF STUDENTS .....	135
135	
8.02.01 <i>Admission of International Students</i> .....	135
<i>Procedure</i> .....	135
POLICY 8.03 REGISTRATION.....	135
POLICY 8.04 DROPPING CLASSES AND WITHDRAWING.....	135
8.04.01 <i>Faculty-Initiated/Administrative Withdrawal</i> .....	136
<i>Procedure</i> .....	136
POLICY 8.05 SUSPENSION AND PROBATION .....	136
POLICY 8.06 ACADEMIC HONESTY .....	136
<i>Procedure</i> .....	137
8.06.01 <i>Academic Honesty Affirmations</i> .....	138
POLICY 8.07 STUDENT RECORDS .....	138
<i>Procedure</i> .....	138
POLICY 8.08 RELEASE OF INFORMATION ABOUT STUDENTS .....	139
<i>Procedure</i> .....	139
8.08.01 <i>Definitions</i> .....	139
8.08.02 <i>Disclosure of Information</i> .....	140
8.08.03 <i>Student's Right to Inspect and Review Education Records</i> .....	143
8.08.04 <i>Classification, Location and Custodian of Student Education Records</i> .....	145
POLICY 8.09 COUNSELING AND ADVISING .....	145
<i>Procedure</i> .....	146

POLICY 8.10 FINANCIAL AID .....	146
8.10.01 Tuition Waivers for Students .....	146
8.10.02 Athletics .....	147
Procedures .....	147
8.10.03 Senior Citizen Tuition and Fee Waivers .....	147
Procedure .....	148
8.10.04 Board of Trustees Scholarships .....	148
Procedures .....	148
8.10.05 Academic Opportunity Scholarship for Underrepresented Students.....	148
Procedures .....	148
8.10.06 Parkland College General Education Development (GED) Scholarships .....	149
Procedures .....	149
8.10.07 Music Scholarships.....	149
Procedures .....	150
8.10.08 Theatre Scholarships.....	150
Procedures .....	150
8.10.09 Student Leadership Scholarships.....	151
Procedures .....	151
8.10.10 Tuition Waivers For Student Trustee and Student Government President .....	152
8.10.11 Fine and Applied Arts Student Activities Scholarships.....	153
Procedure:.....	153
8.10.12 Financial Aid Consortia Agreements.....	153
8.10.12.01 Financial Aid Consortium Agreement between Parkland College and the University of Illinois at Urbana-Champaign.....	153
8.10.12.02 Financial Aid Consortium Agreement between Parkland College and Franklin University.....	154
8.10.12.03 Financial Aid Consortium Agreement between Parkland College and Eastern Illinois University .....	154
8.10.13 International Student Award (Suspended for Academic Year 2017).....	154
Procedure:.....	154
POLICY 8.11 ACADEMIC PLACEMENT .....	154
Procedure .....	155
8.11.01 Comprehensive Assessment Program (CAP) .....	155
Procedure .....	155
POLICY 8.12 SUPPORT FOR STUDENTS WITH DISABILITIES AND ACCESSIBILITY OF CAMPUS PROGRAMS AND FACILITIES .....	155
Procedure .....	157
POLICY 8.13 STUDENT EMPLOYMENT .....	158
Procedure .....	158
POLICY 8.14 STUDENT CONDUCT .....	159
Procedure .....	160
8.14.01 Alcohol and Other Drugs .....	160
8.14.02 Sexual Assault.....	160
Procedures .....	161
POLICY 8.15 STUDENT GRIEVANCES .....	161
8.15.01 Student Grievance Procedures .....	161
8.15.02 Student Grievance Committee .....	162
8.15.03 Grade Appeal Process .....	164
Procedure .....	164
POLICY 8.16 STUDENT PUBLICATIONS .....	166
Procedure .....	166
POLICY 8.17 STUDENT ACTIVITIES .....	167
8.17.01 Student Organization Advisor .....	168
POLICY 8.18 STUDENT ACTIVITY FIELD TRIPS.....	169
POLICY 8.19 DISPLAY CASES IN COLLEGE CENTER .....	169
POLICY 8.20 STUDENT ACTIVITY FUND .....	169
POLICY 8.21 PARKLAND COLLEGE RESIDENCE REGULATIONS .....	170



<i>Procedures</i> .....	170
POLICY 8.22 TUITION INSTALLMENT PAYMENT .....	174
<i>Procedure</i> .....	174
POLICY 8.23 THIRD PARTY BILLING/REFUND .....	175
POLICY 8.24 REFUNDS .....	175
POLICY 8.25 COURSE FEES .....	175
8.25.01 <i>Course Repeat Fees</i> .....	175
POLICY 8.26 HARASSMENT/DISCRIMINATION – STUDENTS .....	176
(For information on Sexual Discrimination/Harassment/Misconduct, please refer to Policy 3.01) .....	176
<i>Procedure</i> .....	176
POLICY 8.27 STUDENT HOUSING SERVICES .....	178
POLICY 8.28 COURSE WORK INTERRUPTION DUE TO MILITARY SERVICE .....	178
POLICY 8.29 STUDENT COMPLAINTS .....	178
POLICY 8.30 GUIDELINES FOR AWARDED HONORARY DEGREES POSTHUMOUSLY .....	178
POLICY 8.31 PERMIT TO PEACEFULLY ASSEMBLE .....	179
<i>Procedure</i> .....	179
POLICY 8.32 COMPLIANCE WITH ILLINOIS STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT .....	179
<i>Procedure</i> .....	179
8.32.01 <i>Disclosure Form</i> .....	180
8.32.02 <i>Qualified Examiners and Determination of Threat of Self or Others</i> .....	180
8.32.03 <i>Disclosure of Mental Health Information</i> .....	180
8.32.04 <i>Availability of Qualified Examiners</i> .....	180
8.32.05 <i>Review of Employment of Qualified Examiners</i> .....	180
8.32.06 <i>Health or Safety Emergency</i> .....	180
<i>PROCEDURES FOR OTHER STUDENT ISSUES</i> .....	180
<b>CHAPTER 9 - BENEFITS</b> .....	<b>183</b>
POLICY 9.01 STAFF BENEFITS .....	183
POLICY 9.02 RETIREMENT INCENTIVE .....	183
POLICY 9.03 TUITION WAIVER FOR SUPERVISORS OF PARKLAND OJT STUDENTS .....	183
<i>Procedure</i> .....	184
POLICY 9.04 ADMINISTRATOR BENEFITS .....	184
POLICY 9.05 ADMINISTRATIVE LEAVE .....	184
<i>Procedure</i> .....	185
POLICY 9.06 WORKER'S COMPENSATION .....	185
<i>Procedure</i> .....	185
POLICY 9.07 SABBATICAL LEAVE .....	185
<i>Procedure</i> .....	187
POLICY 9.08 FACULTY/STAFF EXCHANGE LEAVE .....	192
<i>Procedure</i> .....	192
<i>PROCEDURES FOR OTHER BENEFIT ISSUES</i> .....	193

---

## APPENDICES

<b>APPENDIX A</b>	Constitution of the Parkland College Association
<b>APPENDIX B</b>	Student Policies and Procedures Manual
<b>APPENDIX C</b>	Organizational Chart
<b>APPENDIX D</b>	Collective Bargaining Agreement - Board of Trustees and PAE
<b>APPENDIX E</b>	Collective Bargaining Agreement - Board of Trustees and Parkland College Professional Support Staff
<b>APPENDIX F</b>	Collective Bargaining Agreement - Board of Trustees and Public Safety Officers Association
<b>APPENDIX G</b>	Collective Bargaining Agreement - Board of Trustees and Parkland College Part-Time Faculty Organization
<b>APPENDIX H</b>	Curriculum Committee Procedures Manual
<b>APPENDIX I</b>	Faculty Performance Evaluation Procedures Manual
<b>APPENDIX J</b>	Exposure Control Plan
<b>APPENDIX K</b>	Grants Management Handbook
<b>APPENDIX L</b>	Family Educational Rights and Privacy Act (FERPA)
<b>APPENDIX M</b>	Child Development Center Handbook
<b>APPENDIX N</b>	Administrator Benefits
<b>APPENDIX O</b>	Supervisory and Confidential Staff Benefits
<b>APPENDIX P</b>	Procedures Implementing the College's Policy Prohibiting Sex-Based Misconduct The dating of Procedures changes began October 1995

# CHAPTER 1 - BOARD OF TRUSTEES

## POLICY 1.01 MISSION AND PURPOSES STATEMENT

---

The mission of Parkland College is to engage the community in learning.

Revised: April 14, 2010

The following purposes are of equal importance in fulfilling the mission of Parkland College:

- Serve students by providing
  - High-quality and responsive developmental, technical-vocational, transfer and lifelong educational programs;
  - High-quality and responsive support services;
  - A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness and academic freedom;
- Serve employees by providing a supportive and responsive work environment;
- Serve the larger community by providing services and resources that promote the intellectual, cultural and economic development of Illinois Community College District 505.

Approved: September 19, 1984

Revised: February 15, 1989

Revised: December 18, 1991

Revised: December 18, 1996

Revised: April 17, 2013

## POLICY 1.02 INSTITUTIONAL VALUES

---

### 1.02.01 Statement of Values

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

- Honesty and Integrity. In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.
- Fairness and Just Treatment. We advocate and strive for respect, equity, and justice in all of our operations and proceedings.
- Responsibility. We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- Multiculturalism. We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of our people and cultures.
- Education. We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.
- Public Trust. In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

Approved: February 16, 2000

### 1.02.02 Personality and Character

Within this broad framework of philosophy and objectives, Parkland College has developed a distinct personality and character. The type of institution it has become has depended on certain beliefs which are held, and which are in addition to those already set forth. The spirit, drive, and success of the College have depended in large part on how strongly its staff members believed in certain basic precepts, and how faithfully they have carried them out. These principles are enumerated here to provide a guide for recruiting staff members who have a common commitment

resulting from similar beliefs. They are considered to be of high importance in building a distinctive College worthy of pride and support by citizens of the District.

Parkland College has the following characteristics:

- It is dedicated completely to the task of teaching.

The primary concern of Parkland College is the instruction and development of students. Its resources and the energies of its staff are directed toward teaching. The purpose of institutional research is to improve the programs and services of the College.

- Its staff has a high regard for the individual student and an overriding concern for his/her personal development.

The total efforts of the staff of Parkland College are aimed toward meeting the needs of all students. The programs and services of the College are designed to provide the greatest practicable degree of faculty attention to each student. The development of students and their personal improvement are the foremost concerns of the faculty and staff. A sustained effort is made by each staff member to develop the capabilities of each student.

- Members of the College staff maintain highest ethical standards in all external and internal relations.

All persons employed by Parkland College observe highest ethical standards in their relationships with colleagues, students, parents, and members of the general public. These relationships are marked by fairness, honesty, and objectivity, and portray a sympathetic concern and sensitivity for the feelings and desires of others.

- Innovation and experimentation are encouraged.

A climate is maintained which encourages fresh ideas, and the development of new and improved techniques of instruction. At the same time, this eagerness to push ahead is anchored by a respect for those traditional concepts and methods which have enduring value.

- Each educational program is valued by all members of the staff as being important to society, and to individual self-fulfillment.

Members of the staff are unified in their resolve to maintain a democratic College community wherein all educational programs are treated with respect, and where no division or discrimination is tolerated.

- Members of the Teaching, Administrative, and Professional Support staffs consider themselves to be part of a unified professional family wherein there is mutual respect and appreciation for the necessary and proper roles of each group.

The primary purpose of Parkland College is the education and development of students. Dedicated pursuit of this objective requires a self-commitment by all members of the staff which inspires mutual respect and the highest order of professionalism.

- Facts are the basis for decision-making.

Conduct of Parkland College affairs is marked by a serious regard for facts. All decision-making is based on the results of objective evaluations of available facts. Consistent with this approach, individuals are evaluated purely on the basis of their performance, and without regard to race, religion, or other irrelevant factors.

- The College strives at all times to be sensitive to the forces of its environment.

Parkland College exists to serve the citizens and students of its various high school districts which encompass approximately 3,000 square miles. To truly serve the needs of this sizeable community, a close and effective liaison is maintained with the various districts comprising the overall community.

- The College has a strong desire to excel as one of the nation's outstanding community Colleges.

The sense of competitive urgency which makes for success in the corporate world is nurtured at Parkland College. Faculty members, as highly competent professionals with a strong sense of pride in their work, are motivated to keep the institution in the vanguard of the nation's two-year Colleges.

- Wherever possible and appropriate the College will use its resources to help solve community problems.

There are many unmet human needs in society today which must be fulfilled. Among these needs are the prevention of the breakdown of family and community functions and the restoration of these functions when they fail.

Parkland College clearly has a responsibility to design imaginative programs which will prepare personnel to assist in solving community problems. The College by its very nature is in close contact with the community; therefore, it is in a favorable position to discern the human problems which exist there, and to assist in preparing people to help solve these problems.

- Administration of College economic affairs is guided by a businesslike concern for both efficiency and economy of operation.

The success of Parkland College is measured by how well it accommodates the comprehensive educational needs of the community. By any measure this requires a considerable investment in money on the part of the District. The Board of Trustees and administration of the College seek to return high value to citizens by persistently seeking and demanding quality, and by stressing efficiency and economy of operation.

A dedicated and united effort is made by the Board of Trustees and the staff of Parkland College to maintain a College community which functions in accordance with the foregoing principles.

Approved: September 19, 1984  
Revised: January 20, 1993  
Revised: March 29, 2000

### **1.02.03 Civility Statement**

Our College Core Values of Fair and Just Treatment and Responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness toward others
- Employ critical thinking and patience
- Accept accountability for their own actions

Approved: February 17, 2010

## **POLICY 1.03 BOARD OF TRUSTEES**

---

### **1.03.01 Membership**

College policies concerning election of Board members shall be consistent with the Public Community College Act and general election laws of Illinois.

The Board of Trustees consists of seven members elected by the qualified voters of District #505, and a student representative elected by the students. The election of members of the Board of Trustees is held in April of odd numbered years. Trustees, on the date of their election, must be citizens of the United States, 18 years of age or older, residents of Illinois and District #505 for at least one year preceding the election, and not treasurers of a common School Board. In the event a vacancy occurs, the remaining members are to appoint a replacement to the Board to serve until the next regular election.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: December 15, 1993  
Revised: February 18, 2009

### **1.03.02 Responsibilities**

The responsibilities of the Board of Trustees are as follows:

- To function as the policy-making body of the College.
- To enter into collective bargaining agreements with recognized bargaining units.
- To select and appoint a President to perform the executive functions of the College. To consider and take appropriate action on recommendations of the President of the College on all matters of policy relating to the welfare of the District.
- To consider and approve administrative recommendations concerning the appointment, retention or dismissal of all

College employees, and to affix the amounts of their salaries.

- To have prepared and to approve the annual budget.
- To approve the expenditure of all funds.
- To provide ways and means for adequate financial support.
- To serve as Board of appeal for students, employees and citizens of the district on matters of policy and policy interpretation.
- To designate the treasurer who is to receive the taxes of the District, and to notify the collectors in writing accordingly.
- To retain legal counsel.
- To retain an auditor.
- To adopt regulations which are compatible with the Public Community College Act for the admission of students.
- To consider and act upon the curricular offerings of the College upon the recommendation of the President.
- To indemnify and protect employees and interns against death, bodily injury, and property damage claims and suits.

Approved: September 19, 1984

Revised: June 7, 1989

#### **1.03.03 Conflict of Interest**

Board members shall follow the conflict of interest provisions contained in the Public Community College Act as well as other applicable conflict of interest laws governing community College Boards of Trustees.

Approved: June 7, 1989

#### **1.03.04 Adoption of Policies**

A matter of educational policy cannot be submitted to the Board of Trustees for approval or placed on a regular or special meeting agenda for action by the Board until after a written report of the proposed action has been circulated to all members of the Board. This rule may be waived only by the unanimous consent of the whole Board, and at the meeting when any such proposed action is contemplated.

The policies for Parkland College may be amended or repealed as considered desirable in the judgment of the Board. A majority vote of the Board is required to approve a change in policy. In the event of an emergency situation, which in the opinion of the Board requires an immediate change in policy, the rules may be suspended by a unanimous vote of all Board members present.

Approved: September 19, 1984

Revised: January 20, 1993

#### **1.03.05 Distribution of Policy Manuals**

See Sections 2.11 and 2.12.

Approved: June 7, 1989

Revised: January 20, 1993

Revised: July 19, 1995

#### **1.03.06 Meetings**

All meetings are held in compliance with the Illinois Open Meetings Act. The agenda for each meeting is available in the College President's Office.

##### **A. Annual Organization Meeting**

The Board of Trustees shall elect its officers annually for the ensuing year. Officers are Chair, Vice Chair, and

Secretary.

B. Regular Meetings

The regular meetings of the Board of Trustees are held once a month at an established time and place as designated by the Board.

C. Special Meetings

Special meetings may be called at any time by the President or the Board Chairman. They may also be called upon written request of three or more members of the Board of Trustees. In all cases of special meetings, not less than 24 hours' written notice stating the time, place, and agenda of the meeting must be given to each member. At such special meetings, no business may be transacted other than that germane to the agenda.

D. Adjourned Meetings

A regular meeting may be adjourned to a future date as the Board of Trustees may determine.

E. Executive Sessions

All meetings of the Board of Trustees are open to the public. Closed executive sessions are held only to discuss personnel matters, collective bargaining, campus security, safety of staff and students, probable or pending litigation, matters relating to the purchase or sale of real estate, or other matters consistent with the provisions of the Open Meetings Act.

F. Budget Meeting Hearing

A public hearing on the budget is held each year prior to its adoption. Notice of the hearing is published in the local newspapers. All of the provisions specified in the Public Community College Act for Adoption of Annual Budget shall be followed.

G. Committee Appointments

The Board of Trustees shall conduct its business as a committee of the whole except that there may be standing committees. Ad hoc committees or commissions may be appointed as needed.

H. Quorum

At all meetings of the Board of Trustees, whether regular or special, a majority of the full voting membership of the Board constitutes a quorum to transact business.

I. Determining The Agenda

1. The President of the College and the Chairperson of the Board of Trustees are and shall remain the final arbiters of items which are to be included on the agenda of any regular or special meeting of the Board of Trustees. In the absence of the Chairperson, the agenda shall be determined by the President of the College and the Vice Chairperson of the Board. In the absence of the Chairperson or Vice Chairperson, or both, the agenda shall be determined by the President of the College.
2. Any trustee who desires to have an item or items included on the agenda for any meeting shall submit a written request to the Assistant to the President/Board of Trustees no later than 5:00 P.M. two weeks preceding the next Board of Trustees regular or special meeting. Such request shall set forth the subject matter of the remarks to be made and the item or items to be discussed.
3. If the President of the College and the Chairman of the Board decline to include the item or items that the trustee wants placed on the agenda, then that trustee shall have the right to appeal such action to the full Board of Trustees at an appropriate time and place on an agenda and prior to the approval of the consent agenda. The procedure shall be as follows:

- (a) The trustee shall make a motion to include the item or items on the agenda.
- (b) If the motion is seconded, then
- (c) A roll call vote is held and if a majority of Trustees present vote in favor thereof, the item or items may be placed on the agenda for the next board meeting. If the trustee seeking the item or items to be placed on the agenda is aggrieved because the item was not placed on the agenda, then in such event redress shall be made pursuant to the Administrative Review Act of the State of Illinois.

Except as the same may be discussed under Section 13 of the Amendment to the Order of Business, the Board of Trustees shall not discuss nor shall it take any action on an item that is not on the agenda.

Comments and suggestions are to be directed to the Board of Trustees as a whole, not to individual members. If there is a need for clarification, a Board member may interrupt the trustee; in that case, a direct response to the Board member is appropriate.

The remarks of any trustee commenting on the motion shall be included in the record of the proceedings.

Nothing herein should be construed to limit the power of the Board to refuse recognition to a trustee who wishes to discuss issues which are determined by the Board to be repetitive, outside the purview of Board authority, or harassment.

Any of the above rules may be waived by the Chairman of the Board if the issue is of vital importance, such as a national calamity or other significant event.

#### J. Order of Business

- 1. Roll Call
- 2. Consent Agenda Motion
- 3. Approval of Minutes
- 4. Public Comment
- 5. Communication from PCA
- 6. Institutional – President's Report
- 7. Program Reports
- 8. Business and Finance
- 9. Academic and Student Services
- 10. Policy Considerations
- 11. Closed Session
- 12. Administrative Services
- 13. Miscellaneous
- 14. Trustee Reports
- 15. Adjournment

#### K. Rules of Order

All matters not covered by the rules of the Board and points of parliamentary procedure are governed by *Robert's Rules of Order*.

#### L. Voting

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 its outcome.

Roll call vote shall be used when considering formal resolutions, motions made in connection with contracts, expenditures, employment of personnel, or other business when deemed appropriate by the Chair.

The Student Trustee has the right to register an advisory vote on all matters brought to a roll call vote.

A roll call vote shall also be used when requested by any member of the Board. A member's reasons for his/her vote are recorded in the minutes if requested at the time of the voting.

#### M. Minutes of Meetings

A record of all transactions of the Board is set forth in the minutes of the Board. These minutes are kept in the College President's Office as a permanent, official record of all Board actions and policy decisions of the College.



The minutes are open for inspection by the public at any time, as per the provisions of the Illinois Open Meetings Act.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: December 15, 1993  
Revised: February 21, 2001  
Revised: December 21, 2005  
Revised: February 19, 2014

#### **1.03.06.01 Comments for the Public at Board Meetings**

The Board of Trustees desires to afford members of the public and its employees reasonable time subject to reasonable constraints to comment on issues before the Board or to ask questions of the Board on items which are pending as per 5 ILCS 120/2.06(g) and 110 ILCS 805/3-8

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

- A. All meetings of the Board of Trustees, except as otherwise provided by law, shall be open to the public, including representatives of the press, faculty, and students, subject to limitations of space and such reasonable restrictions as shall be imposed by the Board to insure the safe, proper and orderly conduct of business.
- B. Members of the public and employees of the community College district may address the Board of Trustees at any official meeting in regard to any item on the agenda; however, the Board reserves the right to limit individual participation to permit the presentation of all pertinent points of view and information bearing upon a matter before it. The Board does not obligate itself to receive or act upon new items introduced at a Board meeting which are not on the agenda.
- C. A reasonable amount of time at each open, regular or special Board of Trustees meeting shall be allowed for the public and employees of the community College district to comment or ask questions of the Board of Trustees on items which are on the agenda.

#### **Procedure**

In accordance with 5 ILCS 120/2.06(g) and 110 ILCS 805/3-8, members of the public shall be afforded time, subject to reasonable constraints, to comment or ask questions of the Board which is open to the public. Members of the public, including employees of the community College district, students, and representatives of the press may address the Board of Trustees at any official meeting in regard to any item on the agenda. Any other matter may be addressed at the discretion of the Chairman or any affirmative vote of a majority of Board members present.

The following rules will apply:

- A. Any person who so desires to address the Board of Trustees must submit a written request to the Assistant to the President/Board of Trustees no later than 5:00 p.m. two (2) weeks preceding the next Board of Trustees meeting.
  - 1. Such requests shall set forth the subject matter of the remarks to be made.
  - 2. Letters, handouts, handbills, or other written pieces of communication which address items referred to in Paragraph 1 above must be received by the Assistant to the President/Board of Trustees two (2) weeks prior to the next Board meeting. The Board of Trustees, in consultation with the President of the College and, depending upon the appropriateness of the writing, will review the communication and may allow it to be read or distributed at the Board meeting or placed in the Board packet.
- B. Individuals may address the Board of Trustees for no more than three (3) minutes, and no more than thirty (30) minutes will be allotted to each subject under discussion. In the event there are more than ten (10) individuals desiring to comment on a topic, the time limit may be extended for an additional thirty (30) minutes, so long as the Board of Trustees determines that such additional comment period is warranted and would not interfere the decorum of the meet or interfere with the Board of Trustee's ability to conduct its business.
- C. When addressing the Board of Trustees, the individual will state his/her name, address, who he/she represents (if other than himself/herself), and the topic he/she wishes to speak on.
- D. Comments and suggestions are to be directed to the Board of Trustees as a whole, not to individual members. If

there is a need for clarification, a Board member may interrupt the speaker; in that case, a direct response to the Board member is appropriate.

E. The following will not be subject to public comment:

1. Derogatory remarks or complaints against any employee of the College. (Such matters will be handled through the administrative process of the College.)
2. Unruly, boisterous conduct and defamatory, abusive, or prejudicial remarks will not be tolerated during the meeting or at the time of public comment.

F. The Chairman of the Board, or an affirmative vote of a majority of the members voting, may from time to time seek or allow impromptu remarks from the audience when such remarks are deemed appropriate to the deliberations of the Board.

G. The Chairman of the Board shall determine the number of persons allowed to address the Board and may terminate such appearance at any time.

H. The remarks of any member or other person appearing before the Board shall be included in the record of the proceedings.

I. Nothing herein should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss matters which are determined by the Board to be repetitive, outside the purview of Board authority, or harassment.

J. Persons who wish to comment at Official Board Meetings should contact the Assistant to the President/Board of Trustees.

Approved: November 18, 1992

#### **1.03.06.02 Attendance at Meetings by Electronic Means**

It shall be the policy of the Board to allow attendance by means other than by physical presence, consistent with applicable statutes.

Approved: July 15, 2015

#### **Procedure**

If a quorum of the voting members of the Parkland College Board of Trustees is physically present at a meeting, a majority of the Board may allow a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of:

- 1) personal illness or disability;
- 2) employment purposes or business of the public body, in whole or in part; or
- 3) a family or other emergency.

Other means is by video or audio conference.

If a member wishes to attend a meeting by other means, the Trustee must notify the secretary of the Board of Trustees before the meeting, unless advanced notice is impractical.

Approved: July 15, 2015

#### **1.03.07 Trustee Education**

All Board members are expected to participate in educational activities which enhance their ability to govern effectively as community College trustees, in articulating College services to the community and educational needs of the community to the College.

The College shall maintain membership in selected state and national educational and trustee organizations which provide formal in-service training opportunities for Board members. The Board Chair or his or her designated Board representative will monitor the attendance of trustees at such activities to assure institutional representation, encourage trustees' participation, and approve expenses. The College shall reimburse members of the Board for the reasonable expenses they incur while attending such meetings.

Institutional membership in trustee organizations, the assignment of delegates to these organizations, and trustee participation in in-service training activities shall be discussed annually, or any other time deemed necessary by any trustee or president of the College. Board members are expected to inform themselves by reading materials furnished them in advance of Board meetings and any other materials they may feel are essential in carrying out their responsibilities as Board members and in preparation for meetings.

Approved: November 8, 1993

### **1.03.08 Grants**

A. The Board of Trustees shall approve grant applications for the following types of grants:

1. New, Competitive Grants: funds made available from various public and private funding agencies. All such proposals are reviewed on merit by College evaluation teams or committees that then recommend funding at a particular level.

B. The Board of Trustees shall approve acceptance of grant funds for the following types of grants:

1. New, Competitive Grants
2. Continuation Grants: funds from multi-year grants, grants renewed from year to year, or grants that require a significant cash match.

C. The following funds are included as part of the budget building process and do not require individual application or acceptance approval of the Board of Trustees:

Normal fiscal year operating or entitlement grants from the Illinois Community College Board, the Illinois Board of Higher Education, and the Illinois State Board of Education. These grants include credit hour grants, deferred maintenance grants, vocational education formula reimbursements, Perkins funds, Tech Prep funds, and adult basic education funds, business training contracts and international contracts.

D. The Board of Trustees shall receive an annual report of the grant activities of Parkland College for review and comment.

Approved: March 18, 1998  
Revised: May 18, 2005

### **POLICY 1.04 BOARD/PRESIDENT RELATIONSHIPS: A CODE OF ETHICS**

---

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

THEREFORE, the following ethical considerations for Boards and Presidents are recommended as a means of establishing and maintaining sound Board/President Relationships.

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

1. Keep Board members informed fully regarding the state of the institution-- its strengths, opportunities for improvement, and progress toward achieving its objectives.
2. Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the College.
3. Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
4. Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.
5. Treat all members of the Board equally. Maintain a professional and evenhanded stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.
6. Be sympathetic and understanding of the difficult position of Board members in representing the College's many publics, and assist them to the best of his/her ability to discharge their roles in effective fashion.
7. Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of Board member. Provide the

Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.

8. Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
9. Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
10. Work closely with the Board and particularly so with its Chair so that the District will benefit from a strong and coordinated team approach.
11. Provide maximum assistance to new members in their indoctrination to Board membership.
12. Provide the Board with appropriate advance notice of plans to resign or seek another position.
13. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

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

1. Be sympathetic and understanding of the difficult position of the President in carrying out his/her leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
2. Seek his/her advice and counsel regarding matters of policy before making a final decision.
3. Give him/her full confidence and support realizing that the chief executive needs this assistance if he/she is to perform with maximum effectiveness.
4. Expect its Chair to work particularly closely with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and the President.
5. Inform the President immediately of any questions or concerns about the College or District so that appropriate follow-up actions may be taken.
6. Help assure the orderly operation of the College by insisting that employees make use of established channels and grievance procedures before bringing their concerns to the Board.
7. Require that the interests and welfare of the entire District be considered before those of any special interest group.
8. Assist him/her by supporting fully all Board decisions once they have been made, even though the vote may have been divided.
9. Inform the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require attention.
10. Provide the President with adequate time to correct any deficiencies noted.
11. Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the District and the President.
12. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
13. Give the President a reasonable period of time to find another position.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

## **POLICY 1.05 ETHICS RESOLUTION**

---

### **PREAMBLE**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003, codified at 5 ILCS 430/1-1 and following), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and community college districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government, school districts, and community college districts to penalize violations; and

WHEREAS, this Resolution has been adopted in order to and shall be construed in a manner so as to comply with the requirements of the Act.

Approved: April 21, 2004

### **1.05.01 Definitions and General Provisions (Article 1)**

Section 1-1. For purposes of this Resolution, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

"Board of Trustees" means the Board of Trustees of Community College District No. 505 (Parkland College) Counties of Champaign, Coles, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, McLean, Moultrie, Piatt, Vermilion and State of Illinois.

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Resolution, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee means a person employed by the Board of Trustees, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how

the work is to be performed, but does not include a volunteer or an independent contractor.

“Employer” means the Board of Trustees of Community College District No. 505.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food, and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

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

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

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement or organization with the State Board of Elections or a county clerk under Section 9- 3 of the Election Code (10 ILCS 5/9-3), as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

1. Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
2. Does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
3. Conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
4. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Section 1-2. Construction. This Resolution shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Resolution is intended to impose the same but not greater restrictions than the Act.

### **1.05.02 Prohibited Political Activities (Article 5)**

#### **Section 5-1. Prohibited political activities.**

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Resolution.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.



### 1.05.03 Gift Ban (Article 10)

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's finance' or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments provided as a "contribution" under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
13. Any item or items provided by the College in support of the employee's, officer's or member's discharge of official duties.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the office or employee, does not violate this Resolution if the recipient promptly takes reasonable action to return a gift

from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **1.05.04 Ethics Advisor (Article 15)**

Section 15-1. The Chief Executive Officer, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the District. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as the Ethics Advisor.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the Board of Trustees concerning the interpretation of and compliance with the provisions of this Resolution and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

Section 15-3. With the advice and consent of the Board of Trustees, the Chief Executive Officer of the College, i.e., the President, designates the Ethics Advisor for the District, said Advisor to serve an indefinite term at the pleasure of the Board of Trustees. Ethics Commission (Article 20)

Section 20-1. An Ethics Commission may be appointed by the Board of Trustees to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.

Section 20-2. Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve two-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to two-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a Chairperson from their number. Meetings shall be held at the call of the Chairperson or any two commissioners. A quorum shall consist of two commissioners, and official action by the Commission shall require the affirmative vote of two members.

Section 20-3. The Board of Trustees may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:

1. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
2. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Resolution and not upon its own prerogative.
3. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Resolution.
4. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Board of Trustees to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with request by the Commission shall constitute grounds for discipline or discharge.
5. The powers and duties of the Commission are limited to matters clearly within the purview of this Resolution.

Section 20-5.

- (a) Complaints alleging a violation of this Resolution shall be filed with the Ethics Commission.
- (b) The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
- (c) Upon not less than 48 hours public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Resolution, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant

and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within 10 business days after such meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Resolution and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

- (d) On the scheduled date and upon at least 48 hours public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either
  - (i) dismiss the complaint or
  - (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- (f) A complaint alleging the violation of this Resolution must be filed within one year after the alleged violation.

Section 20-6. The Board of Trustees appoints the members of the Ethics Commission, none of whom is related either by blood or by marriage up to the degree of first cousin to any member of the Board of Trustees on an ongoing basis.

#### **1.05.05 Board Action on Recommendation of Commission (Article 25)**

Section 25-1. Officers. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may issue a reprimand to a Board member or officer who intentionally violates any provision of Article 5 or Article 10 of this Resolution.

Section 25-2. Employees. Upon receipt of a recommendation from the Ethics Commission, the Board of Trustees may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Article 5 or Article 10 of this Resolution in accordance with the applicable procedures.

## **POLICY 1.06 PUBLIC SAFETY**

---

As per Illinois Revised Statutes, members of the Public Safety Department shall have the following powers and duties:

Members of the Public Safety Department shall be conservators of the peace and as such have all powers possessed by police personnel in cities, and sheriffs in counties, including the power to make arrests on view or warrants of violation of State statutes and city or county ordinances of the counties in which the community College is located, when such is required for the protection of community College properties and interest, and its students and personnel, and within such counties when specifically requested by appropriate State or local law enforcement officials. Such officers have no power to serve and execute civil process.

### **1.06.01 Powers**

Peace officers shall have and they are hereby granted the powers and duties as are set forth in Illinois Revised Statutes, Chapter 122, Section 103-42.1.

### **1.06.02 Authority**

That the duration of their appointment and the scope of their authority shall be those as granted them by the Board of Trustees of this College.

### **1.06.03 Hostile Intruder**

The Department of Public Safety is responsible to take any and all steps necessary to ensure the safety of all persons who are on campus. In the event of a campus violence situation where someone is actively injuring persons, officers of the Department of Public Safety shall take all steps possible to terminate the situation in the shortest amount of time, with consideration for all persons' rights and safety.

### **1.06.04 Workplace Violence**

Parkland College is committed to providing a safe and healthy workplace and educational environment that is free from violence or threats of violence. Parkland College prohibits acts of intimidation as well as actual or threatened violence against co-workers, visitors, or any other persons who are either on campus or have contact with College employees in the course of their duties. All employees and students may take legal and reasonable measures to protect themselves from harm during the course of their College activities.

Parkland College staff, faculty, students, and visitors are expected to adhere to this policy and to report all alleged incidents of workplace or school violence to the Department of Public Safety. If an employee of the College has been found in violation of this workplace violence policy, disciplinary action will be taken. Refer to the appropriate collective bargaining agreement for information on our disciplinary processes. Although students and visitors are not governed by the College's collective bargaining agreements, any violation of this policy by students and visitors will be addressed by either the laws of the State of Illinois or by the Parkland College Student Policies and Procedures Manual.

#### Examples of Workplace Violence:

Examples of workplace violence may be, but are not limited to: intimidation through verbal threats via oral or written statements (e.g., unwelcome name-calling, obscene language, and other abusive behavior); harassing telephone calls and/or e-mails; behaviors such as stalking; or any other illegal act as deemed inappropriate by College officials or law.

While not all workplace violence occurs on the campus, any violence or threat of violence that could affect the College environment should be taken seriously.

Approved: June 16, 2004

#### **Procedure**

Whenever necessary, the Department of Public Safety should be contacted:

- At the Public Safety Office
- By telephone at extension 2369
- When appropriate, by using the 9-1-1 button on College phones

(See Policy 1.06.05, Crisis Management Plan, for a detailed explanation of Public Safety's role in a workplace emergency.)

While Parkland College does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Public Safety or Human Resources if any employee, visitor or

student exhibits behavior that could be a sign of a potentially dangerous situation.

No employee shall be retaliated against in his/her employment for reporting (in good faith) intimidation, threats or acts of violence.

(See Policy 3.01 Harassment/Discrimination - Employees)

Employees and students are encouraged to report Orders of Protection to the Department of Public Safety and may provide information to their supervisors or instructors when those Orders may affect the workplace or classroom.

#### **1.06.05 EMERGENCY OPERATIONS PLAN**

The Emergency Operations Plan is created by the Crisis Management Team. To coordinate efforts across departments, Parkland College has formed a Crisis Management Team. The Plan identifies the steps the Crisis Management Team will take to prepare for each phase of crisis management prevention, crisis management and post- crisis management.

At Parkland College, the mission of the Department of Public Safety is to “provide a safe environment for all Parkland students, faculty, and staff”. One of the Department’s primary roles is to respond to emergencies that occur on campus. When an incident occurs that requires emergency services beyond the scope of those provided by the Department, local community services are recruited to assist, such as the Champaign Police or Fire Departments. The Department of Public Safety is responsible for coordinating those services.

The Emergency Operations Plan will be followed as the Crisis Management Team coordinates campus response to emergency incidents. Examples of incidents include, but are not limited to, the following:

- active shooter
- death of a student, faculty or staff, including murder and suicide
- suicide attempt or other mental health emergency
- serious injury or other medical emergency
- aggravated assault; hostage situation
- rape, sexual assault, attempted sexual assault
- armed robbery or burglary
- bomb threat
- hate crimes and ethnic violence
- riot
- fire
- hazardous material spill
- physical plant emergency
- natural disasters, including tornados, earthquakes, winter storms, etc.

## Procedure

This policy outlines the membership of the Crisis Management Team and identifies responsibilities of Team members during the crisis management and post-crisis management phases of the emergency response. An emergency protocol for the campus is included, along with questions to consider during the evaluation phase of post-crisis management. The report also lists the next steps the Crisis Management Team needs to take to complete an Emergency Operations Plan for Parkland College.

### The Crisis Management Team

- A. Vice President for Student Services – The Vice President for Student Services will serve as the Director of the Crisis Management Team.
- B. Director of Public Safety/Chief of Police
- C. Vice President for Communications and External Affairs
- D. Vice President for Academic Services
- E. Dean of Students
- F. Director of Physical Plant
- H. Associate Director of Public Safety

If a Crisis Management Team member is not available to serve, the Crisis Management Team Director will appoint an alternate member to represent that area. The Director may also request an administrative representative from the area or areas directly impacted by an emergency attend any meeting of the Crisis Management Team.

### Crisis Management Team Succession of Command

- A. Vice President for Student Services
- B. Director of Public Safety/Chief of Police
- C. Associate Director of Public Safety

### Emergency Convening of the Crisis Management Team

The Director will inform each Team member of the emergency and the time and place of the initial meeting. During a crisis, the primary responsibility of each member is to serve in his or her role on the Crisis Management Team. Members may need to be temporarily relieved of their normal duties. Each member will arrange with his or her supervisor to have his or her responsibilities delegated until normal operations resume.

### Responsibilities of the Team Members

The responsibilities of the Crisis Management Team members may include the following:

- A. Vice President for Student Services/Crisis Management Team Director
  - Declare an event to be a critical incident. Activate the Parkland College Emergency Operations Plan.
  - Convene the Crisis Management Team.
  - Act as liaison with campus administration and external jurisdictions.
  - Directs and coordinates all activities dealing with the crisis situation at hand.
  - Approves press releases and other public statements prior to distribution.
  - Has authority to make decisions on the use of facilities, staff and equipment.
  - Coordinates meetings with Team members, including evaluation sessions following a Crisis Management Team emergency response.
  - Assembles regular meetings of a behavioral intervention team charged with assessing potential campus threats and arranging early intervention.
  - Communicate with legal counsel when necessary.
- B. Director of Public Safety/Chief of Police
  - Coordinate a police response to any criminal act that might occur on the college campus.
  - Communicate with the Vice President for Student Services and provide critical information as soon as possible as to the nature of the event and provide periodic updates from Incident Command.
  - Initiate contact with other emergency agencies according to existing Memorandums of Understanding and the Emergency Operations Plan.
- C. Vice President for Communications and External Affairs
  - Facilitate communication with the Board of Trustees and the President.
  - Direct all media contact and press releases.

- Create and direct implementation of a communications plan for all campus constituencies.
- D. Vice President for Academic Services
- Provide guidance on matters concerning academic operations including, but not limited to, class cancellations and adjustments to the academic schedule.
  - Coordinate emergency response with Academic Services and Administrative Services.
- E. Dean of Students
- Work with the Director of Marketing and Public Relations on all student communication.
  - Assist with all student issues as a result of any disruptions in the normal learning environment.
- F. Director of the Physical Plant
- Provide guidance to the Crisis Management Team on the nature and extent of the emergency's impact on the campus' physical structures and space.
  - Activate the required resources and manpower to coordinate the campus' physical response to the emergency.
- G. Director of Counseling and Advising
- Coordinate counseling services within the Parkland College community or when necessary, assistance from outside agencies.
  - Schedule meetings with appropriate Administrators when an event is of a critical nature that might require such counseling guidance.
- H. Associate Director of Public Safety
- Coordinate campus incident command.

#### **1.06.06 Media Communications**

The Vice President for Communications and External Affairs or his/her designee will respond to all inquiries by the press, will write press releases, and will arrange press conferences. All requests for interviews by the media will be handled by the Vice President for Communications and External Affairs or his/her designee.

The Vice President for Student Services (as the Director of the Crisis Management Team) or the Vice President for Communications and External Affairs must pre-approve any staff or faculty communication with the press, during the emergency response.

#### **1.06.07 Evaluation**

The true test of an Emergency Operations Plan is how it holds up during an actual emergency. An essential phase of crisis management planning is the evaluation that takes place soon after the campus has returned to normal. The Crisis Management Team will meet to discuss the overall handling of the crisis and to evaluate the effectiveness of the Crisis Management Plan.

Each team member is encouraged to review his/her responsibility on the team and to seek input from his or her area. Team members will survey family and friends of victims, along with community leaders. The results of the evaluation will be used to update, change or implement a new Emergency Operations Plan. The Director of the Team will provide the results of the evaluation in a report that will be made available to the campus community.

Following is a list of questions to consider during the evaluation phase:

1. What was the nature of the emergency?
2. Who was on the team?
3. How did the team respond?
4. How could the team have handled things differently?
5. Were any team members overly burdened with responsibilities?
6. What procedures worked?
7. What procedures did not work?
8. Was everyone involved who needed to be involved?
9. Were there any surprises? What were they and how can the team prevent them in the future?
10. What other crisis prevention efforts should be considered?
11. How could communications with the media have been improved?



## **POLICY 1.07 CRIME AWARENESS AND CAMPUS SECURITY**

---

- A. Parkland College Department of Public Safety officers are conservators of the peace. They work with faculty, staff and the administration to provide safety and security for our students, staff and visitors, to protect property, and to prevent anti-social conduct and to preserve a secure campus environment.
  - 1. The officers are law enforcement officers with all required powers to protect the College's personnel and property interests.
  - 2. The Department is located in room A160, telephone number 351-2369. The emergency extension number is 2369.
  - 3. The local police department is Champaign Police Department. The emergency number is 9-access number 911.
- B. The Department shall develop, together with the Vice President for Student Services, procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring on campus.
- C. The Department shall report all known crimes occurring on campus to appropriate police agencies and will pursue cooperative relationships with municipal, county, state and federal law enforcement agencies and when requested shall aid in any investigations or apprehensions on the campus.
- D. All employees shall be encouraged to report crimes on campus to the Department.
  - 1. The Department periodically distributes appropriate written material to explain the importance of crime reporting and how it is to be done.
  - 2. Periodic public information displays shall be prepared by the Department.
- E. A criminal background investigation must be completed prior to employing an individual in any position within the Department.

The Department will also complete a criminal background investigation for individuals recommended for employment in the College's Child Development Center

Approved: December 16, 1992  
Revised: December 21, 1994

### **1.07.01 Firearms and Concealed Carry**

Parkland College maintains compliance with Illinois Statute 430 ILCS 66 et. seq. in providing an atmosphere that is free of concealed firearms.

Parkland College is a prohibited area for the purposes of possessing a firearm, in all areas under the control of Parkland College District #505. These areas are defined by law as:

Any buildings, classrooms, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized college-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of any public or private community college, college, or university.

No employee, student, visitor, or guest of the college will be allowed to possess a firearm in any vehicle owned, leased, or controlled by Parkland College District #505.

Special Regulations Applicable to College Employees and Special Identified Groups:

- A. Members of the Parkland College Police Department are authorized to carry firearms in accordance with state law and the rules and regulations of the police department.
- B. On duty Law Enforcement Officers from other police departments are authorized to carry firearms in accordance with state law and the rules and regulations of their respective police departments.

- C. Off-duty Law Enforcement Officers (from Parkland College police Department or otherwise) are authorized to carry concealed firearms in accordance with state law and the rules and regulations of their respective police departments.
- D. Retired Law Enforcement Officers are authorized to carry concealed firearms in accordance with state and federal laws.

#### Penalties for Violation of Concealed Carry Statute

- A. Any person found to be in violation of this policy shall be subject to all civil and criminal penalties that are provided in the law. In addition:
  - 1. Violation by student is subject to suspension or expulsion from the college in accordance with the student code of conduct.
  - 2. Violation by any employee is subject to suspension or termination of employment.
  - 3. Violation by any visitor to the college is subject to arrest and being banned from college property.

#### Signage on College Property:

- A. Signs indicating the carrying of firearms is prohibited shall be clearly and conspicuously posted at the entrances of college buildings.
- B. The signs shall be of a uniform design as established and standardized by the Illinois State Police.

Approved: July 16, 2014

#### Procedure

##### Prohibited areas (exception)

- A. Any licensee shall be permitted to carry a concealed firearm on or about his or her person within a private vehicle into a prohibited parking area. Once the vehicle is parked, the licensee must immediately secure and conceal the firearm and ammunition in one of the following three ways:
- B.
  - i. Inside a case within the locked vehicle;
  - ii. Inside a locked container out of plain view within an unlocked vehicle; or
  - iii. Within the vehicle's trunk.

The licensee shall be permitted to carry an unloaded concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing the firearm in or retrieving the firearm from the vehicle's trunk. The licensee must ensure the concealed firearm is unloaded prior to exiting the vehicle.

- C. For the purposes of this subsection, "case" includes glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

#### Campus Presentations

- A. On Approval from the Director of Public Safety/Chief of Police, faculty or staff may possess an unloaded firearm on college property under the following conditions:
  - 1. Approval must be granted by the Parkland College Police Department prior to bringing the firearm to campus. Valid reason showing need for the weapon to be displayed on campus for educational purposes must be presented.
  - 2. While transporting the firearm around campus, the firearm must be carried in such a way that it is completely concealed.
  - 3. Weapon must be presented to the Parkland College Police Department for examination prior to display on campus or other legitimate reason in order to ensure that it is unloaded/inoperable. After display, the weapon must be turned over to Public Safety for safekeeping or removed by the faculty/staff member and placed in secure case inside their personal vehicle.

Firearms used as props or display in any theater production on Parkland College property must first be examined by a member of the Parkland College Police Department to ensure the firearm is not in working order or is a toy replica.

## **POLICY 1.08 INVESTMENT OF FUNDS**

---

### **A. Scope**

This investment policy applies to all funds of Parkland College. These funds are accounted for in the annual financial report and include all current funds, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the "prudent investor rule". The Illinois State Statutes will take precedence except where this policy is more restrictive wherein this policy will take precedence.

### **B. Objectives**

1. **Safety of Principal** - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. **Liquidity** - The investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. **Return on Investments** - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. **Maintaining the Public's Trust** - The Vice President for Administrative Services/Chief Financial Officer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in Parkland College or the Board of Trustees.

### **C. Investments Instruments**

The College may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois (30 ILCS 235) as may be amended from time to time. A summary of allowable securities follows:

1. Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
2. Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investment that are direct obligations of any bank as defined by the Illinois banking Act.
3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit.
4. Collateralized repurchase agreements which conform to the requirements stated in 30 ILCS 235 statute.
5. Commercial paper meeting the requirements stated in the Public Funds Investment Act.
6. The Illinois Public Treasurer's Investment Pool

### **D. Diversification**

Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer or class of securities. Diversification strategies shall be determined and revised periodically by the Vice President for Administrative Services/Chief Financial Officer.

### **E. Collateralization**

1. Time deposits in excess of FDIC insurable limits will be secured by collateral to the extent of 110% to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under ILCS 235. The collateral must be placed in safekeeping at or before the time the investment is purchased so that it is evident that the purchase of the investment is predicated on the securing of collateral.

3. Third party safekeeping is required for all collateral. The securities can be held at the following locations.

- a. Federal Reserve Bank or its branch office
- b. Another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve
- c. Escrow agent of the pledging institution
- d. Trust department of the issuing bank

Safekeeping will be documented by a written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement. Substitution or exchange of securities held in safekeeping can be approved by the Vice President for Administrative Services/Chief Financial Officer provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

#### F. Safekeeping of Securities

Securities, unless held by the Vice President for Administrative Services/Chief Financial Officer, require third party safekeeping. The Vice President for Administrative Services/Chief Financial Officer will have the responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

#### G. Qualified Financial Institutions and Intermediaries

##### 1. Depositories - Demand Deposits

- a. Any financial institution selected shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services. The financial institution must be a member of the FDIC system.
- b. To qualify as a depository, a financial institution must furnish the latest two statements of condition which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements within 45 days of the end of each quarter.

##### 2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the competitive certificate of deposit purchase program must meet the following requirements.

- a. Shall provide wire transfer and certificate of deposit safekeeping services
- b. Shall be a member of FDIC system and shall be willing and capable of posting required collateral for funds in excess of the FDIC insurable limits.

#### H. Management of the Program

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:
  - a. Vice President for Administrative Services/Chief Financial Officer
  - b. Senior Accountant
2. Management responsibility for the investment program is hereby delegated to the Vice President for Administrative Services/Chief Financial Officer, who shall establish a system of internal controls designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the College. Such procedures shall include delegation of authority to persons responsible for investment transactions; check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy.
3. The Vice President for Administrative Services/Chief Financial Officer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

#### I. Performance

The Vice President for Administrative Services/Chief Financial Officer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Vice President for Administrative Services/Chief Financial Officer will strive to earn an average rate of return equal to or greater than the certificate of deposit rate for a given period of time.

#### J. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### K. Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and operational procedures and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

**L. Reporting**

The Vice President for Administrative Services/Chief Financial Officer shall submit the Board of Trustees a quarterly investment report which shall include information regarding securities in the portfolio by type, book value, income earned and market value as of the report date. Generally accepted accounting principles shall be used for valuation purposes.

Approved: December 15, 1999

## **POLICY 1.09 NAMING OF COLLEGE FACILITIES**

---

The Board of Trustees reserves the right to name or rename all facilities belonging to the College.

Parkland College will consider naming opportunities in honor of an individual or entity that has demonstrated service to the college through significant contributions of time, leadership, professional service and/or financial resources. An individual or group may submit naming recommendations to the President. The requests will be submitted in writing with rationale and all supporting documents and be reviewed by the President, Vice Presidents and Executive Director of the Foundation. The President will then submit to the Board of Trustees those recommendations with merit.

All facilities will retain the functional portion of their original name. Prior to Board action the College will consult with the honoree to assure the naming is conducted with their agreement. The Board retains the right to rename all college owned facilities.

Approved: February 21, 2007

### **Procedure**

#### Financial Contribution Guidelines

A naming recommendation resulting from a financial gift to the College will normally receive consideration when the fair market value is twenty-five per cent or more of the College's total cost of a new project. The gift may be cash, an irrevocable deferred gift or a legally binding pledge which should be paid in full within three years of naming the facility. The initial cash contribution, if the gift is a pledge, must be one-third of the total pledged amount. The Board reserves the right to rename the facility if the gift remains unpaid after the three-year limit.

Contributions in the amounts listed in the following schedule could result in naming possibilities for existing facilities. The guidelines for payment of pledges would be the same as stated above.

Classroom/Lounge	\$50,000
Laboratory	\$200,000
Gymnasium	\$500,000
Art Gallery	\$500,000
Theatre	\$500,000
Library	\$500,000
Wings (A, B, C, D, L, M, X, etc.)	\$1,000,000

#### Non-Financial Contribution Guidelines

Recommendations for naming that are not a result of a financial donation should adhere to the following criteria. The honoree should have made significant contributions to the College through leadership, community, involvement, outstanding achievements and service to the College. College property should not be named for persons holding elected office, current employees of the State or the College. All naming opportunities in this category should be based on long-term service and extraordinary contributions.

## **CHAPTER 2 - GOVERNANCE**

### **POLICY 2.01 THE PRESIDENT**

---

The President is the Chief Executive Officer of the College and is responsible for carrying out the policies of the Board of Trustees.

Approved: September 19, 1984  
Revised: January 20, 1993

### **POLICY 2.02 ORGANIZATIONAL CHART**

---

It shall be the policy of the Board to have an organizational chart established and presented to the College community to assist the Board, administration, faculty, staff, and students in understanding their relationships to each other. This chart shall be updated as changing circumstances require. The most recent chart is found in Appendix C.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

### **POLICY 2.03 EXECUTIVE TEAM**

---

The Executive Team meets to consider matters important for the daily operations of the College and to assist the President in the planning and implementation of College activities. The membership is selected by the President.

Approved: January 20, 1993  
Revised: May 15, 1996

### **POLICY 2.04 PRESIDENT'S COUNCIL**

---

The President's Council is composed of the Executive Team and those designated by the President to provide counsel to the President and to plan and review College-wide initiatives and special projects. The Council usually meets once each semester, but may also meet at the call of the President as the need arises.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: May 18, 1994  
Revised: April 17, 1996  
Revised: March 29, 2000

### **POLICY 2.05 COLLEGE COUNCIL**

---

The College Council is composed of the Department Chairs, designated area directors, the student services directors, and Deans, and is co-chaired by the Vice President for Academic Services and the Vice President for Student Services.

The College Council usually meets monthly during the academic year to review proposed College policies and procedures, to coordinate academic and student services activities, and to coordinate communication and cooperation between and among all academic and student services areas.

Approved: January 20, 1993  
Revised: May 18, 1994  
Revised: February 21, 2007

### **POLICY 2.06 ACADEMIC SERVICES LEADERSHIP**

---

Academic Services Leadership, chaired by the Vice President for Academic Services, is composed of all academic Deans, Assistant Deans, Department Chairs, Directors, and those designated by the Vice President for Academic Services. Academic Services Leadership meets regularly to discuss issues pertaining to academic matters, coordinate instructional activities, and make recommendations concerning instructional policies and practices to the Vice President for Academic Services.

Approved: January 20, 1993  
Revised: Fall 2015

---

## **POLICY 2.07 PARKLAND COLLEGE ASSOCIATION**

---

The Parkland College Association represents the interests of students and all employees at the college. PCA membership is comprised of full and associate members as defined in Article II of the PCA constitution. PCA serves to facilitate communication within the College, and plays a major role in achieving the College's major objectives.

The Association occupies an integral part within the College governance machinery, and participates in the development of policy. The PCA Constitution and Bylaws appear in Appendix A of this Manual.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: February 27, 2008

### **Procedure**

The PCA Senate meets monthly and all meetings are open. See the PCA website or contact your area representative for a schedule of meetings. The PCA Constitution and Bylaws provide the basis for the conduct of all PCA business.

Revised: February 27, 2008

---

## **POLICY 2.08 EXCLUSIVE BARGAINING REPRESENTATIVES**

---

As per the provisions of the Illinois Educational Labor Relations Act, educational employees have the right to organize and choose freely their representatives. Refer to the appropriate collective bargaining agreement for specific working conditions and benefits.

**2.08.01** The Parkland Academic Employees is the sole and exclusive bargaining representative for all full-time faculty, full-time counselors, and full-time librarians.

**2.08.02** Parkland College Professional Support Staff Association, Local 4776, IFT/AFT, AFL-CIO, is the sole and exclusive bargaining representative for all full-time and regularly employed part-time professional support staff personnel, except hourly paid employees.

**2.08.03** Parkland College Public Safety Officer's Association Local #173 of the Policemen's Benevolent Labor Committee is the sole and exclusive bargaining representative for public safety officers.

**2.08.04** Parkland College Part-time Faculty Organization Local 4927, IFT/AFT- AFL-CIO, is the sole and exclusive bargaining representative for all part-time faculty who teach six or more equated contact hours per semester, the biology lab monitors, and the dental clinic hygienists.

Approved: June 7, 1989  
Revised: January 20, 1993  
Revised: May 15, 1996  
Revised: March 29, 2000

---

## **POLICY 2.09 DISTRICT ADVISORY COUNCIL**

---

---

The Board of Trustees recognizes that the success and value of Parkland College depend on how well the College serves the higher education needs of the citizens of the District. To help achieve this goal and assure good liaison and coordination among the high school districts, a District Advisory Council exists. The Council consists of high school superintendents and superintendents of educational service regions within District 505, and is convened by the President at least annually.

Approved: September 19, 1984

---

#### **POLICY 2.10 ADVISORY COMMITTEES**

---

Every career program offered by the College has an advisory committee composed of selected individuals who possess expertise in a particular career area. Members of these committees provide the benefit of specialized knowledge, and assist in promoting understanding and support within the community.

Approved: September 19, 1984



## **POLICY 2.11 PROCEDURE FOR MAKING CHANGES TO THE POLICIES AND PROCEDURES MANUAL**

---

Any member of the college community can propose changes to the policies and procedures listed within this manual. Proposed changes in the Policy Manual should be presented electronically to the appropriate Vice President or to the Vice President of the PCA. Substantive changes deemed to be beyond editorial changes are referred to the Policy and Procedures Committee for review and subsequent presentation to the PCA. If the Senate endorses the proposal, it is forwarded to the College President for approval. If the President approves, it is presented to the Board of Trustees for approval and inclusion in the Policy Manual.

The Policy and Procedures Manual shall be updated after the Board of Trustees takes action on policies, and will be available to all faculty and staff via the local Parkland Network with paper copies maintained in the office of the Vice President for Academic Services, in the Library, and with the PCA Vice President.

Approved: January 20, 1993  
Revised: July 19, 1995  
Revised: June 21, 2006  
Revised: November 18, 2009  
Revised: February 19, 2014

### **2.11.01 Procedure for Making Policy Changes**

Proposed changes to policies in the Policies and Procedures Manual should be presented electronically to the appropriate Vice President or to the Vice President of the PCA. Substantive changes deemed to be beyond editorial changes are referred to the Policy and Procedures Committee for review and subsequent presentation to the PCA Senate. If the Senate endorses the proposal, it is forwarded to the office of the College President, which presents it to the Board of Trustees for approval and inclusion in the Policies and Procedures Manual.

The College President may return a PCA-endorsed policy revision to the Senate with a request for additional changes or further consideration. If the Senate denies such a request, it may, with a two-thirds majority vote, bypass the office of the College President and present the policy revision directly to the Board of Trustees.

The Policies and Procedures Manual shall be updated after the Board of Trustees approves the policies, and will be published electronically on the Parkland College website with paper copies available in the office of the Vice President for Academic Services, in the Library, in the college Archives, and with the PCA Vice President.

### **2.11.02 Procedure for Making Procedure Changes**

Proposed changes to procedures in the Policies and Procedures Manual should be presented electronically to the appropriate Vice President. A proposal should then be referred to the Executive Team. All proposals should be presented to the College Council. After the appropriate groups have had opportunity to respond, the proposal should be presented to the PCA Senate for endorsement. If the Senate endorses the proposal, it is forwarded to the College President for review and incorporated in the Policies and Procedures Manual.

The College President may return a PCA-endorsed procedure revision to the Senate with a request for additional changes or further consideration. If the Senate denies such a request, it may, with a two-thirds majority vote, bypass the office of the College President and present the procedure revision directly to the Board of Trustees.

The Policies and Procedures Manual shall be updated after the College President or Board of Trustees approves the revised procedure, and will be published electronically on the Parkland College website with paper copies available in the office of the Vice President for Academic Services, in the Library, in the college Archives, and with the PCA Vice President.

Approved: January 20, 1993  
Revised: March 29, 2000  
Revised: June 21, 2006  
Revised: February 21, 2007  
Revised: February 19, 2014

### **2.11.03 Procedures for Other Governance Issues**

#### **EMPLOYEE GROUP CATEGORIES**

Below are listed current employee group categories at Parkland College:

##### **A. Administrators**

All employees in this group are full-time and not currently covered by a collective bargaining agreement. The

positions include, but are not limited to: President, Vice President, Dean, Department Chair, Director, etc.

B. Confidential/Supervisory Staff

All employees in this group are full- and part-time (at least 20 hours a week) and are not currently covered by a collective bargaining agreement. The positions include, but are not limited to: Administrative Assistant, Senior Accountant, Benefits Coordinator and Physical Plant Supervisor.

C. Instructor, Counselor, and Librarian

All employees in this group are full-time and members of the PAE (Parkland Academic Employees) Collective Bargaining Group.

D. Part-Time Faculty, part – time Librarian, Biology Lab Monitor, and Dental Clinic Hygienist

All employees in this group are part-time, course-basis instructors or monitors, and/or Dental Clinic Hygienists and members of the Part-Time Faculty, Local 4927, IFT/AFT--AFL-CIO Collective Bargaining Group.

E. Professional Support Staff

All employees in this group are full- and part-time (at least 20 hours a week) and members of the Professional Support Staff Association, Local 4776, IFT/AFT--AFL-CIO Collective Bargaining Group. The types of positions included in this bargaining group include, but are not limited to: Financial Aid Advisors, Building Maintenance Technicians, custodians, secretarial staff, etc.

F. Public Safety Officer

All employees in this group are full- and part-time (at least 20 hours a week) members of the Public Safety Officer's Association, Local 173 of the Policemen's Benevolent Labor Committee. The position is limited to Public Safety Officers only.

G. Hourly Staff

All employees in this group are part-time working less than 20 hours a week, except during peak times, and are not covered by a collective bargaining agreement. The types of positions included in this bargaining group include, but are not limited to: On-call Clerical staff, Lab Monitors, Registration Workers, etc.

H. Student Employee

All employees in this group are students who meet the College's eligibility requirements for part-time employment while enrolled at Parkland College.

Approved: June 18, 1997  
Revised: March 2000

## CHAPTER 3 - INSTITUTIONAL ISSUES

### **POLICY 3.01 POLICY PROHIBITING SEX-BASED MISCONDUCT (PENDING BOARD OF TRUSTEE APPROVAL)**

---

#### **I. Policy Statement**

Parkland College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes, but is not limited to, sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Policy 8.26 Harassment/Discrimination – Students and Policy 3.02 Harassment/Discrimination - Employees.

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

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

#### **II. Title IX Compliance**

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

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

#### **III. Retaliation Prohibited**

Any form of retaliation, including intimidation, threats, harassment or other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

#### **IV. Implementing Procedures**

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

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

### **Procedure 3.01.01**

See Appendix P for Parkland's Procedures on Sex-Based Misconduct.

Approved: December 14, 2016  
Revised: August 14, 2020 (Pending Board of Trustees Approval)

### **Procedure 3.01.02**

Individuals may use the restroom that corresponds to their gender-related identity. Gender-related identity refers to an individual's actual or perceived gender, including an individual's self-image, appearance, expression, or behavior, whether or not it aligns with that traditionally associated with the individual's designated sex at birth.

Added April, 2018

## **POLICY 3.02 HARASSMENT/DISCRIMINATION - EMPLOYEES**

*(For information on Sexual Discrimination/Harassment/Misconduct, please refer to Policy 3.01)*

Harassment or discrimination based on race, color, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry or disability or retaliation for complaining about harassment or discrimination is a violation of federal and state law. Harassment and discrimination are prohibited in all areas of the College. Appropriate preventive measures shall be used within the College to promote respect for the rights of co-workers and students. Remedial measures and/or corrective actions, up to and including dismissal, shall be utilized when acts of harassment or discrimination occur.

Additionally, this policy applies to anyone who does business with the College (contractors, vendors, customers, etc.). All harassment complaints, regardless of where reported, or from whom, shall be taken seriously and assessed by management and the Office of Human Resources.

### **A. Roles and Responsibilities of Administrators and Supervisors**

Administrators and supervisors through their actions shall model appropriate behavior by:

1. Pursuing preventive measures to ensure a supportive harassment- and discrimination-free work atmosphere.
2. Encouraging the reporting of incidents of harassment and/or discrimination.
3. Taking remedial measures to stop harassing and discriminatory behavior whenever reported or observed.
4. Notifying the Office of Human Resources of all allegations or incidences of harassment or discrimination in the workplace.
5. Ensuring that retaliatory behavior is not allowed.

### **B. Harassing/Discriminating Behavior**

1. Harassment or discrimination is any conduct which is so severe or pervasive that it actually:
  - a. Interferes with an individual's work or education because of expressions based on race, color, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, or disability or retaliation for complaining about harassment or discrimination.
  - b. Creates an intimidating, hostile, or offensive working environment or interferes with an individual's work performance through written, graphic, or verbal communications including comments, jokes, slurs, or negative stereotyping.

### **C. Retaliation Prohibited**

Employees who complain of harassment or discrimination, or provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment and immediate and appropriate disciplinary action, up to and including

dismissal, shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to:

1. Poor performance evaluation.
2. Change in job duties or other negative employment decisions.
3. Laughing at, ignoring, or failing to take seriously reports/complaints of harassment.
4. Continuing/escalating harassing behavior after the employee objects.

### **Addressing Harassment/Discrimination**

If you believe you are being harassed, discriminated against, or retaliated against, you are encouraged to notify your supervisor or anyone in management and/or the Office of Human Resources. If you wish to explore your concerns and options related to harassment/discrimination, you are encouraged to contact the Employee Assistance Program (EAP).

### **Timely Report**

An objective of this policy is preventing or intervening when such unwelcome conduct occurs before it creates an uncomfortable or disruptive working environment. Therefore, employees who believe that they have been victims of conduct prohibited by this policy are encouraged to report it immediately.

### **Resolution Procedures**

In determining alleged harassment/discrimination, the circumstances, the nature of the harassment/discrimination and the context in which it allegedly occurred will be investigated. The Office of Human Resources, the Vice President for Student Services, or designee, is responsible for investigating and resolving complaints of harassment/discrimination involving employees.

All persons affected by a particular incident will be treated with respect and given full opportunity to present their side of the incident. The final authority in matters of harassment is the President of the College.

### **Resolution Options**

Depending on the harassment/discrimination complaint, state and federal agencies and specific time frames for filing charges may be utilized for reporting harassment/discrimination. The following list contains the agencies and the time frames within which a complainant must notify the agency of harassment/discrimination. Most deadlines run from the last date of alleged unlawful harassment, discrimination, or retaliation.

- State: Human Rights Commission – 365 days
- Federal: Equal Employment Opportunity Commission – 300 days

### **Investigation Process**

All allegations, regardless of where reported, shall be forwarded to the Office of Human Resources or the Vice President for Student Services. The complaint shall be reviewed to determine whether a detailed fact-finding investigation is appropriate.

Approved: December 14, 2016

**Procedure 3.02.01**

Transgender or gender-nonconforming employees are to be addressed by the name and pronouns of their choice in all communications, verbal and written, except in correspondence for which the college must use the legal name, such as, but not limited to, payroll and tax documents. A legal name change is not required in these circumstances. In addition, transgender or gender-nonconforming employees may dress in a manner consistent with their gender-related identity. Gender-related identity refers to an individual's actual or perceived gender, including an individual's self- image, appearance, expression, or behavior, whether or not it aligns with that traditionally associated with the individual's designated sex at birth.

Added April, 2018

### **POLICY 3.03 AWARDING OF TUITION WAIVERS**

---

The Board of Trustees has sole authority to grant tuition waivers. The President or Vice President for Academic Services may execute tuition waivers pending final approval by the Board of Trustees.

Approved: January 20, 1993  
Revised: November 8, 1993

#### **Procedure**

On those rare occasions when a tuition waiver is appropriate and approval of the Board of Trustees is not convenient or cannot be obtained in a timely manner, the President or Vice President for Academic Services may execute a tuition waiver pursuant to the following guidelines:

- A. The student situation will be discussed, and the circumstances reviewed by the President or Vice President for Academic Services.
- B. The Vice President for Academic Services will initiate the request for waiver form, including the rationale, and sign it.
- C. Vice President for Administrative Services will review and sign the form.
- D. The request for tuition waiver (and documentation) will be placed on the next regular Board Meeting agenda for final approval.

### **POLICY 3.04 DISMISSAL AND NON-RENEWAL OF APPOINTED PERSONNEL**

---

Appointed personnel will be advised in writing by their appropriate supervisor of any deficiencies in the performance of their appointed duties. Prior to consideration of dismissal or non-renewal for such deficiencies, reasonable time will be given to correct them.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: June 18, 1997

### **POLICY 3.05 EMPLOYEE - FAMILY MEMBER CONFLICT OF INTEREST/NON-FRATERNIZATION**

---

An employee shall not engage in supervisory, administrative, or teaching decisions directly involving a member of his/her household, or his/her immediate family, or individuals with whom he/she has a personal, non-professional relationship. Members of the immediate family are defined as mother, mother-in-law, father, father-in-law, foster parents, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, and sister-in-law.

To avoid the appearance of impropriety, Parkland employees are prohibited from teaching members of their household, spouse, children, parents, or any other individual with whom he/she has a personal or non-professional relationship. Faculty members may, for teaching purposes, obtain exceptions to this policy on a case-by-case basis from the appropriate Department Chair in consultation with the appropriate Academic Dean.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: March 29, 2000

## **POLICY 3.06 COMMUNICABLE DISEASE POLICY**

---

The Illinois Department of Public Health (IDPH) has specified diseases which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability Services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.
3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).
6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.
8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.
9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Approved: January 20, 1993  
Revised: February 17, 2010

## **POLICY 3.07 PROTECTIVE EYE DEVICES**

---

### **3.07.01 Employees**

Parkland College, with concern for the safety of its employees, requires that all employees performing job functions which may be hazardous to eyes due to chemical splash, flying debris, hot splashing metal or light and heat rays wear industrial safety protective devices while performing those functions. All protective eye devices must meet American National Standard Practice for Occupational and Educational Eye and Face Protection Standards Z87.1

### **3.07.02 Students, Employees, and Visitors**

The Illinois School Code, Chapter 122, Paragraph 698.11, "Eye Protective Devices," states that all individuals shall wear industrial quality eye protection devices at all times while in a room or enclosed area where they and others are participating in any phase of activity of such course which may subject the student or teacher to the risk of hazard of eye



injury from the materials or processes used in said course. These activities may be defined as experiences involving hot molten metals, milling, sawing, turning, shaping, cutting treatment, tempering or kiln firing of any metal or other materials; gas or electric welding; repair or servicing of any vehicle; and caustic or explosive materials.

Visitors to shops or laboratories will be furnished and required to wear industrial quality eye protection.

Approved: January 17, 1988  
Revised: April 17, 1991

### **3.07.03 Safety Requirements**

- A. All protective eye devices must be in accordance with American National Standard Practice for Occupation and Educational Eye and Face Protection Standards Z87.1.
- B. All protective eye device frames must come stamped with the proper "ANSI" code.
- C. All eye glass lenses must be "ANSI" verified in writing by the vendor, or stamped as such on the lenses.
- D. All safety glasses must have side shields which can be removed for easy cleaning and replacement.
- E. All eye glass lenses must be size 55 or smaller.

### **3.07.04 Position Requirements**

- A. Maintenance/trade workers--safety eyeglasses; face shields when welding, sanding, or grinding.
- B. Custodial--safety eyeglasses when cleaning overhead surfaces and changing light bulbs, or when other eye hazards exist; chemical goggles when mixing or spraying chemicals.
- C. Groundskeeper--safety eyeglasses; chemical goggles when mixing or using chemicals.
- D. All positions--when performing any of the above functions.

Any job duty that may be deemed hazardous or a safety concern to the employee and/or others should be promptly reported to Human Resources or the Director of the Physical Plant for determination of the eye devices required, if any.

### **3.07.05 Locations to Obtain Equipment**

- A. Standard nonprescription safety glasses for employees and guests will be located in the Physical Plant office and may be checked out as needed. Regularly used equipment may be retained with the employee at the work site.
- B. When performing hazardous functions, employees are asked to make sure that anyone in close proximity to them are also wearing protective eye devices.
- C. Special eye protection devices such as welding helmets, cutting and brazing goggles, chemical goggles, and face shields will be located in the area of the machine or chemical storage or may be checked out from the Physical Plant Office.
- D. Replacements of damaged standard or special eye protection devices may be obtained through the Physical Plant Office.
- E. Prescription safety glasses and frames are obtained by the attached procedure.

### **3.07.06 Procedures to Obtain Prescription Safety Glasses**

The employee must complete a Reimbursement Authorization Form which may be obtained from the Office of Human Resources. Approval from the direct supervisor must be obtained before ordering or purchasing.

#### **A. Designated Vendor Option**

Employees may bring their prescription to the College designated vendor, along with College Reimbursement Authorization Form. This vendor will bill the College directly. All costs for safety glasses will be covered by the college if this option is used.

#### **B. Reimbursement Option**

For reimbursement from a vendor other than the college designated vendor, a receipt and verification that safety requirements have been met must be submitted.

### **3.07.07 Cost Guidelines: Allotments and Restrictions**

- A. Those employees whose vision requires the use of corrective lenses but who chooses to use a vendor other than the college designated vendor should contact Human Resources for the cost allotments.  
It is expected that employees will not need replacement prescriptions yearly. Employees who do not use the allotment in a given year will have no further claim on those dollars.
- B. Employees whose prescriptions have changed (minimum change 1/2 diopter + 20 axis change) or who have glasses damaged in the course of their work, as verified by their Director or Chair, will receive an additional allotment or replacement glasses.
- C. Safety spectacles may have a tint as allowed by the safety standards previously set forth.
- D. Employees may order a blended bifocal in their safety glasses. If purchased through the college designated vendor, there is no cost to the employee. If purchased elsewhere, the employee is responsible for 100% of the cost of these lenses.
- E. Those employees who wish to may select safety glasses which cost more than the allotment. Those glasses must meet the safety standards previously set forth, and the employee will pay the difference in cost.
- F. All protective safety eye equipment, whether or not prescription, purchased by the College will be considered property of the College.

Revised: June 21, 2006

## **POLICY 3.08 INCLEMENT WEATHER**

---

In the event of bad weather, every effort is made to keep the College open. Borderline decisions are resolved in favor of holding classes. When classes are canceled for safety reasons, the entire campus will be closed. In some instances, key personnel will be required to be present on campus. Persons absent because of illness, scheduled vacations, or personal leave may be allowed credit for days when the campus is totally closed.

Approved: September 19, 1984

Revised: October 21, 1987

### **Procedure**

When classes are canceled for safety reasons, the local media will be notified by a College official.

Revised: May, 1996

### **POLICY 3.09 REPORTING UNSAFE CONDITIONS**

---

Employees should report all unsafe conditions to the appropriate supervisor. If adequate response is not made, the employee should report the condition to the office of Human Resources. The reporting employee is to be free of any repercussions due to the reporting.

Approved: January 20, 1993

### **POLICY 3.10 RECORDS**

---

All documents, devices, or items created or received as a result of expenditure of public funds, or produced in an official capacity by employees of the College which document the organization, functions, policies, decisions, or activities of the College and its faculty and staff, shall be the property of the College and, as such, are subject to the Records Management Procedures of the College in accordance with the Illinois State Local Records Act (50 ILCS 205).

Approved: September 19, 1984

Revised: February 18, 2004

Revised: July 17, 2013

## **Procedure**

Each official College record has, or will be, assigned a specific retention period in conformity with the Illinois State Local Records Act and the policies of the College. The records of a given office are listed on two documents: the College Records Retention and Disposition Schedule and the Application for Authority to Dispose of Local Records (i.e., Records Application), which is on reserve at the Library.

Each office is responsible for the management of the records they generate. For information or forms (disposal certificates, etc.), contact the Illinois State Local Records Unit in Springfield.

## **POLICY 3.11 OFFICIAL LETTERS AND SURVEYS**

---

Official letters prepared by staff members for wide distribution within the District should first be approved by the appropriate Vice President. This is to assure good internal communication and to assist in the presentation of the proper position of the College. Surveys which may be taken in other College districts to obtain information or data must also be authorized by the office of Institutional Accountability and Research.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: June 18, 1997

## **POLICY 3.12 USE OF COLLEGE EQUIPMENT**

---

Use of College equipment for the benefit of affiliate agencies of Parkland is permitted if approved by the Vice President for Administrative Services/Chief Financial Officer. Costs incurred by the College as a result of such use will be borne by the group using the equipment.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: February 21, 2001

## **POLICY 3.13 USE OF COLLEGE FACILITIES**

---

The administration determines how and when the facilities can be best used to meet the needs of the College. Some of the facilities of Parkland College are available for use by faculty, staff, administration, students, and others for activities which coincide with the mission of the College.

The utilization of space is first determined by the instructional needs of the semester course schedule as established by the Vice President for Academic Services. The schedule of athletic events is established by the Athletic Director. Once the College schedule is established, additional requests for use of space for meetings, seminars, conferences, workshops, and other special events are administered through the College's facilities rental process.

This policy applies to all campus facilities and grounds. All persons who contract to use the facilities must observe the rules established by the College administration for safe and efficient use.

Priorities for facility usage are as follows:

First Priority – Instructional Activities: Scheduled credit classes, non-credit classes, and College-wide instructional and development activities, e.g., departmental meetings.

Second Priority – Institutional Events: Events sponsored by the President, administrative units, athletic department, and the Parkland College Foundation.

Third Priority – Student Activities: Student activities registered through the Office of Student Life or an academic department.

Fourth Priority – Cosponsored Events: Events hosted on the Parkland campus by non-College groups that have partnered with a Parkland College department, unit, or administration and directly relate to the sponsoring unit's contributions to the campus community. The College will not cosponsor events in which the educational or public service implications are not evident, and that do not relate appropriately to the Mission and Purposes and Statement of Core Values of the College. Fees will be charged unless waived at the Vice President level.

Fifth Priority – Community Events: Events and meetings held on the Parkland campus for general community use. Meetings

may be hosted by non-profit or for-profit businesses and government agencies. Private events may be held in spaces designated in the procedure. The College will not rent space for events in which the educational or public service implications are not evident, and that do not relate appropriately to the Mission and Purposes and Statement of Core Values of the College. Fees will be charged unless waived at the Vice President level.

In cases where a request does not fit one of the categories, the President or designee has the authority to determine its priority. Only the President or designee can make exceptions to the priorities below in case of emergency or extenuating circumstances.

Adopted: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: May 15, 1996  
Revised: January 16, 2002  
Revised: January 26, 2005  
Revised: February 20, 2019

## **Procedures**

### **Reservation of College Spaces**

Reservation of all College spaces must be appropriately documented in the College scheduling system. Each office that participates in the rental of college facilities must have on file the appropriate rental agreement paperwork and must route requests through the appropriate approval processes. All spaces that have been reserved on behalf of an outside group must be documented in the College scheduling system to ensure campus safety and awareness of outside groups accessing College facilities.

Arrangements for the use of the theatre, planetarium, athletic facilities, and Community Education may be made by contacting the directors of these facilities directly. Common lounge areas will be scheduled through the Office of Student Life.

### **Guidelines for Cosponsored Events**

1. Cosponsorship requires approval at the Dean/Director level before the space is secured. Individual employees may not independently cosponsor events unrelated to their role on campus.
2. A College representative from the sponsoring department or unit must act as a college liaison for the event. The college liaison will provide a signature on the facilities rental agreement identifying themselves as the primary contact and must attend the event.
3. Theatre productions, Staerkel planetarium events, athletic events, and Community Education events that are rentals involving non-College groups or organizations are considered cosponsored events.
4. If an employee has been asked by the college to serve in an official capacity as a participant in a board or organization, they may host meetings of that group on campus for free. Fundraisers and other events open to the community will require the facilities rental fee.

### **Guidelines for Community Events**

1. Documented non-profit or for-profit organizations and government entities may request the use of College facilities without a sponsoring unit and will be charged the rental fees established by the College unless waived at the Vice President level.
2. Religious and political organizations will not be eligible to rent College facilities.
3. For-profit businesses and individuals wishing to host private events will be referred to the directors of the theatre, planetarium, Community Education, and athletic facilities for rental of those facilities, incurring the established fees.

### **Requirements**

All non-College groups or organizations involved in a cosponsored or community event will complete and submit the appropriate forms for the space they wish to rent. For cosponsored events, the liaison is responsible for completing the required forms and working with the organization to gather the required documentation. Forms must be signed by the sponsoring Dean or Director before they are processed. The following are required:

1. Completed facility rental forms
2. A statement and/or copy of advertisements and signs listing the College as a cosponsor, if applicable
3. Requests for equipment, AV equipment, food service, custodial and other services when applicable
4. Copy of Certificate of Insurance and/or a damage deposit

### **Restrictions**

Student, cosponsored, and community events must comply with the following restrictions:

1. Alcoholic beverages are prohibited as per College policy 3.26.
2. Tobacco usage is prohibited as per College policy 3.24.
3. If an activity involves minors, adequate adult supervision must be provided for the duration of the activity.
4. Parking is restricted to designated areas only; violators will be ticketed by Public Safety officers.
5. Amplified sound systems may not be used in the building during the hours when classes are in session.
6. Signs must be placed as per College policy 3.36.
7. Community event organizers may list the College name and address on promotional materials. All logo usage must be approved by the Director of Marketing and Public Relations prior to distribution.

#### Approvals

Approval for facility requests will be as follows:

1. Instructional Activities – Vice President for Academic Services
2. Institutional Events – Vice President overseeing the requesting unit
3. Student Activities – Vice President for Student Services
4. Cosponsored Events – Vice President overseeing the requesting unit
5. Community Events – Vice President for Communications and External Affairs

#### Fees

Facility usage fees will be posted on the College website and made available at the time of request.

In addition to the facility rental fee, the following fees will be charged:

1. Custodial and Public Safety Fees – Rental charges for facilities usage during regular business hours include the cost of regular custodial and security services. Extra custodial and Public Safety services will incur additional fees. The College reserves the right to determine the number of operational personnel required for approved activities. Use of the facilities on the weekend and extra custodial services for setup and/or cleanup are automatically subject to the additional fee.
2. Technology Fees – Fees for projector setup and use, amplification systems, and other technologies are available at the time of request. If technical support personnel are required to be present, an additional fee will be charged.
3. Administrative Fees – An administrative fee will be charged for the scheduling, coordination, and administration of co-sponsored and community events.

Revised: November 2003

Revised: February 20, 2019

### **POLICY 3.14 UPPER DIVISION AND GRADUATE COURSE OFFERINGS BY OTHER INSTITUTIONS**

As a service to District 505 residents, Parkland College encourages colleges and universities to offer upper division and graduate level course work on Parkland's campus on a space available basis consistent with Policy 3.12 Use of College Facilities.

Approved: October 18, 1989

Revised: November 20, 2012

#### Procedure

All inquiries should be referred to the Vice President for Academic Services.

Approved: November 20, 2012

### **POLICY 3.15 COLLEGE KEY USE**

Each College employee will receive the necessary key(s) to enter the building and the employee's office and departmental mailroom. Employees should not loan their key(s) to others for facility access when the College is closed.

Receipt of any key(s) requires the dual approval of the appropriate administrator and the Director of Public Safety.

Approved: January 20, 1993

Revised: June 17, 1999

#### Procedure

A. Keys will be issued by the Department of Public Safety.

B. Each wing of the College will have only one designated operable external entrance when the College is officially closed.

- C. The College will utilize a restricted keyway system, whereby keys cannot be copied without appropriate authorization.

Revised: June 1999

### **POLICY 3.16 AGREEMENTS WHICH OBLIGATE THE INSTITUTION**

---

Staff members are not authorized to sign contracts in the name of the College or to make any agreements that obligate the institution. This includes accepting gifts to the College and making agreements with private individuals or organizations. Formal approval, in writing from the President, must be obtained before accepting any gifts that obligate the College.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

#### **Procedure**

Formal approval, in writing, must be obtained before accepting any gifts that obligate the College. See the Parkland College Foundation Director to complete the necessary paperwork.

### **POLICY 3.17 GRANTS**

---

Employees are encouraged to seek external funding opportunities which will benefit the College, their programs, and/or their personal and professional development.

The Grants and Contracts office is responsible for grant searches, development, and submissions within the College. Staff members who receive grants awarded to Parkland College must work with their immediate supervisor and the grants office to coordinate award management and grant activities.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: October 20, 2015  
Revised: March 16, 2016

#### **Procedure**

All college employees must contact the grants office prior to applying for any external funding. The grants office will then work with college personnel on developing and/or submitting their proposal. Part of this process will involve contacting the appropriate supervisor and associated Vice President. For a more detailed overview of these processes, see Appendix K for the Grants Management Handbook or contact Parkland Grants and Contracts.

### **POLICY 3.18 TRAVEL**

---

Parkland College shall reimburse trustees, the President, employees and representatives of Illinois Community College District 505 for necessary travel and travel related expenses incurred on behalf of the College in connection with meetings of professional organizations germane to the College's function or as elsewhere provided for in the College approved budget.

The President shall ensure that all such travel receives proper authorization and that travel reimbursement complies with the approved College budget, Board policy, state regulations, all relevant laws of the State, and complies with all Internal Revenue Service regulations.

Approved: September 19, 1984  
Revised: June 7, 1989  
Approved: March 20, 1991  
Approved: January 20, 1993

#### **Procedure**

- A. Travel should always be arranged to try and find the most economical combination of expense, time and convenience.

The travel regulations apply to travel charged to all funds. They do not apply to interviewees or non-College employees who are official guests of the College. In all cases, reimbursement for travel expenses is limited to actual expenses which are judged to be reasonable and necessary.



Participation at educational meetings by staff members is encouraged by the College. Expenses are reimbursed when such participation is approved, and is relevant to the programs of the College. The following procedures should be observed:

1. Requests should be made as early as possible during the College year to permit equitable distribution of funds among members of the entire staff.
2. Interested staff members must complete the Travel Request Form and forward it to the Department Chair or other appropriate supervisor. An adjoining narrative concerning the staff member's reasons for participation and any additional information is encouraged.
3. The Department Chair or supervisor will send approved applications to the appropriate administrator for final disposition.
4. The Department Chair and/or appropriate supervisor is responsible for providing alternate arrangements for classes and/or services.
5. Upon return from authorized travel, the staff member must complete the Travel Request Form and submit it to the Department Chair or appropriate supervisor, who will forward it to the appropriate administrator's office for reimbursement by the Business Office. If an advance in funds is made to the staff member, the balance of funds after expenses must be returned with the form. If expenses are greater than the advance funds, the balance will be reimbursed to the staff member by the Business Office.

B. Expenses are reimbursed in accordance with the following guidelines published by the Business Office.

C. Travel Definitions

1. Travel Expenses: Expenses including, but not necessarily limited to, transportation costs, registration/enrollment fees, lodging, meals, telephone/telegram, parking fees, tolls and gratuities.
2. Allowable Travel Expenses: Reasonable and necessary expenses incurred while traveling on official College business, excluding entertainment expenses.
3. Travel: Any trip beyond the Champaign administrative campus.
4. Traveler: An individual authorized to travel on official College business.
5. Unauthorized Traveler: Individual who is not on official College business but is sharing travel accommodations with a traveler.
6. Unit: Department of the College under the supervision of a College administrator.

D. General Guidelines

1. While operation within the allocated travel budget is the responsibility of each traveler, the administrators of the College have overall responsibility for coordinating, reviewing and approving travel requests.
2. Travelers are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
3. Mileage will be allowed for any transportation in excess of normal travel from the College to work and vice versa required to perform an employee's duties. For an additional off-campus teaching assignment, the College will pay mileage between the campus or the faculty member's home and the course site, whichever is less. Accordingly, a mileage allowance will be provided for faculty members having been assigned classes at more than one location which requires movement within a single day. See "Private Vehicle" for restrictions and provisions.

E. Authorization for Travel Expenses

All travel expenses will require authorization in advance by the administrator indicated below. This authorization indicates that the expenses are proper and within the scope of the budget to be charged. Any unanticipated expenses that were not authorized in advance will be subject to reimbursement upon the submission of relevant receipts.

1. Travel by Board members will only be approved by roll call vote at an open meeting of the Board.

2. Travel by those administrators reporting directly to the President requires the approval of the President.
3. Travel by the President will be reviewed by the Vice President for Administrative Services/Chief Financial Officer.
4. Travel by all other employees requires the approval of the appropriate administrative supervisor after approval by the employee's immediate supervisor.
5. Travel by persons who are not employees of the College which is in compliance with applicable district policies and regulations (i.e., candidates for employment or persons who are called upon to contribute time and service) requires the approval of the Vice President for Administrative Services/Chief Financial Officer.

#### F. Travel Insurance

Accidental death and dismemberment insurance is provided by the College for employees and representatives on College business. Always complete a travel request form for College business for insurance purposes.

#### G. Allowable Travel Expenses

##### 1. Transportation

The traveler is expected to select the most economical route and mode of transportation. Should the traveler select an indirect route for convenience, any extra costs incurred will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred traveling the most direct and economical route.

##### a. Public Carrier

- (1) The expense of traveling by public carrier (rail, bus or airplane) will be allowed on the basis of actual cost. If air transportation is required, the traveler is expected to use the coach or tourist fare.
- (2) Expenses for ground transportation (taxi, limousine, bus, subway, rental vehicle, parking, tolls) at the destination are allowed as necessary. Receipts should be obtained where possible, and such expenses should be listed for each day.

##### b. Private Vehicle

- (1) If travel by private vehicle is chosen, the traveler will be reimbursed for mileage at the current allowable rate as specified by the Internal Revenue Service.
- (2) When two or more travelers are traveling to the same event by private vehicle, they are expected to share transportation expenses unless other arrangements are approved in advance.
- (3) Mileage reimbursement will be based on distances recorded on an official highway map for the most direct route.
- (4) Additional mileage will be allowed as necessary for transportation in the community which is the point of destination.
- (5) The amount allowed for travel by private vehicle normally will not exceed the cost of the most economical public carrier. Exceptions will apply in circumstances in which the traveler's schedule or destination does not correspond with that of public carriers.
- (6) Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law.
- (7) Fine for any parking or traffic violations incurred by travelers are not reimbursable.

##### c. College-Owned or Rental Vehicle

When a College-owned or rental vehicle is chosen for a trip, reimbursement will be based upon receipts for actual charges. Arrangements for use of College-owned or rental vehicles for travel starting from the College must be made with the appropriate supervisor. Arrangements for vehicle rental for travel starting from remote locations will be made by the traveler. Fines for any parking or traffic violation incurred by

travelers while on College business are not reimbursable.

2. Lodging

- a. Reasonable and necessary lodging will be reimbursed as approved in advance and supported by receipts.
- b. When a traveler shares lodging with an unauthorized traveler, the traveler will provide a receipt or printed rate schedule showing the single occupancy rate. If documentation of the single occupancy rate is not provided, the allowable expense will be computed by dividing the number of persons into the total daily rate as indicated on the bill.

3. Registration and Enrollment Fees

Registration/enrollment fees for meetings, conferences, courses, seminars, workshops, or similar events are reimbursable when the College employee or representative is authorized to attend. When memberships or dues are included in the registration/enrollment fee, authorization for the extra amount will be considered to have been granted upon approval for the employee or representative to attend the event.

4. Meals

- a. A per diem meal allowance will be available for each full or partial day of approved travel. The Federal per diem meal allowance rates for high cost and low cost areas will be used, which includes gratuities. Lists of the "high cost" areas, and the current rates, are available from the Business Office.
- b. Meals which are included in the registration fee for an event will be deducted from the daily meal allowance. The meal value schedule that will be used is as follows.

Breakfast 1/6 of per diem rate, to nearest 50 cents  
Lunch 1/3 of per diem rate, to nearest 50 cents  
Dinner 1/2 of per diem rate, to nearest 50 cents

- c. Breakfast allowance will apply if one is in travel status before 7:00 A.M.; dinner allowance will apply if one is in travel status beyond 6:00 P.M.
- d. Meals for unauthorized travelers are not reimbursable.
- e. Meals for guests of the College may be authorized; reimbursement of approved expenditures will be based on the actual cost as documented by receipts. College policy prohibits reimbursements for alcoholic beverages.
- f. Reasonable and necessary expenses for meals of College employees or representatives who are dining with guests of the College or conducting College business during the dining period may be authorized; reimbursement of approved expenditures will be based on the actual cost as documented by receipts plus a statement of those present and the items discussed.

5. Miscellaneous Expenses

Reasonable miscellaneous expenses incidental to travel and conducting College business will be allowed if identified. Receipts should be obtained. However, no reimbursement will be made for entertainment expenses.

6. Exceeding Maximum Allowance

Reimbursement for any employee or administrator that exceeds the maximum amount allowed for any expense may only be approved by roll call vote at an open meeting of the Board.

H. Persons Not Employed by the College

Actual travel expenses of individuals who are not College employees or representatives (i.e., candidates for employment or persons who are called upon to contribute time and service) may be authorized by the Vice President for Administrative Services/Chief Financial Officer or President. Such individuals are subject to the same expectations as College employees or representatives when being reimbursed for travel.

I. Payment for Travel

The traveler is normally expected to pay for all authorized expenses which have not been prepaid by the College and to provide documentation of expenses when requesting reimbursement.

1. Reimbursement for travel expenses must be approved by the supervisor who authorized the travel. If the expenditure exceeds the amount originally approved, the appropriate administrator must also approve the additional reimbursement.
2. Checks for prepayment of authorized travel expenses will be issued upon request, if such request is received by the Business Office not less than seven (7) days prior to check issuance dates. The appropriate administrator may also approve an advance for authorized amounts other than travel expenses.

### **3.18.01 Travel Requests**

#### **A. Approval for Travel**

To request approval for travel, a travel authorization form should be completed and submitted to the immediate supervisor or other designated administrator.

#### **B. Documentation of Travel Expenses**

1. Documentation, in the form of receipts, must be provided for all travel expenses, regardless of method of payment, with the exceptions of mileage allowance, meals, cab fare and other items approved in advance by the Vice President for Administrative Services/Chief Financial Officer. If air travel is billed directly to the College, the airline ticket must be submitted upon return.
2. If the traveler has received an advance for certain expenses, all required documentation must be submitted to clear the account upon the traveler's return, just as though the traveler were requesting reimbursement. This reconciliation should be completed within ten (10) days after return.
3. Prior to or upon receipt of any advance travel funds, a traveler shall sign and deliver to the Business Office a Travel Advance Agreement.
4. Advance travel funds which have not been cleared by filing a travel expense voucher, with appropriate documentation, within 10 days of returning will be deducted from the traveler's pay check.

#### **C. Claiming Reimbursement**

Reimbursement for travel expenses may be claimed by submitting a properly signed travel expense voucher, accompanied by appropriate supporting receipts, to the Business Office. The request for reimbursement will be approved or denied by the appropriate administrator.

Revised: June 18, 1997  
Revised: December 14, 2017  
Approved: December 14, 2017

## **POLICY 3.19 USE OF COLLEGE VEHICLES**

---

College vehicles are available to provide authorized transportation for College personnel, students and guests. Office of Student Life is responsible for the maintenance, upkeep and scheduling of College vans. College cars are the responsibility of the Vice President for Student Services.

Approved: January 20, 1993

### **Procedure**

College vehicles are available to provide authorized transportation for College personnel according to the following guidelines:

- A. It is preferred that College vehicles be driven only by Parkland employees. However, other persons (students and non-students) may be authorized to operate College vehicles under the following conditions:
  1. A form entitled Request for Authorizing Driver(s) Other Than Parkland Employees must be completed and approved by the appropriate faculty member (advisor), the Vice President for Student Services and/or the Athletic Director. Recommending a driver implies that the faculty member (advisor) considers the individual

to be a responsible and safe driver. This approval procedure requires selecting a driver well in advance of the trip so last-minute arrangements will not be necessary.

2. The driver(s) being recommended must have a valid Illinois driver's license appropriate for the vehicle to be used. (An "A" classification is required to operate vans and automobiles; a "B" classification is required to drive a bus.)
3. For all trips, whether one or several College vehicles are used, a trip advisor (who is a member of the Parkland staff) must accompany the students.

B. The responsibilities of the trip advisor are as follows:

1. The trip advisor is responsible for reserving the College vehicles, for checking out and checking in the vehicles, and for using the vehicles in accordance with College procedures.
2. The trip advisor is responsible for completing and returning all trip forms, credit cards, etc.

C. Vehicles are primarily to be used for in-district travel. Out-of-district trips are generally limited to a 200-mile radius from the College.

D. Consecutive use of vehicles is limited to two days and one night. (This makes the cars available to more staff members.)

E. When College vehicles are not available, staff members are encouraged to use their own cars and request reimbursement, or to use commercial transportation.

Reservations must be made with the office of Public Safety or may be requested by phone with the following information provided:

1. Name of driver (and passengers if any)
2. Date and hours of departure and return
3. Destination
4. Purpose of trip
5. Vehicle(s) requested

F. The following rules and procedures apply to the use of College vehicles:

1. Drivers are required to observe all traffic regulations. Any driving and/or parking violations are the responsibility of the driver.
2. Drivers are encouraged to take good care of the vehicles. Maintenance and cleanliness on the trip are the responsibilities of the driver; the vehicle should be returned in good condition for the next user.
3. Keys, credit cards, and trip sheets are to be obtained from and returned to the office of Public Safety.

### **POLICY 3.20 TRAVEL AND ACCIDENT INSURANCE**

---

The Board of Trustees will provide travel and accident insurance coverage for all full-time employees on a 24-hour basis while they are on approved business trips for the College. This insurance will be in effect while using a personal automobile or public conveyance, or riding as a passenger in an automobile.

Coverage does not include the following:

1. Routine travel to and from work.
2. Pilots or crew members in any civil or military aircraft.
3. Time spent on vacation or leave of absence.

Approved: September, 1986  
Revised: June 7, 1989  
Revised: January 20, 1993

## **POLICY 3.21 COMMUNITY COLLEGE RELATIONS AND MARKETING**

---

### **3.21.01 Community Relations Policy**

To ensure fair and uniform relationships with the news media, and provide the College with the widest possible news coverage throughout the district, individuals must submit news material, public service announcements, and promotional materials relative to the President's office, through the Office of Marketing and Public Relations.

Special releases of news stories and the development of news features about Parkland are the responsibilities of the Director of Marketing and Public Relations who works with campus departments, the community, and members of the news media (newspapers, radio and television) throughout the District. The Office strives to establish a positive College image.

#### **Procedure**

The President and the Vice Presidents direct the Office of Marketing and Public Relations regarding newsworthy items requiring special media coverage or special press releases to promote the College. Staff are encouraged to alert the Office of Marketing and Public Relations about special media coverage or the need for special press releases as well. Release information should be received at least two weeks in advance of release request.

### **3.21.02 External Advertising, Publications, and Press Releases**

All published materials, including brochures, posters, direct mail pieces, and paid advertisements distributed off campus to recruit students or event attendees must be approved by the Director of Marketing and Creative Services. This policy ensures conformance with Parkland style and standards as well as a professional portrayal of the College and its many programs, services, and offerings.

#### **Procedure**

**Press Releases:** Press releases about workshops, regularly scheduled special events, awards, new personnel, and other ongoing Parkland activities are sent by the Office of Marketing and Public Relations on a weekly basis to local media, high school principals and superintendents, the Parkland Board of Trustees, and a selected mailing list. This office also handles distribution of graduation list and Dean's list. For selected special events, the office may treat it as a special press release (faxed to a short list of recipients two weeks prior to the event). Submit your item no later than five weeks in advance of the event for inclusion in standard or special press releases.

**Publications and Advertising:** Promotional materials to be printed, displayed, or distributed to encourage enrollment of students in specific programs or courses, or encourage attendance of a general audience at Parkland events, are to be developed through the Office of Marketing and Public Relations and not to be developed independently. Requests should be submitted on a Publication and Advertising Request form and ample time should be allowed for development and completion of materials; two to four weeks for small ads, flyers, and reprints; four to six weeks for brochures and posters; twelve weeks or more for four-color pieces requiring photography, extensive copywriting, and/or outside printing.

### **3.21.03 College Logo**

The Parkland College logo is to be used on all correspondence, publications, signage, advertising, merchandise, and other marketing and public relations materials.

#### **Procedure**

For all materials developed through the Office of Marketing and Public Relations, the appropriate College logo will be applied to suit the materials. Those wishing to add the Parkland logo to materials for internal usage may request a copy of the Parkland logo either on paper or electronically from the office.

There are two exceptions when the logo need not be used: 1) when the College seal is used, such as on graduation diplomas and official documents of the Board of Trustees; and 2) when the College wordmark is used, especially on tablecloths and displays. Individual graphic identifiers may be developed working with the Office of Marketing and Public Relations and used in conjunction with the Parkland logo on printed materials.

### **3.21.04 College Stationery**

All departments and units of Parkland College are to use the official College letterhead, envelopes, business cards and note cards.

#### **Procedure**

All areas are to use the official College stationery with the following exceptions: Business Training, Child Development Center, theatre, and planetarium. Any department or unit name may be added to the letterhead through formatting their own laser printers.

College letterhead and envelopes are ordered through the Purchasing Office. Business cards are ordered through the Office of Marketing and Public Relations. Note cards are ordered through Reprographics. Individual departments or units are charged for these materials.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: January 16, 2002

### **POLICY 3.22 FREEDOM OF INFORMATION**

---

The College shall be in complete compliance with the regulations and laws governing freedom of information. The Vice President for Administrative Services/Chief Financial Officer is responsible for insuring compliance.

Approved: January 20, 1993

#### **Procedure**

For the purpose of Illinois Revised Statutes, Chapter 116, Section 206 (1991) and in order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the College hereby establishes the following fee schedule:

- A. Each 8 1/2" x 11" copy on standard duplicating paper shall be \$1.00 for the first page of document and \$0.50 per page thereafter.
- B. Each 8 1/2" x 14" copy on standard duplicating paper shall be \$1.00 for the first page of document and \$0.50 per page thereafter.
- C. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.
- D. The cost of certifying each copy or page shall be \$1.00 per copy or page.

### **POLICY 3.23 PAYROLL**

---

Payroll checks are distributed by the Business Office on the 15th day of each month. If the 15th falls on Saturday or Sunday, checks will be issued on the last working day preceding the 15th. The pay periods for employees on hourly rates and for those accruing overtime are for the calendar month with paychecks payable on the 15th of the following month.

Approved: September, 1986  
Revised: January 20, 1993

#### **Procedure**

Full-time staff members are paid on the last business day before the 16th day of each month. Substitute pay will be paid on the 15th of the month. To be paid on the 15th of the month, proper forms must be received in the Business Office on the 3rd of the month. The appropriate forms must be completed and approved by the Supervisor and Vice President, and then forwarded to the Business Office.

All matters pertaining to payroll deductions should be referred to the Human Resources Office. Voluntary deductions authorized by the College may be requested; for example, family medical insurance, family dental insurance, supplementary life insurance, tax-sheltered annuity plans, Credit Union, United Way and Parkland College Foundation. Electronic payroll direct deposit is available to all eligible Parkland College employees. For further information, contact the Office of Human Resources.

Revised: June 18, 1997  
Revised: March 29, 2000

### **POLICY 3.24 TOBACCO-FREE CAMPUS**

---

In compliance with the Smoke-Free Campus Act (110 ILCS64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, "campus" means all property owned and leased by, or leased to the college, including building, grounds, roads, parking lots and vehicles.

Approved: June 7, 1989  
Revised: December 15, 1993  
Revised: January 26, 2005  
Revised: February 27, 2008  
Revised: June 17, 2015

#### **Procedure:**

- A. Individuals who observe someone smoking, vaping, or using smokeless tobacco on campus should contact Parkland Public Safety. Violations must be reported at the time they occur.
- B. In cases of violations of the law and policy, Parkland College Public Safety officers will follow the following enforcement schedule:
  - 1<sup>st</sup> violation: Written Warning
  - 2<sup>nd</sup> violation: Final Written Warning
  - 3<sup>rd</sup> violation: Citation with \$25 fine; the fine may be waived with completion of the prescribed wellness programming within 30 days of the violation.
  - 4<sup>th</sup> violation: Citation with \$25 fine
  - 5<sup>th</sup> violation: Citation with \$50 fine
  - 6<sup>th</sup> violation: Citation with \$75 fine
  - 7<sup>th</sup> + violation: Citation with \$100 fine
- C. All disputes related to the enforcement of this policy will be handled by the Tobacco-Free Campus Appeals Committee.
  1. The Director of Public Safety will chair the Tobacco-Free Campus Appeals Committee and is a non-voting member of the committee.
  2. The Tobacco-Free Campus Appeals Committee consists of a representative from each of the following full-time employee categories: administration/confidential, PSS, and PAE.
    - a. The Director of Public Safety will select two persons from each employee category identified in #2 above to serve in the committee pool.
    - b. The Director of Public Safety will select one person from each work group identified in #2 above to serve during each appeal session.
  3. Appeals must be submitted in writing to the Director of Public Safety within 30 days of the date of violation and the citation must be paid in full before filing an official appeal.
  4. An appeal decision must be rendered within 30 days of receipt of the appeal.
  5. The Director of Public Safety will notify the violator in writing within 15 days of the appeal decision.

Revised: February 20, 2019

### **POLICY 3.25 DRUG-FREE WORKPLACE -- EMPLOYEES**

---

A "drug-free workplace" shall be provided as defined by the Drug-Free Workplace Act of 1988. The unlawful manufacturer, distribution, dispensation, or possession of a controlled substance is prohibited on Parkland College property. Behaviors that are inappropriate, disruptive and/or endangering or that result in diminished work capacity due to consumption of alcohol or other drugs will not be tolerated. In addition, the use of alcohol while on Parkland College owned or controlled grounds, including during meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions.

Approved: March 15, 1989  
Revised: January 20, 1993  
Revised: February 15, 1995

#### **Procedure**

- A. Enforcement



The College will take strong disciplinary action against any employee or student employee who does not adhere to this policy. Strong disciplinary action includes, but is not limited to:

1. Required participation in an approved drug-rehabilitation program
2. A written reprimand
3. Suspension with or without pay
4. Termination of employment

Employees are required by law to report any conviction of a state or federal criminal statutory drug offense within five (5) days of the date of such an occurrence. The College must report that employee to federal grant agencies within ten (10) days as well as take appropriate disciplinary actions within thirty (30) days from said date.

#### B. Program Description

The College will conduct workshops and seminars from time to time during the academic year as well as distribute information regarding the dangers of drug abuse. This information will be distributed to all employees. The College will make a good-faith effort to continue and maintain a drug-free workplace and implement the provisions of this policy.

#### C. Referral

If an employee feels that he or she has a problem with substance abuse, the College will assist in the identification of a program that helps with this type of problem. There are many substance abuse counseling programs available in the general area. Student employees with such problems should contact the Vice President for Student Services. Employees should contact the Office of Human Resources.

### **POLICY 3.26 ALCOHOLIC BEVERAGES**

---

Alcoholic beverages are not to be served or consumed at any function held on College property. However, in certain specific instances, where charitable and/or cultural events are scheduled within the campus facility, exceptions to this policy may be made with the approval of the Board of Trustees or its designee, subject, however, to all applicable law.

Approved: March 22, 1984

#### **Procedure**

Local ordinances allow two Parkland College liquor licenses annually. Special application is required.

Outside entities can obtain their own liquor license which is not considered one of the two allocated to the College.

In the event that there is a request to serve liquor at a special event, that request will be advanced to the Vice President for Student Services for review. Should it be considered appropriate, the Vice President for Student Services will review and discuss with the President.

Revised: June 1997

### **POLICY 3.27 SOLICITATION BY NON-COLLEGE PERSONNEL**

---

No solicitation by non-College personnel is allowed unless the activity is sponsored by a College department, office, or club.

Approved: January 20, 1993

#### **Procedure**

If used book buyers or other solicitors are observed, Public Safety should be contacted.

### **POLICY 3.28 ADMINISTRATIVE EVALUATION**

---

Administrators are evaluated by their immediate supervisors, including evaluations by the administrator's subordinates, on the basis of providing adequate communication from faculty/staff to administration and from administration to faculty/staff, rapport, availability, applying a systematic and fair approach to problems, and overall effectiveness. Additionally, administrators are evaluated for their ability to fairly represent College philosophies; their commitment to meeting the needs of the community; and their effectiveness in working with outside agencies. The evaluation will be regularly scheduled and will be done in an objective manner using both qualitative and quantitative methods.

### **POLICY 3.29 RESOURCE AND ENERGY CONSERVATION**

---

Parkland College, as an institution of higher education and as a major consumer of resource and energy, has an obligation to reduce consumption and promote wise use of natural resources and energy. Consequently, Parkland is committed to policies which promote waste reduction, recycling, and energy conservation. In order to achieve these goals, the College is committed to do the following whenever feasible.

1. Reducing resource consumption, especially paper, by adopting conserving practices.
2. Maintain a comprehensive recycling program.
3. Purchase recycled paper.
4. Purchase equipment and adopt operating procedures which will reduce energy consumption.
5. Continue tree planting and replacement.
6. Promote biodiversity through plantings of native varieties of trees and prairie species.

Approved: February 20, 1991

### **POLICY 3.30 REMOVAL OR RELOCATION OF STAFF PERSONAL EFFECTS**

---

The personal and professional effects of an employee located in a College office or in/on the employee's desk, file cabinets, computer files, bookshelves or bulletin boards, shall not be removed or disturbed without written permission of the employee or his or her legal representative, except in cases of emergency, court order or upon termination of employment. Upon termination of employment, administration may remove such effects, but must retain them in a secure place for at least one calendar year.

This policy is not intended to interfere with the Administration's right to assign office or work area space.

Approved: April 17, 1991

#### **Procedure**

A staff member may give written permission to a particular person or persons to be the preferred one to disturb his/her personal effects. Terminated employees may retrieve their personal effects by making appropriate arrangements with their immediate supervisor.

### **POLICY 3.31 PARKLAND COLLEGE FOUNDATION**

---

The Parkland College Foundation is a nonprofit agency for charitable and educational purposes. Its primary objective is to help the College develop programs and facilities and extend educational opportunities for students through solicitation, receipt, and administration of gifts and money, and other proper means.

#### **A. Use of donated Parkland College Foundation funds:**

1. General Fund: These funds will be unrestricted. Both principal and interest will be useable upon the recommendation of the College and approval of the Foundation Board of Directors. Funds raised during the annual campaign, except where otherwise directed by the donor, would be designated for this fund.
2. General Fund/Restricted Use: These funds will be designated for a specific use. Both principal and interest will be used for that purpose. An example of this kind of use would be a capital campaign for construction of a building. Only those projects approved by the Foundation Board, upon recommendation of the College, will be allowed this status; i.e., arbitrary designation by anyone associated with the College of a project eligible to receive donations would not be allowed.
3. General Endowment: These funds will be restricted to use of interest earned only. Use of interest will be upon the recommendation of the College and approval of the Foundation Board of Directors.
4. Specific Use/Endowment: Like the General Endowment, these funds will be restricted to use of interest earned only. Use of the interest will be further restricted to a designated project or activity. Such project or activity will be restricted to those approved by the Foundation Board of Directors, upon recommendation of the College.

Approved: January 20, 1993  
Revised: July 19, 1995

### **Procedure**

The procedure is similar to the institutional grant application process, but also includes the services of the Foundation Director. The Foundation Board of Directors, via its Executive committee, approves proposals and award activity that is relative to the Foundation.

## **POLICY 3.32 PROFESSIONAL DEVELOPMENT**

---

The College recognizes the need for continued development of its employees. The PCA Professional Development Committees are responsible for coordinating general College professional development activities. Designated funds per bargaining agreements are included in the budget to be utilized for faculty and staff development. In addition, a special professional development fund is set up to provide a limited number of administrators, faculty, and staff with financial assistance to augment designated funds per bargaining agreement when presenting at national conferences to advance Parkland's reputation as a leader in post-secondary education. Access to these funds requires the approval of the appropriate Vice President. The existence of this special fund is dependent on the availability of funds.

Approved: January 20, 1993  
Revised: June 18, 1997  
Revised: July 18, 2018

### **Procedure**

#### **A. Guidelines for Requesting Funds for Presentations at National Conferences:**

1. The proposed presentation must be specific to one of the College's academic programs or student services areas and/or address a general College initiative.
2. The vice presidents in consultation with the deans may on an annual basis recommend specific national conferences to showcase best practices at Parkland College.
3. Requests must be submitted to the appropriate vice president for distribution to an internal review subcommittee and vice president approval prior to submitting the proposal to national conference reviewers.
4. The number of funded presenters is generally limited to two per presentation.
5. Presenters are required to draw upon their bargained-for travel allocations, if any, before using resources from this special fund.

#### **B. For further information, interested faculty and staff should discuss this matter with their appropriate administrative supervisor, or vice president.**

Revised: June 1997  
October 2017

## **POLICY 3.33 TELEPHONE USE**

---

College phones are to be used for College business only, and personal long distance calls are not permissible.

Use of College telephones for long distance calls is limited to justifiable College business.

Approved: January 20, 1993  
Revised: August 2002

### **Procedure**

Instructions for use of the telephone system are distributed to all staff members by the Office of Human Resources. A faculty-staff telephone directory containing photos, names, office locations, and telephone numbers of all full-time employees; names, office locations, and telephone numbers of all part-time faculty available when printed; and an

office/functional directory is published each fall.

College phones are to be used for College business only, and personal long distance calls are not permissible.

---

## **POLICY 3.34 EMPLOYEE AND RETIREMENT RECOGNITION**

### **3.34.01 Employee Recognition**

The College will establish activities to appropriately recognize the contributions of its staff. Recognition awards will be presented to employees who have completed 5, 10, and 15 years of full-time service to Parkland College. Employees with 20, 25, 30, 35 or more years of full-time service will be honored at a special annual luncheon.

Revised: June 16, 2004

Revised: December 21, 2005

### **3.34.02 Retirement Recognition**

Retiring full-time employees with a minimum of 10 years of service to the College will be honored at a special annual luncheon. Any observance of the retirement of employees with fewer than 10 years of full-time service will be at the discretion of the particular department or office.

Approved: January 20, 1993

Revised: June 18, 1997

### **Procedure**

- A. Employees with 20, 25, 30, 35 or more years of full-time service and retirees with a minimum of 10 years of full-time service at the time of their retirement, who have applied to receive their State Universities Retirement System benefits, will be invited to attend a special luncheon held annually during the Spring semester. Also invited will be the President, Vice Presidents, office of Human Resources, the immediate supervisor of the recognized employee or retiree, and members of the Board of Trustees. This event will be coordinated by the Office of Human Resources. Award pins will be presented at the annual luncheon to employees with 20, 25, 30, 35 or more years of full-time service. Employees whose years of service were continuous will automatically receive their pin. Those who had a break in service must alert Human Resources when they have accumulated the necessary number of years; otherwise, they will receive their pin after 20, 25, 30, 35, or more years of *continuous* service. Plaques will be presented to all full-time staff members who retire from Parkland after a minimum of 10 years of service.
- B. A retirement reception may also be held and organized by the office or department of the retiring employee for all retiring full-time employees who have been employed by the College for a minimum of 10 years. In the event of multiple retirees in the same office or department, one reception may be held. The cost of light refreshments may be charged to the department budget.
- C. Any observance of the retirement of employees with fewer than 10 years of full-time service will be at the discretion of the particular department or office. In the event a reception or other observance is held, the department or office will be responsible for all arrangements. If the retiring employee has served Parkland more than 5 years, the cost of light refreshments may be charged to the department budget. The President's Office should be notified of the intention to hold such a reception.
- D. Employees with 5, 10, and 15 years of full-time service to Parkland will receive recognition award pins which will be provided to the immediate supervisor prior to the anniversary date of the employee, along with a personal letter from the President, acknowledging their milestone service to the College. Employees whose years of service were continuous will automatically receive their pin. Those who had a break in service must alert Human Resources when they have accumulated the necessary number of years; otherwise, they will receive their pin after 5, 10, and 15 years of *continuous* service.

Supervisors of these employees are encouraged to plan and organize an inter-departmental presentation of the award pins, including the employee's colleagues and the department head, to recognize and congratulate the employee. Receptions may be arranged periodically to honor groups of employees when multiple employees in the same office or department have anniversary dates close together. The cost of light refreshments may be charged to the department budget.

Revised: June 1997

Revised: April 2004

Revised: December 21, 2005

### **POLICY 3.35 TERMINATION OF EMPLOYMENT EXITING PROCESS**

---

When staff members terminate their employment with the College, they should do so in accordance with procedures established by the office of Human Resources as listed in the Procedures Manual.

Approved: January 20, 1993

### **POLICY 3.36 SIGNAGE**

---

Permission to distribute or post temporary signage or publicity materials within the College buildings is reserved to the College and its administration. Permission is granted by the Vice President for Student Services. Items submitted for posting approval must meet satisfactory standards for appearance, spelling, and good taste. Only College affiliated student, faculty or staff groups may use the College bulletin boards, rail boards, display boards, or column poster clips. (See Procedures for departmental bulletin boards.)

Approved: January 20, 1993

#### **Procedure**

##### **A. Temporary Indoor Signage**

1. These policies and guidelines are applicable for both students (as individuals or groups) and the College staff, with this exception: faculty office doors are not included in this policy and guidelines statement, and faculty office occupants are responsible for all materials which may be displayed thereon.
2. Approval of all materials to be posted will be indicated by the date-stamp and signature affixed in the office of the Vice President for Student Services.
3. Community or commercially-related advertising, subject to official approval, may be posted only on designated Community Bulletin Boards.
4. Designated spaces are provided for posting of notices regarding items for sale or wanted, housing, shared transportation, and services, and such notices must be restricted to these spaces. Publicity or display materials are prohibited from placement in any location or on any surface not specifically designated for that purpose. Posters, fliers, notices, or other materials may not be placed on any glass surface, doors, vending machines, floors, ceilings, or walls, or attached to any wood surface by tacks or staples. Only masking tape or poster putty may be used, if necessary, on the back of a poster to stabilize its placement within the side clips on the wood columns or in any other authorized location.
5. The posting organization or individual shall remove the approved publicity or special notice materials no later than the date stamped on the poster or information notice. All publicity items remaining after this date will be discarded.
6. The removal of notices, announcements, and publicity materials should be the responsibility of the posting groups or individuals. Any employee of the College removing items not in compliance should be considered as acting for the College and not personally responsible for the action. All signs removed by College personnel shall be returned to the office of the Vice President for Student Services.
7. The maximum size of any poster shall be 14" x 22". All display materials on the wood columns must be on a vertical backing of this size; smaller items must be attached to an acceptable poster material. No items may be posted on the side of a wood column which has permanently affixed informational or directional signs.
8. Posters may be displayed throughout the campus, but they shall not be located so that more than two identical signs are visible from any single location. A maximum of twelve posters will be approved for a single event.
9. Notices on community bulletin boards shall be limited in size due to space availability. Materials on all boards shall be posted entirely within the framework of the display area.
10. Posters may be approved for a period not to exceed two weeks. Exceptions may be determined by the Vice President for Student Services.
11. Publicity guidelines and procedures for campaigning for specific issues and elected offices associated with the Student Government will be designated by the Student Association Election Board.
12. Departmental bulletin boards in public areas are under the jurisdiction of the identified Department Chairs. Approval for posting on these boards must be granted by the appropriate Chair or designee.

## **POLICY 3.37 RESEARCH PROJECTS**

---

Research projects to be conducted on campus using Parkland students or staff in testing, questionnaires, or interviews are to be coordinated through the office of the Dean for Institutional Effectiveness. Frequently, resource assistance or consultation on design or procedure can be provided to enhance such efforts. Coordination of research further protects staff and students from too frequent demands and from misinterpretation or misuse of College data.

### **3.37.01 External Research Projects**

Research projects to be conducted by non-Parkland entities on the Parkland campus using Parkland students or staff in testing, questionnaires, systematic interviews, or which make use of the College database are to be coordinated by the Dean for Institutional Effectiveness. Frequently, resource assistance or consultation on design or procedure can be provided to enhance such efforts. Coordination of research protects staff and students from excessive demands and misappropriation of College data.

### **3.37.02 Internal Scholarly/Academic Research**

Internal scholarly or academic research conducted by Parkland faculty/staff on the Parkland campus using Parkland students or staff in testing, questionnaires, or systematic interviews is an academic matter and therefore must be coordinated by the Chair of the department in which that research is to be conducted. A notice of intent to conduct research shall be sent to the Vice President for Academic Services in such a timely manner as to permit discussion and resolution of any potential difficulties.

### **3.37.03 General Requirements for All (Internal and External) Research**

All research projects must comply with applicable government regulations regarding research on human subjects and must recognize the civil rights embodied in the Federal Educational Rights and Privacy Act (FERPA) and the Civil Rights Act.

Approved: September 19, 1984

Revised: February 16, 1994

## **Procedure**

- A. Request forms for approval to conduct research will be provided by the Office of Institutional Accountability and Research.
- B. All proposals and other supporting documentation must be submitted to the Office of Institutional Accountability and Research will be forward then to appropriate department(s) for review and recommendation.
- C. All materials will be forwarded to members of the Research Advisory Committee and schedule a date for review by the Committee.
- D. All appropriately documented requests will receive prompt review and a written response. The length of time required for response will vary depending on the nature of the proposal, and access to any approving committees and personnel.
- E. All findings will be shared with the College and filed with the Office of Institutional Accountability and Research upon completion of the project.
- F. Participation by students and/or staff in any research project is voluntary, and subjects of research may withdraw from participation at any time. Subjects are to be notified in writing and orally of this right.
- G. Any disputes regarding these procedures or related policy will be resolved using standard institutional mechanisms.
- H. Except where agreed otherwise, the expense of the research shall be borne by the researcher.
- I. Guidelines to be used for review of external research proposals are:
  - 1. The respect and integrity of students and staff must be preserved at every level of the research process.
  - 2. Research must demonstrate its value not only to the professional literature and community but also to the interest of Parkland College.
  - 3. Topics for study must be related to the educational process or experience and an area of concern for Parkland College.
  - 4. All research projects must have a clearly defined statement of the problem and methodology.
  - 5. Surveys and other instruments administered in the class setting must also be approved by the Department Chair and the faculty member.
  - 6. All proposals to conduct research must demonstrate that no unauthorized costs will be incurred to the College.

## **Procedures for Internal Scholarly/Academic Research**

- A. For approval of academic/scholarly research, Department Chairs or departmental committees with delegated authority will observe the following guidelines:
  - 1. The research must not ask more of students (time, effort, etc.) than it returns or could reasonably be expected to return to them in the form of improved instruction, institutional services, new insights, or important findings.
  - 2. There must be a reasonable expectation that the research will be carried out using professionally recognized standards for ethics and accuracy (e.g., APA standards).
  - 3. The researcher must be familiar with applicable federal, state, and institutional laws and policies and must demonstrate a commitment to follow all such applicable regulations.
  - 4. A research design must be demonstrated generally containing or reasonably accounting for the lack of the following components:
    - a. Review of prior related research - what have others learned?
    - b. Hypothesis formation - what results are expected?
    - c. Measurement/test procedure identification - what procedures will tend to yield accurate conclusions?
    - d. Statistical examination/analysis - what are the parameters of certainty and of error?
    - e. Generation of conclusions and implications for future research - where does this conclusion lead?
    - f. Reasonable time lines must be presented providing commencement and termination dates for the study.
  - 5. Student subjects must be informed orally and in writing that their participation is voluntary.
  - 6. Sufficient steps must be taken to reasonably assure an atmosphere of respect for the dignity of participants and sensitivity to diverse perceptions of the research process on their part.

7. Any disputes regarding these procedures or related policy will be resolved using standard institutional mechanisms.
8. Surveys and other instruments administered in the class setting must be approved by the Department Chair and the faculty member.
9. Except where agreed otherwise, the expense of the research shall be born by the researcher.
10. Academic/scholarly internal researchers who request assistance from the Office of Institutional Accountability and Research, or who seek access to the College database, shall follow the procedures listed under C. "Procedures for Internal Research Requiring Institutional Assistance."

#### **Procedures for Internal Scholarly/Academic Research**

- A. Request forms will be provided by the Office of Institutional Accountability and Research upon request.
- B. All requests will be pre-approved by either the President or Vice President for Academic Services and submitted to the Office of Institutional Accountability and Research.
- C. Requests involving data retrieval from any institutional data base will be preceded by a direct request for a data file from Campus Technologies.
- D. The initiator of a request will ensure that accurate data files are provided to the Office of Institutional Accountability and Research. Unless the Office of Institutional Accountability and Research has a budget to meet internal requests, all costs, e.g., Scantron forms and duplication, will be charged back to requesting department/researcher.

### **POLICY 3.38 STORAGE**

---

Utilization of storage space as well as designation and disposal of surplus materials is a College-wide concern. The Director of the Physical Plant is designated to execute policy and procedures related to storage and surplus material issues. The Director has the authority to declare materials as surplus when the total declared value is less than \$250 and dispose of such materials in accordance with established procedures.

To facilitate efficient use of storage space, the College will make large volume purchases on a delivery-as-needed basis, whenever possible.

Approved: April 21, 1993

#### **Procedure**

- A. All Stored Materials (outside functional operation areas) including both current supplies and surplus property:
  1. Every item not in a cage and placed into a storage location must carry an approved tag. Preprinted tag forms will be available at the office of the Physical Plant Director.
  2. Tag must include:
    - a. Name of office/unit claiming responsibility
    - b. Date of placement into storage site
    - c. Handling precautions
    - d. Location of support manuals, etc.
    - e. Disposal plan
  3. No items may be stored in a basement area except within caged areas. Items outside will be declared surplus. *The maintenance work area is not a storage area.*
  4. Nothing will be allowed to be moved into the basement (or other storage area) **without** a tag except caged. Any items so left will be declared as immediate surplus, and sale income will go to the General Fund--not after-the-fact into a unit/department account.
  5. No persons/units shall leave untagged materials or items outside designated spaces.
  6. Public areas (e.g., corridors, lounges, etc.) shall not be used for any storage beyond a temporary and designated time limit (one week).



7. A formal notice of intent to store in a public area shall be filed with the Director of the Physical Plant, and failure to do so shall require removal and disposal.

**B. Surplus Property**

1. The sale or disposal of all surplus property must meet any and all State and Federal guidelines. Full attention must be given to the original funding controls or time limits; restrictions on removal of hazardous materials; prevention of designation for private profit.
2. Items placed in "temporary storage" must have a designated time span (one year). The items will be declared "designated surplus" at the end of the time span.
3. Each item (not just a collection of items) must carry a realistic declaration of value (based on time of placement into storage).
4. All requests for replacement of furnishings and equipment must be accompanied with a formal statement of plans for disposal or release of the original items.
5. Funds which are received (above \$250) from the sale of surplus property which has been properly tagged will be made available to the designated cost center (or unit).

**C. Status Reports**

1. Units/areas with major storage requirements shall develop a formal plan for dealing with their unique circumstances, and this shall be approved with the Vice President for Academic Services or Vice President for Administrative Services/Chief Financial Officer.
2. This plan shall include the statement of inventory, a complete identification of space currently used (including both its quantity and quality), and a declaration of long-term plans to deal with storage issues (including reduction of space assignment).
3. Those units from which this shall be required shall include: Bookstore, Archives, Theater, Campus Technologies, Reprographics, Physical Plant, Food Services, and the instructional departments.
4. Every unit/department must file annually (on July 1) a complete written inventory (in prescribed format) of all stored materials not housed within the office or other working area assigned to the unit.
5. Original copy shall go to the Vice President for Academic Services or Vice President for Administrative Services/Chief Financial Officer, and a duplicate filed with the Director of the Physical Plant.
6. This inventory shall identify all items with, at least, these designations: potential for future use; estimated market value; target date for disposal.
7. The College shall prepare an annual summary report of all surplus and/or stored materials (including their declared value) to be completed under the supervision of the Vice President for Administrative Services/Chief Financial Officer.
8. A summary of space devoted to storage functions (both within a unit and at remote locations) shall be prepared, and shall include a ranking (evaluation) of:
  - a. amount of space in net assignable square feet
  - b. quality of the space
  - c. security provisions
  - d. accessibility

Revised: May 1996  
Revised: June 1997

---

**POLICY 3.39 IMMUNIZATION AND MEDICAL TESTING POLICY FOR EMPLOYEES**

Immunization and T.B. testing are required for certain employees by the health care agencies with whom we have clinical contracts and/or other regulatory agencies. These standards are developed by these outside agencies and are subject to change. In the event changes in these standards occur, the College's requirements should change accordingly. Consequently, these specified employees are required by the College to meet these standards.

Parkland College will reimburse any employee for immunizations, T.B. testing (chest x-rays for PPD positive individuals) and immunity testing that is required as a condition of employment. If another facility other than Parkland is the employee's primary employer, the employee is encouraged to seek immunization through that employer. However, no employee as specified above will be denied required immunization and/or testing. The Office of Human Resources is responsible for the maintenance of employees' immunization and T.B. test records.

Approved: October 19, 1994

### Procedure

- A. Employees who are required to receive immunizations, T.B. testing, chest x-ray, and/or proof of immunity to specified diseases as a condition of employment may be reimbursed using the following procedure:
  1. Consult with the Office of Human Resources to determine which immunizations and/or testing are needed prior to receiving any immunization and/or testing.
  2. Set up an appointment with a health care provider to have the required immunizations, T.B. testing (chest x-ray for persons who have positive reactions to skin testing), and/or immunity testing.
  3. At the time of the appointment, ask the health care provider for a bill itemizing the charges incurred.
  4. Send or bring the bill to the Office of Human Resources. The necessary paperwork will be completed in a timely manner and payment sent to the health care provider. If you prefer, you may pay the bill at the time of service and submit the receipt to the Office of Human Resources for reimbursement.
- B. The Health Professions Department will maintain current records regarding the immunization and medical testing requirements of the local clinical agencies with whom Parkland has contracts and OSHA and will notify appropriate College personnel regarding changes in these standards as they occur.

### POLICY 3.40 COMPUTER ACCESS/NETWORK USAGE

---

- A. Each computer site will be designated as one of the following: *public*, *private*, *limited access*.

1. Public Sites

Computers in such areas as labs, library and classrooms will generally be considered as part of a *public site*. As such, any Parkland employee and legally enrolled student may access these computers and use them in accordance with the guidelines detailed in the Computer Usage Policy. No data, software, or configuration will be considered as private or permanent on a public site machine. No one may install or remove software on a public site machine without prior approval by the person designated as responsible for the public site in question and without prior notification of the Campus Technologies department. Any significant modification of software, hardware, or system configuration by Campus Technologies personnel must first be approved by the person designated as responsible for the public site in question. Under no circumstances will public site computers be used to copy software illegally.

2. Private Sites

Computers in individual offices (e.g., faculty or Department Chairs) will generally be considered as a part of a *private site*. As such, the primary user(s) of a computer in a private site will have exclusive access to the computer. No modification of software, hardware, or system configuration by Campus Technologies personnel will be performed on a computer in a private site without prior notification of the designated user(s).

3. Limited Access Sites

Computers which store or have access to data of an institutional interest (e.g., departmental secretary) will generally be considered as a part of a *limited access site*. As such, one or more persons will be designated as the primary user(s). If only one person is designated as a primary user, he/she will grant permission and means, in writing, for at least one other individual to access institutional data in an emergency. No one may use a limited access computer without prior consent of the primary user(s). No modification of software, hardware, or system configuration by Campus Technologies personnel will be performed on a computer in a limited access site without prior notification of the primary user(s).

- B. Since all computer equipment, hardware, and software purchased with Parkland funds is considered the property of Parkland College, it is strongly advised that computer users at Parkland College avoid storing information of a personal nature on their computers at work.
- C. Parkland College computers are intended for use by students and employees of the College. Community access to computers is allowed in (and limited to) the Parkland library. Students, employees, and community members who use a Parkland College computer must do so in a manner consistent with the institution's computer/network usage policy and the College's Mission and Purposes. College computer use that violates this policy or that is detrimental to the fulfillment of the College's Mission and Purposes may result in suspension of computing privileges, disciplinary review, suspension or expulsion from the College, termination of employment, and/or legal action. The Parkland College Policy and Procedures Manual and the Parkland College Student Policies and Procedures Manual cite specific policies and procedures that may be applicable.
- D. All members of the College are bound by local, state, and federal laws relating to copyright, security, and other statutes regarding telecommunications and media.
- E. In areas where computers are available for public access, academic class work takes precedence over recreational use. Specific computer labs may post computer use policies to supplement this policy.
- F. Examples of inappropriate and prohibited use of College computing facilities include the following:
  - 1. Cheating
  - 2. Plagiarism
  - 3. Any illegal use, including but not limited to uses that infringe on the rights of others to enjoy an environment free of harassment.
  - 4. Software copyright infringement
  - 5. Computer and/or network vandalism
  - 6. Advertising or commercial use for private gain
  - 7. Unauthorized alteration of computer hardware or software configuration
  - 8. Unauthorized use of someone else's password or reading of someone else's e-mail or personal files, except in compliance with legal proceedings/investigations
  - 9. Displaying, creating, or transmitting images or messages which are inconsistent with or detrimental to the College's Mission and Purposes

Approved: June 18, 1997  
Revised: March 29, 2000  
Revised: January 26, 2005

### **POLICY 3.41 ELECTRONIC MAIL (EMAIL) ACCOUNTS AND USAGE**

---

Parkland College uses email as an official means of communication. All Parkland employees and retirees, students, and others as determined by College administration are issued an official Parkland email account. Parkland email services are the official email services to be used for instruction, instructional support, advising, service, administration, and college-related correspondence in support of the College's mission. The College has the right to send communications via email and expect those communications to be read in a timely fashion.

Parkland email users are expected to comply with and are subject to all Federal, State, and College rules, regulations, and procedures when using email.

Users are responsible for safeguarding their username and password and for using them only as authorized. Sharing email accounts and/or passwords with another person, or attempting to obtain access to another person's account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username.

Users who choose to access the Parkland email, calendar, and contacts system on their personal devices are responsible for following security procedures and guidelines as defined by Campus Technologies.

Email addresses will be listed in the email directory and other appropriate College publications as allowed by the federal and state laws and regulations. The College is not responsible for the handling of email by non-Parkland email systems.

The College has the right, when required by applicable law, to access, review, and release all electronic information that is transmitted or stored by the College whether or not such information is private in nature. Confidentiality or privacy of electronic mail cannot be guaranteed.

Email is subject to all pertinent laws regarding sharing or transmission of sensitive information, such as:

1. Freedom of Information Act (FOIA)
2. Family Educational Rights and Privacy Act (FERPA)
3. Health Insurance Portability and Accountability Act (HIPAA)

#### **3.41.01 Inappropriate Use**

The College's email systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth.

Inappropriate use of Parkland email systems and services includes, but is not limited to:

- Email for unlawful purposes such as copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for pyramid schemes, and computer tampering.
- Email that violates Parkland College's policies, rules, or administrative orders.
- Viewing, copying, altering, or deletion of email accounts or files belonging to Parkland College or another individual without authorized permission.
- Opening email attachments from unknown or unsigned sources.
- Excessive personal use of Parkland email resources which is defined as use that would interfere with productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Limited personal use for communication with family and friends, independent learning, and public service is permitted.
- Use of Parkland email systems and services for non-Parkland commercial activity, political campaigning, and dissemination of chain letters.
- Use of Parkland email by people not associated with the College.

#### **3.41.02 Email Account Termination**

Upon termination of employment, a user's access to their email account will also be changed to the following:

1. Email access for qualified retirees and Emeriti (as determined by HR) and part-time faculty with 30 semesters of service will be maintained for as long as they wish. Access to an account may be terminated if the account remains inactive (i.e., account has not been logged into) for one calendar year.
2. Email access to full-time faculty and staff who leave the college prior to retirement will be terminated at the end of business thirty days after their last day of employment, per notification from HR.
3. Email access to part-time faculty who leave the college prior to completing 30 semesters of service will be terminated at the end of business thirty days after the final day of the term for which they were employed with the exception of those likely to be returning within two semesters, per notification from HR.
4. Email access for students will be terminated after two consecutive semesters of non-enrollment (excluding summer terms).
5. Email access may be terminated for a cause at any given time per a request from HR for employees or Student Services for students.
6. Campus Technologies may interrupt and/or terminate access to email accounts for security reasons.

#### **3.41.03 Email Record Storage and Retention**

Some email messages are considered to be College records and must be stored and disposed of in accordance with the State Records Act and Illinois Administrative Code. Email and email attachments related to official College processes, must be copied to a compliant archival systems as determined by the appropriate administrator in consultation with Campus Technologies. The Parkland email system is not recognized as an official complaint

document storage system.

All email sent or received by senior administrative officers of the College and others, as listed below, will be automatically retained indefinitely.

- President of the College
- Vice Presidents
- Board of Trustees Members
- Assistant to the President and Board of Trustees

All email sent or received by other College employees will be automatically retained for a minimum of one year from the date sent or received.

### ***Email Distribution Lists***

Campus-wide distribution lists are created and maintained by Campus Technologies, through coordination with Human Resources. Access to send to these lists is restricted by default to Parkland Administration and additional authorized users. Exceptions may be requested by submitting the Campus Technologies Account Request form to the Tech Service Desk, with the name of the person requesting access, the name of the distribution list, and the business rationale.

Other distribution lists such as the department and requested lists are populated and maintained per guidelines provided by Campus Technologies

Approved: February 21, 2001  
Revised: December 21, 2005  
Revised: March 15, 2017

## **POLICY 3.42 ANIMALS ON CAMPUS**

---

All animals are prohibited from Parkland College buildings with the exception of the following:

1. Service animals under the American with Disabilities Act (ADA). Parkland College affords individuals with disabilities and/or medical/mental health conditions, who require the assistance of a service animal, equal opportunity to access college property, courses, programs, and activities.
2. Animals associated with the Veterinary Technology program.
3. Animals directly used in academic instruction.
4. Animals that the college is required to permit into college buildings under other state or federal laws. These animals must be registered with the Public Safety Department before coming onto campus for the first time.
5. Other animals that the College determines need to be on campus for a limited period of time

Approved: June 18, 1997  
Revised: February 20, 2019

### **3.42.01 Service Animal Procedure**

- A. A service animal is defined as a dog or a miniature horse that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychiatric, intellectual or other mental disabilities defined by federal or state law. The work a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support, or to act as a crime deterrent, do not qualify as service animals.
- B. Parkland College strongly encourages individuals with service animals, under the ADA, to register their animals with Accessibility Services and provide documentation by an appropriate and reliable healthcare provider (e.g., physician or mental health provider) that states:
  - a. the individual has a disability for which the animal is needed;
  - b. how the service animal assists the individual;
  - c. the relationship between the disability and the assistance that the animal provides.
- C. While registration and documentation are strongly encouraged they are not required under ADA. The College may only require an individual with a service animal to provide information that attests to whether the service animal is required because of the disability and the nature of the work or tasks that the animal has been trained to perform.
- D. A service animal whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded regardless of training, documentation or certification.

E. Responsibilities of Service Animal Owners

Service animals on campus must:

- a. Meet all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances. Accessibility Services will maintain documentation on all of these requirements.
- b. Be clean. Flea and other infestation control is essential.
- c. Be in good health.
- d. Be under control of their owner at all times.
- e. Not cause damage to the campus. The owner is financially responsible for any property damage caused by the animal while on campus.
- f. Defecate and urinate in appropriate places. The owner is responsible for the clean-up of waste and appropriate disposal.

Failure to correct any of the problems above could result in removal of the animal from campus.

F. Addressing Issues and/or Concerns

Parkland College is committed to a prompt and effective resolution of any issues or concerns regarding service animals.

- a. If the owner has a concern, the owner should immediately contact the Director of Counseling Services.
- b. College personnel or other students should contact Accessibility Services in the following situations:
  - i. If they have an allergy or other medical condition that makes spending time in the same room or facility difficult or dangerous;
  - ii. If any service animal is out of control, or an owner is mistreating his/her service animal;
  - iii. If they have any other questions or concerns.

Approved: February 20, 2019

**3.42.02 Other Animals Under Policy 3.42 Exception Five**

A. Requirements

- a. Parkland sponsor must get written permission to bring the animal on campus by the appropriate Dean or Vice President.
- b. Parkland sponsor must register the animal with the Department of Public Safety prior to the animal coming onto campus for the first time.
- c. The animal must:
  - i. Meet all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances.
  - ii. Be clean. Flea and other infestation control is essential.
  - iii. Be in good health.
  - iv. Be under control of their owner at all times.
  - v. Not cause damage to the campus. The owner is financially responsible for any property damage caused by the animal while on campus.
  - vi. Defecate and urinate in appropriate places. The owner is responsible for the clean-up of waste and appropriate disposal.

Approved: February 20, 2019

**POLICY 3.43 ARBOR DAY**

---

WHEREAS, the tree is an important symbol to Parkland College, as represented in the College logo; and

WHEREAS, the tree also represents Parkland's continuing commitment to good resource management; and

WHEREAS, it has become a long standing tradition to observe Arbor Day at Parkland College on the last Friday in April;

NOW, THEREFORE, BE IT RESOLVED THAT the last Friday of every April be designated as Arbor Day at Parkland College, and that a ceremony be held on that date to facilitate the dedication of planted trees on the Parkland grounds by persons wishing to do so for commemorative purposes.

Approved: March 29, 2000

### **POLICY 3.44 COPYRIGHT**

---

The College adheres to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et seq.). The College recognizes and respects intellectual property rights and, as a matter of both integrity and adherence to law, sets forth these policies for all students and employees.

Approved: June 18, 2008

#### **Procedure**

Copyrighted works include, but are not limited to, printed articles from publications, audio and video recordings, television and radio broadcasts, photographs, software programs, databases and World Wide Web pages.

- A. No student or employee of Parkland College may reproduce, exhibit, or engage in public performances of copyrighted works in print, video, or digital form in violation of the law.
- B. The Board directs the administration to develop and make available to students and employees copyright guidelines that:
  - 1. encourage compliance with the copyright law
  - 2. inform students and employees of their rights and responsibilities under the copyright law
  - 3. inform employees regarding fair use guidelines, licenses, contractual agreements and other forms of permission that may be obtained for the use of copyrighted material.
- C. Illegal copies or illegal sharing of copyrighted software, movies, or music may not be made or used on equipment owned by the College.
- D. Employees who willfully disregard this policy do so at their own risk and assume all liability for their actions.

### **POLICY 3.45 CLOSED CIRCUIT VIDEO SYSTEM**

---

It is the procedure of the Parkland College Department of Public Safety to improve safety and security for the Parkland College campus with the implementation of a closed circuit video system (CCVS). This system will be used for creating a safe environment for students, employees, and campus visitors. Cameras are installed in public areas only, inside and outside of buildings. Public areas are areas on campus where there is no reasonable expectation of privacy. Oversight of publication, release or viewing of recordings is the responsibility of the Chief of Police/Director of Public Safety, who ensures compliance with the Department of Public Safety's Order Number 335-12.

Approved: July 17, 2013

### **POLICY 3.46 BREASTFEEDING**

Parkland College complies with the Illinois Right to Breastfeed Act and Nursing Mothers in the Workplace Act, 740ILCS 137 et.seq. and 820 ILCS 260.

Approved: July 16, 2014

#### **Procedure**

- 1. The Wellness Center has been designated as a lactation area. Arrangements to schedule the space can be made by contacting the Wellness Center staff.
- 2. Employees are entitled to breaks for lactation. Break times shall be established based on the employee's work schedule and, if possible, should run concurrently with any break time already provided.
- 3. For benefitted employees, accrued paid time-off balances may be used to cover lactation time beyond the regular paid rest break. For hourly employees, lactation time beyond the regular paid rest break is unpaid; however, at supervisor discretion, beginning or ending work times may be adjusted to accommodate these breaks.
- 4. Persons requesting maternity or FMLA leave will be made aware of this policy by Human Resources.

## **OTHER INSTITUTIONAL ISSUES**

---

The following procedures shall guide the College in its operations, in accordance with appropriate state laws and/or practices.

### **REPROGRAPHICS**

Reprographics provides the following services for the faculty and staff:

- Offset printing
- Collation
- Folding and stapling
- Padding
- Paper trimming and binding
- Perforation

Materials to be reproduced on the offset press are picked up and delivered twice daily to stipulated areas. A list of these locations is available in the Print Shop. Some offices must personally deliver their work to the Print Shop.

All print jobs that are picked up will be delivered unless the job is too large to be placed on the delivery cart. In these special circumstances, other delivery arrangements will be made.

If no more than 200 copies of each original are needed, the print job will be delivered 24 hours after it is picked up. If more than 200 copies of each original are required, or if the total job exceeds 4,000 copies, one week for delivery must be allowed. If the materials are needed in less than 24 hours, clerical personnel are advised to use a photocopy machine in their department.

Each administrative unit should use the assigned account number when making a reprographics request. Unit secretaries will approve routine requests (syllabi, tests, course outlines, etc.) but will forward other requests to the Department Chair to review for copyright concerns.

### **PHOTOCOPY MACHINES**

Photocopy machines are used to duplicate printed material when a small number of copies from an original are required.

1. One to ten copies of an original may be reproduced on the copy machine. If additional copies are required, the total copy system should be used in Reprographics.
2. Student papers may not be copied for a faculty member's personal file. If a faculty member needs to retain the student's paper, the student should be advised to make an extra copy. Faculty members may have student papers copied for instructional purposes. However, they must still obtain permission from the Department Chair.
3. Students may not use the College copy machines for any reason. Coin-operated machines are located in the Library for students to make personal copies at a nominal fee.
4. Faculty and staff may not use the College copy machines for personal business. Coin-operated machines in the Library are available for this purpose.
5. Materials that can be obtained free or at a price less than the copy cost will not be duplicated.
6. The College will not copy, in its entirety, any book, magazine, pamphlet, sheet music, tests, workbooks, or other separate published work which is still in copyright and available through normal trade channels.
7. Faculty members may reproduce, for their professional work, copies of a chapter of a book, a newspaper or magazine article, a short story, an essay, or a poem. However, if this material will be used for more than one semester, the faculty member must secure permission from the publisher. This procedure also applies to materials placed on reserve in the Library.

### **COLLEGE HOUR**

One hour is scheduled each week for the purpose of permitting staff members to participate in a variety of College activities. During this hour, classes and laboratories do not meet and various student and professional staff activities are scheduled. Examples of such functions include Student Government, faculty and student committee meetings, convocations, professional development sessions, etc. Currently, College Hour is held from noon to 1 P.M. on Thursdays. Exceptions to this class scheduling procedure require approval by the appropriate division dean or the vice president for academic services.



PARKING

Parking is available for all employees except in areas designated for persons with disabilities, College owned vehicles, etc. A student with a temporary impairment due to accident or injury should contact the office of Disability Services for more information.

Parking tickets are issued for illegal parking, and fines are to be paid to the cashier in the Business Office.

MAIL

Mail is picked up and delivered twice daily. Intra-College mail is to be used only for official College business.

CHANGE OF STATUS

Employees are requested to report any change in address, telephone number or marital status to the office of Human Resources. It is important that this office be notified as a current personnel file must be maintained for every employee at the College.

CALENDAR BUILDING OF PROCEDURES

## Basic Assumptions

1. To receive state apportionment, community college semesters must have a minimum of 75 instructional days (excluding final exams and orientation days).
2. Since many UIUC students concurrently enroll at Parkland each year, we must have compatible terms.
3. The instructional calendar must be within the guidelines of the PAE contract in terms of the number of faculty working days.

## Basic Elements

1. Basic fall and spring semester terms contains 77 class days (allows for two emergency days), 5 days for final exams, 5 days of orientation week. The following holidays are regularly observed: Labor Day, Thanksgiving -beginning at 5:00 p.m. the evening before and the Friday after, and Martin Luther King, Jr. Birthday. Spring break coincides with UIUC and includes a Saturday through Sunday nine-day period.
2. Summer session begins on the Monday following spring commencement. Memorial Day is observed. This coincides with UIUC Term I. Three-credit-hour classes usually contain 13 days of instruction and 1 day for final exams; four-credit-hour classes usually contain 18 days of instruction and 1 day for final exams.
3. On-campus instruction is not usually held on the eight Fridays of the six- and eight-week summer session.

## Basic Process

1. In September, the Vice President for Academic Services accesses the UIUC calendar online and, if necessary, contacts the UIUC Associate Director of Admissions and Records, who is a permanent member of the UIUC calendar committee, to determine what UIUC calendar is most likely two years in the future. (UIUC has a uniform procedure to determine key dates in their terms that involves counting days from key annual calendar dates.)
2. The Vice President for Academic Services then uses the above to build the first draft of the Parkland calendar.
  - a. In Spring semester, check that Professional Development Day is on a Thursday. (The smallest number of scheduled day classes is on Thursday.)
  - b. The summer session begins on the Monday following commencement.
3. The Vice President for Academic Services takes the first draft of the calendar two years in advance to the College Council for review and approval.
4. This calendar is then presented to the PCA Executive Council and Senate for review.

Revised: June 1997  
Revised: May, 1996  
Revised: January, 2002  
Revised: February, 21,2007

### FUND RAISING PROCEDURES

One of the many challenges for community college foundations is to manage the data associated with fund raising on behalf of the institution it represents. In an effort to increase the efficiency of all fund raising efforts, the following procedures will be used for internal and external fund raising projects:

1. Faculty, staff, and administrators should include the Foundation administrator (or a representative of the Foundation) and the Vice President for Academic Services in any discussions concerning fund raising that has direct effects on Foundation efforts.
2. For any self-contained Parkland College fund raising activities (e.g., TAMAQUA, Theatre Board, athletics, etc.) conducted independently of the Parkland Foundation, the staff involved in the fund raising should consult with the Foundation administrator (or a representative of the Foundation) to avoid conflicting interests or unnecessary duplication of efforts.

Revised: May 1996  
Revised: June 1997

## CHAPTER 4 - PROFESSIONAL PERSONNEL

### POLICY 4.01 EMPLOYMENT

---

Parkland College is committed to diversity, inclusiveness, excellence and professionalism. This commitment is central to Parkland's employment procedures for new or vacant positions as they arise within the College. The purpose of Policy 4.01 is to ensure consistency in hiring practices throughout the College and to provide specific instruction to all who are involved in the hiring process. The employment of professional employees at Parkland College is consistent with Federal, State and local laws and Parkland Collective Bargaining Agreements, and Parkland College Policies and Procedures.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: February 22, 2012

#### A. Definitions:

Bargaining Unit: A group of individuals who negotiate matters involving employment issues. There are four (4) bargaining units at Parkland College:

- Parkland Academic Employees' Organization (PAE) for full-time faculty,
  - Parkland College Part-Time Faculty Organization (PTFO),
  - Parkland College Public Safety Officers' Association (PSO), and
  - Parkland Professional Support Staff Association (PSS).
1. Collective Bargaining Agreement (Union Contract): a written document setting for the terms and conditions of employment, grievance procedures, and any other matters resulting from collective bargaining. In cases where policies conflict with language in a Collective Bargaining Agreement, whichever provides greater benefit to the employee supersedes the other.
  2. Exempt: Positions that are exempt from the Fair Labor Standards Act (FLSA), and are thus not entitled to overtime or compensatory time.
  3. Non-Exempt: Positions that are covered by the Fair Labor Standards Act, and thus are entitled to overtime or compensatory time for hours worked over 40 in a work week. Employees may not hold more than one non-exempt position.
  4. Hiring Authority: The immediate supervisor of the position that is being filled.

#### B. Employee Categories/Groups

1. "19-Hour or less" hourly positions. Employees in these positions may not work more than 19 hours per week. If there are extenuating circumstances and there is a need for a "19-hour or less" employee to work beyond 19 hours in a work week, a request must be submitted by the supervisor to the Office of Human Resources for review and approval. These positions are not covered by any Collective Bargaining Agreement and are non-exempt; employees in these positions may not hold any other non-exempt position. Per the Professional Support Staff Collective Bargaining Agreement, these positions:
  - Are defined as "Temporary Pool".
  - May be used to fill in for regular employees who are absent due to illness, vacation, emergencies, or other similar absences; or during the filling of a vacancy; or to temporarily augment the work force.
  - May not be used to avoid filling a vacancy in the PSS bargaining unit.
  - May not be used to avoid offering overtime work to bargaining unit employees.
2. Professional Support Staff. These positions are covered by the Professional Support Staff Association Collective Bargaining Agreement and are non-exempt; employees in these positions may not hold another non-exempt position. The following details for each employment category come from the professional Support Staff Collective Bargaining Agreement.

REGULAR FULL-TIME PROFESSIONAL SUPPORT STAFF EMPLOYEES. Employees in these positions work or are scheduled to work 1400 hours or more per year on a schedule agreed upon in advance by the employee's supervisor for:

- the calendar year (52 weeks), or
- the academic year, or
- the academic year plus summer school (215 days), or
- 175 days within the calendar year.

All full-time Professional Support Staff employees hired to fill any position, new classification, or new hire, shall be hired on the basis of forty (40) hours of work per week.

REGULAR PART-TIME PROFESSIONAL SUPPORT STAFF EMPLOYEES. Employees in these positions work at least twenty (20) hours per week and less than 1400 hours per year for:

- the calendar year (52 weeks), or
- the academic year, or
- the academic year plus summer school (215 days), or
- 175 days within the calendar year.

All Regular Professional Support Staff employees may also hold an exempt part-time faculty position. An exempt part-time faculty position should not interfere with or take away from the duties and responsibilities of their Professional Support Staff position. These employees may not teach noncredit courses during their regular work schedule. They may teach credit courses during their work schedule only if their supervisor approves, in which case the employee must use non-work hours or appropriate leave time.

3. EXEMPT PART-TIME FACULTY. Employees in these position are covered by the Part-Time Faculty Collective Bargaining Agreement if they meet the following criteria:
  - i. Teach six (6) or more ECH (equated contract hours) per semester
  - ii. but less than a full-time load as defined by the PAE Collective Bargaining Agreement.
4. FULL-TIME FACULTY. These positions are exempt. These employees may hold another position within the College as long as it does not interfere with or take away from their duties and responsibilities as Full-Time Faculty. Full-time faculty are covered by the Parkland Academic Employees' Organization (PAE) Collective Bargaining Agreement.
5. CONFIDENTIAL STAFF. These positions are non-exempt; these employees may not hold another non- exempt position. They may hold an exempt part-time faculty position, however the faculty position should not interfere with or take away from the duties and responsibilities of their Confidential Staff position. They may teach credit courses during their work schedule only if their supervisor approves, in which case the employee must use non-work hours or appropriate leave time.
6. DEPARTMENT CHAIRS (ADMINISTRATORS). These positions are exempt and these employees may also teach with compensation.
7. ADMINISTRATORS (EXCLUDING DEPARTMENT CHAIRS). These positions are exempt, however employees in these positions may not hold any additional assignment.
8. STUDENT WORKERS. These positions are non-exempt. Consult the Career Center for the conditions of their employment.

C. ELIGIBILITY FOR ADDITIONAL POSITIONS AT PARKLAND COLLEGE

By contract, some employees may also take additional positions with the College, while others may not. This table clarifies this eligibility by employee category.

If employee's primary position is: ↓	Then employee may hold the following additional positions: →	19-Hour or Less Position	PSS Position	Part-Time Faculty	Full-Time Faculty	Confidential Staff	Department Chair & Director of CETL	Administrator
19-Hour or Less Position	→			ü	ü			
PSS Position	→			ü				
Part-Time Faculty	→	ü	ü	ü		ü		
Full-Time Faculty	→	ü						
Confidential Staff	→			ü				
Department Chair & Director of CETL	→			ü				
Administrator (Excluding Department Chairs)	→							

#### D. PARKLAND WORKLOAD AND EXTERNAL COMMITMENTS

1. Per Parkland Policy 4.09, Outside Commitments, "... The primary responsibilities and obligations of the full-time faculty is teaching, learning, and advising; the primary responsibilities of the other full-time professional staff is to support the teaching, learning, and advising responsibilities of the College. Acceptance of a contract to become a full-time employee of the College obligates the staff member to devote his/her full-time professional services and individual skills to the College to support these efforts. Any outside commitments that interfere with these primary responsibilities and obligations are prohibited."
2. Per Parkland Policy 4.16, Part-Time Teaching Load, "A part-time instructor, who is not working full-time or its equivalent elsewhere, may teach a maximum of 12 equated contact hours. (Note: this is understood to refer to a maximum and not a normal, continuing part-time load assignment.) A part-time instructor, who is working full-time or its equivalent elsewhere or at Parkland College, is governed by the same extra or overload class policies as regular full-time faculty. Therefore, it is understood that the part-time teaching assignment will be executed at hours outside of the individual's full-time regular working hours. Assignment of equated contact hours to a full-time Parkland College staff member is considered an outside commitment and is, therefore, subject to Policy 4.09."
3. Per Section 4.17 of Part-Time Faculty Collective Bargaining Agreement, Office Hours, "Each part-time faculty shall hold at least one (1) office hour per week per section taught during each fall and spring semester, and at least two (2) office hours per week per section taught during the summer session. The scheduling of office hours will take into account the following: needs of students, part-time faculty's schedule and available space."

##### 4.01.01 Position Descriptions

Every position, including 19-hour or less positions, must have both a classification description and a position description. Position descriptions for all positions are available in and shall be maintained by the Office of Human Resources.

#### A. Position Description Policy

1. When a new or revised position description is required within a department, the supervisor will send a written statement outlining the position requirements and minimum qualifications to Human Resources at least 15 days prior to the desired effective date of the proposed position description.

2. The Human Resources representative, upon receipt of this statement, will:
  - Determine whether a current position description can be used and, if so, advise the requestor to use the applicable position title;
  - Revise the current position description to describe adequately the proposed position duties;
  - Coordinate the development of the new or revised position description with the requestor, the manager, or the administrator, and the applicable bargaining unit;
  - If a new position description is needed, develop one that contains the following information:
    - a) Position title
    - b) Position classification
    - c) Essentials of the position (or position duties)
    - d) Minimum position qualifications
    - e) Salary range or wage rate (as applicable)
  - Submit the position description for recommendations to the appropriate management staff and the appropriate bargaining unit; and publish and distribute new or revised position description to appropriate parties.

#### **4.01.02 Recruitment**

With Parkland's commitment to diversity, efforts will be made to recruit a diverse applicant pool through the use of local community groups and organizations, local and national professional organizations, and various forms of media that reach a diverse audience.

Positions except part-time faculty and 19-hour or less positions will be posted and applications will be accepted for at least seven (7) calendar days.

The Hiring Manager along with their EEO Representative and/or Search Committee will develop suggestions for recruitment and advertising and provide them to the Human Resources department. Human Resources will assess the suggestions in terms of cost/budget, immediate workforce availability, position description, diversity needs, etc. The Hiring Authority and/or Search Committee is responsible for posting position announcements through means such as Listserves and email blasts, and no-cost types of recruitment, whereas Human Resources is responsible for any postings that have costs associated with them.

#### **4.01.03 Employment Search Procedures**

Parkland College reaffirms its commitment to diversity, inclusiveness, excellence, and professionalism in its hiring practices by establishing employment procedures applicable to new or vacant positions as they occur within the College. Concurrent with this commitment is the desire to clarify the various responsibilities of those participating in this process.

In accordance with Board policy, the following procedures will prevail with the understanding that the Office of Human Resources will provide legal and administrative assistance throughout the entire process. Searches for Confidential Staff, Professional Support Staff, Full-time Faculty and Administrative positions will adhere to the following:

##### **A. Creation of New Positions**

Policy: New positions will usually be requested by the hiring authority through the appropriate administrative supervisor and approved by the President and Executive Team at the time of budget preparation. At any other time, a written request for a new position will be submitted by the administrative supervisor and approved by the Executive Team, the President and the Board.

Approval of new positions will be dependent upon the need for the position to meet institutional goals and available funds.

Procedure: The Personnel Requisition Form must be completed by the hiring authority and approved by the appropriate administrative supervisor and the President.

1. If approved, new position descriptions and status will be reviewed by the Office of Human Resources to ensure conformance with Collective Bargaining Agreements.
2. The Staffing Plan requests will be completed and approved for submission to the Board for its December meeting, with new positions noted.

## B. Vacant Positions

Policy: The filling of vacant positions will usually be requested by the hiring authority through the appropriate administrative supervisor and approved by the President and the Executive Team. Approval to fill a vacant position will depend on the need for the position to meet institutional goals and on the availability of funds.

### Procedure

1. The Office of Human Resources is notified by the hiring authority of any budgeted position vacancies that may occur.
2. The Personnel Requisition form must be completed and approved.
3. Approval for the filling of vacant positions is made by the appropriate Vice President and President after assessing the College's current needs.
4. For a faculty position, the Vice President for Academic Services will meet with the Department Chair to assess current needs before recommending to the President whether the vacancy should be filled in that discipline or in another discipline, or not filled, in accordance with the Staffing Plan Requests.
5. Both new and vacant positions will be posted in accordance with the guidelines of the respective Collective Bargaining Agreement.

## C. Search Committees

Search committees, when convened, serve as screening and recommending committees and direct the search process until they have fulfilled their functions.

### 1. Faculty Search Committees

The College President or Vice President for Academic Services will ask the Department Chair or other hiring authority to convene a committee as soon as possible after announcement of the vacancy. The committee will screen, interview, and recommend candidates for the position.

The search committee will consist of four or five voting members, including:

- The Chair/Director of the department or unit in which the vacancy exists as the hiring authority or his/her designee.
- At least two (2) and no more than three (3) full-time faculty members of the discipline/department,
- one full-time faculty member from another department chosen by the hiring authority in consultation with the members of the department or unit., and
- a trained Equal Employment Opportunity (EEO) representative serving as an ex officio, non-voting member.

Search Committee membership will be determined by the Chair/Director of the department in consultation with department members. Exceptions to committee memberships may be approved by the Vice President for Academic Services. Faculty who have resigned/retired will not be allowed to serve on the search committee which is convened to select a successor to themselves.

The Chair/Director of the department will appoint a search committee Chair, or the committee may elect a committee member to serve as Chair of the committee.

The Chair/Director of the department will inform the Vice President for Academic Services, the Office of Human Resources, and the EEO representative of the committee membership.

The Vice President for Academic Services should meet with each faculty search committee, as soon as they are appointed, to explain the search process.

### 2. Administrators (Excluding Department Chairs) Search Committees

For College level administrator vacancies, the College President or appropriate administrative supervisor will appoint a committee that includes the hiring authority or designee and represents appropriate personnel categories. The search committee is to screen, interview, and recommend candidates. The committee shall include:

- The appropriate administrative supervisor or designee as an ex officio member.
- One faculty member and one administrator from another area of the College as voting members.
- A trained EEO representative as an ex officio, non-voting member.

When deemed appropriate by the committee, external consultants, such as community leaders, may be used for recruiting, screening or serving on search committees and are subject to the approval of the President. The minimum size of this committee will be five voting members, and the maximum will be seven voting members.

### 3. Professional Support, Confidential Staff and Public Safety Positions

The hiring authority should use a search committee. This committee shall consist of three (3) or four (4) voting members as follows:

- The hiring authority.
  - A representative selected from the particular bargaining unit or group of employees.
  - One or two representatives selected from the department or unit to which the position is assigned and
  - One trained EEO representative as an ex officio, non-voting member.
  - The hiring authority will serve as Chair, or the committee will choose a Chair from their members. The hiring authority or appropriate administrative supervisor may also request that the Office of Human Resources screen all initial applicants and provide three to five qualified applicants for selection. The Office of Human Resources, in consultation with the hiring authority, determines the initial selection criteria will be for the screening process. In some searches, the Office of Human Resources will conduct initial interviews to establish those qualifications.
4. For professional support and confidential staff positions, with approval from the president or appropriate Vice President, the hiring authority and a trained EEO representative may screen and recommend a candidate for hire. A member from the unit making the hire may also participate in an advisory capacity.

### 5. 19- Hour or Less Positions

The hiring authority may screen and recommend a candidate for hire.

## D. Confidentiality

To respect the rights of applicants and individuals serving in the selection process, applicants names and all other information supplied by the applicants, and the names of the people serving on search committees or involved in the selection process are treated as confidential as allowed by federal law, and not made available to anyone outside of the College or to anyone who is not directly involved in the search and selection process.

## E. Recruitment and Equal Opportunity

### 1. Hiring Authority Responsibilities

When attempting to fill any position, the hiring authority, in consultation with the Office of Human Resources, will:

- Review the required and preferred qualifications of the successful candidate for the job as announced;
- Develop new job descriptions in accordance with Collective Bargaining agreements where applicable.
- Establish a timeline for the search and hiring process, including a deadline for receipt of applications, a target date for completion of the search process, and the starting date for the successful candidate;
- Draft the position announcement consistent with the description, requirements, and preferences established for the position. All vacancy postings will include application deadlines or will indicate "open until filled".
- Plan the advertising for the position through local, regional, and/or national newspapers, journals, and other appropriate publications and media.



- Plan, as appropriate, the distribution of announcements to Parkland employees; professional, special interest, and community groups and organizations; to qualified candidates already on file in the Office of Human Resources.

Before any information is released about the position, the materials will be reviewed and approved by the hiring authority and the Office of Human Resources.

## 2. EEO Representative Responsibilities

During the search process, when required, a trained EEO representative will:

- Ensure that all selection procedures used by the search committee comply with Parkland College policies and procedures, and with all local, state and federal laws with respect to employment practices.
- Meet with the search committee and hiring authority at the beginning of the search process to distribute written policy and procedures of Equal Employment Opportunity to each member to discuss the search and selection process, and answer any questions about the selection procedures;
- Provide advice and counsel to the hiring authority in carrying out the procedures listed in F1 above.

## F. The Office of Human Resources Responsibilities:

When attempting to fill any position, the Office of Human Resources will:

1. Design and place announcement materials and advertisements as agreed upon in section F1 above.
2. Receive and respond to inquiries from potential candidates about the position and the process;
3. Provide hiring authority/search committee Chair and EEO representative access to the applications immediately following the search deadline date or other agreed upon time; and
4. Provide EEO demographic applicant data to the search committee chair and EEO representative for review once the application deadline is reached.

## G. Applications

The Office of Human Resources requires that all persons, including internal applicants, who are interested in vacant positions, submit online employment application materials. These materials may include a cover letter, resume or vita, official college transcripts and/or relevant certification as required for the position. Before a position is offered, candidates selected for employment must submit any requested official college transcripts, and/or certifications.

Parkland College complies with all local, state, and federal regulations regarding applications.

## H. Initial Screening of Applicants

The committee, together with the EEO representative, will screen the applicants to determine the qualified pool of applicants.

## I. Selection of Candidates for Interview

For professional support or confidential staff positions, the search committee, or the Office of Human Resources will select candidates for on-campus interviews. For faculty positions, authorization beyond two (2) on-campus interviews must be obtained from the Office of Human Resources or the Vice President for Academic Services prior to scheduling of interviews.

For administrative and faculty positions only, travel expenses will be covered for out-of-state candidates who are invited to campus for an interview. Candidates interviewing for other positions are welcome from out of state at their own expense.

Questions for the interview process will be composed by the committee in consultation with the Office of Human Resources and/or the EEO representative.

#### J. Reference Checking

The Chair of the search committee or designee is responsible for requesting and verifying additional information from a candidate's previous employers about the individual's prior service and performance. This reference check can be done either prior to interviews or after interviews and before a position is offered.

#### K. Interviews

1. The Chair of the search committee is responsible for arranging all interviews through the Office of Human Resources. This will be done by completing the Search Committee Scheduling Request Form. The search committee Chair must also advise the Office of Human Resources of the following:

- Names of all search committee members;
- Times when all search committee members are available and
- The desired itinerary for the visit.

Interviews are usually arranged by the Office of Human Resources, unless other arrangements are agreed upon with the search committee Chair or hiring authority.

As a courtesy to applicants, a reasonable amount of lead time should be given for the candidate to make necessary arrangements. A guideline would be to give candidates at least 48 hours notice.

The President and Vice President for Academic Services will interview all final candidates for faculty and executive level administrative positions unless otherwise designated by that office to the Chair of the search committee.

2. Transportation, lodging, and other expenses of the candidates, as specified in section IX, will be paid by the college. Arrangements for payments must be made with the Office of Human Resources before commitment to expenditures.
3. For full-time faculty and Administrative position searches, the Office of Human Resources will reimburse the Chair, or designee, of the search committee for a mealtime meeting with the candidate and up to seven (7) members (including the search committee Chair, candidate and EEO Representative.
4. In consultation with the hiring authority, the Office of Human Resources will prepare a written letter of rejection for each of the unselected candidates. These letters shall be sent within ten (10) days after the applicant folders have been returned to the Office of Human Resources by the search committee Chair or sooner if requested by the hiring authority.
5. In the event of an unavoidable absence of a search committee member, video recording of the interview will be necessary. All search committee members must either be present for the interview or view the tape of the interview. Candidates must be notified in advance of the video recording. Recordings will be kept in confidence, within the search procedure, by the search committee Chair and included in the search materials.
6. Appropriate salary levels for the positions will be provided to the hiring authority by the Office of Human Resources, in accordance with the appropriate Collective Bargaining Agreement or the administrative compensation schedule.

#### L. Recommendation of Qualified Candidates

1. Subsequent to interviewing candidates who meet the announcement prerequisites (except in the case of faculty searches where ranking is at the discretion of the search committee), the search committee Chair will complete the Candidate Recommendation form, including a statement of rationale for the recommendation listing up to two (2) unranked qualified finalists. For full-time faculty positions, the recommendation will be forwarded to the Vice President for Academic Services, along with the packet containing the Equal Opportunity Form (not completed), resumes and other documents of the finalists.
2. For non-faculty positions, the hiring authority, in consultation with the EEO representative, will complete the Equal Opportunity Form and recommend one of the qualified finalists and an appropriate salary in accordance with the salary and compensation package of the particular Collective Bargaining Agreement or compensation guidelines. The completed packet of forms, resumes and other documents will then be forwarded to the Office of Human Resources to route to the appropriate administrative approvals.
3. Upon concurrence with the hiring authority's recommendation, the administrative supervisor signs the form and forwards the packet to the Office of Human Resources for salary review and compliance with the search

procedures. The Office of Human Resources reviews the recommendation of the hiring authority and appropriate administrative supervisor, approves the appropriate salary and forwards the finalist to the President for final administrative approval. In the event there is some problem that prohibits the Office of Human Resources from approving the search or recommendation, this office will return the recommendation to the administrative supervisor along with the reasons for questioning either the process or the recommended candidate(s). In the event there is not concurrence in the selection of the finalist, the administrative supervisor and the hiring authority will reconvene the search committee to enumerate the reasons for the non- concurrence and will consult with the search committee to resolve any differences. In the event the problem with the Office of Human Resources cannot be resolved, the office of Human Resources will meet with the administrative supervisor and the hiring authority to jointly reconvene the search committee.

4. After the President approves the recommendation, the Office of Human Resources or hiring authority will communicate this action and make the salary offer to the candidate in accordance with the salary and compensation package of the particular Collective Bargaining Agreement or other compensation guidelines. No offer of employment or salary is to be made to a candidate until final approval has been obtained from the President. The routing of the Candidate Recommendation form will be from the search committee Chair or hiring authority to the appropriate Vice President and then to the President. The Office of Human Resources will facilitate the routing of this form.
5. If the candidate accepts the approved offer, the Office of Human Resources or hiring authority will notify the appropriate administrative supervisor.
6. If the approved finalist refuses the offer, or the recommendation is unacceptable to the President and/or the Board, the matter will be referred back to the administrative supervisor with the reason(s) for refusal providing such reasons are not confidential, wherein the search procedure reverts to section K.
7. Finalists who are interviewed but not made an offer of employment are notified by U.S. mail and, at the discretion of the search committee, via telephone by the Search Chair or hiring authority after the offer of employment has been made and accepted by the successful candidate.

#### M. Contracts

An employment contract will be prepared by the Office of Human Resources for faculty (in accordance with the requirements and guidelines of the current Collective Bargaining Agreement) and administrative employees. Before the contract is legally in effect, it must be signed by the faculty member or administrator, by the President, and approved by the Board. The faculty member or administrator will be provided a copy of the contract, and a copy will be retained in the employee's personnel file.

#### N. Completion of the Hiring Process for New Employees

The Office of Human Resources will take the necessary steps to hire the new employee and complete all of the requirements for employment.

#### O. Acting and Interim Positions

Vacant positions may be filled on a temporary basis by interim appointments upon approval by the appropriate administrative supervisor and the President.

Additional assignments to current employees are also appropriate on a temporary basis, and such assignments may qualify for additional compensation. (See appropriate bargaining agreement for specific information.)

Revised: October 1998  
Revised: January 2002  
Revised: June 21, 2006  
Revised: June 20, 2007  
Revised: February 22, 2012

### **POLICY 4.02 EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

"It is the public policy at Parkland, as an Equal Employment Opportunity (EEO) employer, to assure for all persons freedom from discrimination because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation with respect to all aspects of employment, contractual services, and construction of college facilities, which discrimination threatens the right, privileges, opportunities, and freedom of all persons, and menaces the institutions and foundations of democracy.

The opportunity to be gainfully employed without discrimination because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation are human rights in any free society." Procedure 4.02 defines these terms.

This policy supports Parkland's core values of multiculturalism, and fairness and just treatment. The core value of multiculturalism recognizes, promotes, utilizes, and educates regarding the unique qualities and shared humanity of all people and cultures. Research has demonstrated that all students, staff, and faculty benefit from learning and working in a diverse environment. This core value is fundamental in the college's commitment to diversity in its search procedures and hiring practices. The core value of fairness and just treatment stipulates that we advocate and strive for respect, equity and justice in all of our operations and proceedings.

#### **4.02.01 Dissemination of Policy**

Equal Employment Opportunity information will be posted and announced in appropriate locations and media. All sources of recruitment for employment will be informed of the college EEO policy.

##### **A. Internal Dissemination**

1. The EEO policy will be posted in places where applicants apply for employment and given to applicants as they are interviewed for positions.
2. Vacancy announcements, internal publications, and brochures shall state that Parkland is an EEO employer.
3. Information will be posted on college bulletin boards and through other prominent methods available to employees and possible applicants for employment, as required by law.

##### **B. External Dissemination**

1. The College's EEO commitment will be included on all appropriate correspondence and will be incorporated in forms such as purchase orders, leases, and contracts of the College.
2. All vacancy announcements and advertisements will contain the College EEO notation encouraging individuals representing diverse cultures to apply. Postings will be made readily accessible through various avenues.
3. All admissions and employment applications will contain the College Equal Employment Opportunity notation.
4. Hiring authorities will be encouraged to send job announcements to their professional colleagues and associates.
5. Images in recruitment materials will reflect the diversity of the Parkland College Community.

#### **4.02.02 Grievance and Human Resources Policies / Procedures**

The Parkland College personnel policies and procedures are bound by the written sources listed below and depend upon the job classification of the employee. The Board of Trustees has the authority from its enabling act to employ personnel and prescribe conditions of employment. These administrative powers are not exercised by College administrators; only the Board has the power to encumber funds for salaries, to hire, demote or terminate employees. The written sources for these said policies and procedures are:

- A. The Illinois Community College Act.
- B. The current version of the Parkland College Board of Trustees policies (Chapter 1 of the Parkland College Policies and Procedures Manual).
- C. The Board's written Collective Bargaining Agreement with the Parkland College Academic Employees (PAE)
- D. The Board's written Collective Bargaining Agreement with the Parkland College Professional Support Staff Association, Chapter of Local 4776, IFT/AFT-AFL-CIO.
- E. The Board's written Collective Bargaining Agreement with the Parkland College Public Safety Officers' Association Local #173 of Policemen's Benevolent Labor Committee.
- F. The Board's written Collective Bargaining Agreement with the Parkland College Part-time Faculty Local 4927, IFT/AFT-AFL-CIO.
- G. Policy 4.14 PCA Grievance.

- H. The Board's adoption of the "Statement of Core Values," February 2000.
- I. The Board's adoption of "Commitment to Cultural Diversity," April 1993.

Parkland College recognizes the importance of providing employees with procedures to resolve grievances that arise in the workplace. Grievance procedures are included in Parkland College's collective bargaining agreements and are available through the Parkland Academic Employee's Employee Organization, the Parkland College Professional Support Staff Association, the Public Safety Officer's Association, and the Part-time Faculty Association. Employees not covered under a collective bargaining agreement may grieve under PCA Policy 4.14. Any employee, student or applicant for employment alleging unfair or discriminatory treatment may file their complaint with the Office of Human Resources. Every effort will be made to resolve complaints in a prompt, fair and orderly manner.

Revised: February 20, 2013

#### **4.02.03 Responsibility for Implementation**

All members of the College community share the responsibility for Equal Employment Opportunity. Every member of the College community is expected to comply with the Equal Employment Opportunity policy.

##### **A. President**

The responsibility for the administration of Parkland rests with the President of the College. Thus, the President has ultimate responsibility for Equal Employment Opportunity. The President, through action and example, sets the tone for Equal Employment Opportunity at the institution.

The President will issue the required directives to administrative staff for implementing actions required to meet the College's Equal Employment Opportunity commitment.

##### **B. Equal Employment Opportunity Officer**

The Equal Employment Opportunity Officer is responsible for the daily operation of Parkland College's Equal Employment Opportunity policy. This function is assigned to an employee of the office of Human Resources. The Officer's responsibilities include, but are not limited to, the following:

1. Disseminate the Equal Employment Opportunity policy.
2. Develop, monitor and review policy statements that will add fortitude to the Equal Employment Opportunity policy.
3. Inform the President and Vice Presidents regularly on matters regarding Equal Employment Opportunity.
4. Serve as a liaison between administration and the general community and the College community on Equal Employment Opportunity matters.
5. Serve as a liaison between the College and appropriate governmental agencies.
6. Maintain a system to informally process individual grievances that may arise from alleged discrimination.
7. Monitor procedures relating to employment practices, conditions, and opportunities for advancement.

##### **C. Vice Presidents**

The Vice Presidents have the administrative responsibility to enforce the College's Equal Employment Opportunity policy to ensure the College's compliance within their administrative areas. The Vice Presidents shall hold all administrators reporting to them accountable for compliance with the Equal Employment Opportunity policy. Administrators shall ensure that all supervisory employees understand that the Equal Employment Opportunity policy is an integral part of their duties, and their compliance or noncompliance will be evaluated. Appropriate corrective or preventative action will be expected to address the harassment or discriminatory treatment of individuals based upon race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation.

Within their respective areas, the responsibility of the Vice Presidents will include, but will not necessarily be limited to the following:

1. To ensure that all employment practices are conducted in a nondiscriminatory manner.

2. To monitor the progress toward Equal Employment Opportunity of all units within their jurisdiction.
3. To assure equality in all instructional programs and activities and will promote Equal Employment Opportunity within all academic departments, special programs, and any other units for which he/she is responsible.
4. To ensure the equal access to educational programs and due process for students in disciplinary situations.
5. To assure that the College is in compliance with all regulations pertaining to purchasing and contracting.

D. Equal Employment Opportunity Implementation Committee

1. Will maintain a list of currently trained Equal Employment Opportunity Representatives (EEO Representatives) to serve on search committees. The EEO Implementation Committee will review all assignments on a semi-annual basis.
2. Will maintain current training materials to train EEO Representatives.
3. Will conduct training sessions for EEO Representatives annually.
4. Will assign EEO Representatives to the search committees as outlined in 4.02.04.

E. Hiring Authorities

1. Will work with all personnel within their supervision and monitor employment practices within their areas to assure compliance with Equal Employment Opportunity regulations/policies.
2. Will assure that all personnel who report to them understand that Equal Employment Opportunity is an integral part of their responsibilities, and that they will be held accountable for their actions.
3. Will assure that all students are given an equal opportunity to receive an unbiased education that is unaffected by cultural differences between students and faculty members.

**4.02.04 Equal Employment Opportunity/Implementation Committee**

A. The composition of the committee shall consist of the following members:

1. Equal Employment Opportunity Officer (Human Resources)
2. Employment Associate (Human Resources)
3. Diversity Committee member or a designee of the Diversity Committee Chair.

B. The responsibilities and duties of the committee will be to:

1. Maintain and update all training materials for individuals interested in becoming or continuing to serve as EEO Representatives on college search committees.
2. Conduct training sessions annually.
3. Maintain a current list of trained EEO Representatives that have attended the most recent training session and signed a commitment card demonstrating understanding of the responsibilities of serving as EEO Representative on search committees.
4. Conduct facilitated discussions among EEO Representatives as needed.
5. Assign EEO Representatives for each search committee as follows:
  - a. Upon request from the search chair, the EEO Officer will provide a list of 4 to 5 trained EEO Representatives to the Equal Employment Opportunity Implementation Committee members and the search committee chair via email.
  - b. The list must include only currently trained EEO Representatives that are not employed or serving in the department conducting the search. Every effort will be made to rotate the assignment of EEO representatives, based on the above criteria.
  - c. The search chair will then forward the name of the selected individual to Human Resources who will maintain

a database of all those serving as EEO Representatives.

- d. In the event of a need arising for an emergency EEO Representative substitute or replacement, the Employment Associate and EEO Officer must be notified immediately.

#### **4.02.05 Implementation**

The charge to implement the College's Equal Employment Opportunity policy rests not only with the President, who makes recommendations to the Board of Trustees for employment, but with all levels of the College community, including its governance groups. All Parkland College administration, faculty and staff with administrative responsibilities are directly charged with conducting that office without regard to race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability, or sexual orientation.

Approved: June 7, 1989  
Revised: August 2, 1995  
Revised: January 16, 2002  
Revised: December 21, 2005  
Revised: July 15, 2009

## **POLICY 4.03 SUPERVISORY AND CONFIDENTIAL STAFF BENEFITS**

---

Supervisory and confidential staff benefits can be found in Appendix O.

Approved: January 20, 1993  
Revised: February 18, 2015

## **POLICY 4.04 CONTRACTS**

---

As early as possible in the calendar year, contracts not covered by collective bargaining contracts specifying salary and other considerations will be issued to full-time professional employees for the following year. This contract signed by the staff member signifies the individual's willingness to comply with all rules and regulations of the Board of Trustees as presented in this Manual.

Full-time faculty contracts are described in the Parkland Academic Employees' Collective Bargaining Agreement. Professional Personnel not covered by a Collective Bargaining Agreement may make other agreements with the Board of Trustees.

Twelve-month contracts cover the period from July 1 through June 30. Staff members with 12-month contracts shall maintain regular office hours on all days the campus is in operation.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

## **POLICY 4.05 FACULTY TITLES**

---

The title designation for full-time teaching and non-teaching faculty are: instructor for non-tenured faculty; assistant professor for tenured faculty in categories II and III; associate professor for tenured faculty in categories IV and V; and professor for tenured faculty in categories VI and VII. The title designation for part-time faculty is part-time instructor.

Approved: September 16, 1992  
Revised: June 19, 1996

## **POLICY 4.06 DEPARTMENT CHAIR SELECTION**

---

Each department is charged with creating a procedure in which access to departmental leadership becomes an on-going process. This procedure will reflect the department's commitment to diversity in its leadership. Department chairs are full-time faculty members. Subsequent to the development and implementation of a Department Chair selection procedure by each department, Department Chairs will be nominated by the full-time faculty of the department the Chair is to serve. The Vice President for Academic Services will either accept the nominee(s) from the department or will recommend to the President of the college that the search continue.

For any sitting Department Chair, the Chair's performance is reviewed annually by the Division Dean in consultation with the Vice President for Academic Services and the Chair's position is renewed annually.

Approved: January 20, 1993  
Revised: June 18, 1997  
Revised: June 21, 2006  
Revised: March 15, 2017

### **Procedure**

- A. The following process is to be used in determining the procedure by which a department selects its Department Chair:
  1. Acting as a committee of the whole, the full-time faculty in a department shall determine the procedure by which a Department Chair is selected for its department. Except for unforeseen circumstances, those eligible for the position of Department Chair are full-time, tenured faculty of Parkland College. In creating this procedure, the full-time faculty will decide among themselves, by common agreement, the selection method most appropriate for their department; however, they are charged with making the method fair and thorough. Among the options available for each department are:



- a. Systematic rotation by full-time, tenured faculty to serve as Department Chair;
- b. Regularly scheduled elections open to all interested and eligible full-time, tenured faculty;
- c. A commonly agreed upon and appropriate selection method that includes unlimited consecutive terms for any one tenure and retention/non-retention options;
- d. A commonly agreed upon and appropriate selection method that includes limited consecutive terms for any one tenure;
- e. Departmental acclamation;
- f. A combination of any of the above.

Whatever method is chosen, it must reflect a desire for diversity in leadership by systematizing the transfer of departmental management in a manner that is both timely and intra-departmentally consistent. To that end, each department is charged with developing a process (e.g., mentoring) in which interested and eligible full-time faculty will be acclimated to the duties and responsibilities of a Department Chair.

Additionally, to prepare for the possibility that a Department Chair position may become vacant at any time for unforeseen reasons (e.g., through sickness or resignation), the full-time faculty, acting as a committee of the whole, will include as a part of its deliberations an emergency procedure that is consistent with their non-emergency departmental policies for the selection of a Department Chair.

- 2. As the full-time faculty in a department, acting as a committee of the whole, develops its selection method, it will allow for appropriate opportunities for input from all legitimate departmental constituencies (e.g., part-time faculty, professional support employees, etc.);
- 3. When the full-time faculty in a department, acting as a committee of the whole, has reached agreement concerning their Department Chair selection process, they will, by the First of May, submit a copy in writing of that agreement to the Division Dean and Vice President for Academic Services for final approval:
  - a. If the Vice President for Academic Services does not grant final approval, he/she will consult with the Division Dean and the members of the department until a procedure is developed that is acceptable to both parties.
  - b. If the Vice President for Academic Services does grant final approval for the procedure, then a copy of the agreement will be kept on file in four areas:
    - (1) Office of the Vice President for Academic Services
    - (2) Office of Division Dean
    - (3) Office of Human Resources
    - (4) Office of the Department Chair for the department in question

4. If the full-time faculty in a department, acting as a committee of the whole, decides to amend, revise, or change its method of selecting and/or replacing a Department Chair, it may do so by following the process outlined in this section (Steps A1--A3).
- B. When the faculty have selected their candidate for Department Chair, the approval process shall proceed as follows:
1. The candidate will present to the Division Dean a summary of the candidate's credentials and a statement of the candidate's administrative philosophy and goals for the department;
  2. The candidate shall be interviewed by the Division Dean and by at least two other Department Chairs as designated by the Division Dean. The Dean will present a summary of their recommendations to the Vice President;
  3. The Vice President for Academic Services shall either recommend a candidate to the President as the new Chair of the department, with supporting information, or shall recommend to the President that the full-time faculty of the department in question continue the search;
  4. If a recommendation to continue the search is sent back to the department in question, the full-time faculty in the department may appeal the decision to the President of the college.
- C. The following procedure is to be used for the scheduled review of a sitting Department Chair:
1. In the fall semester of the Chair's final year in the position, the Division Dean shall collect evaluations of the performance of each Department Chair from the full-time faculty of the department in question and other appropriate sources; such evaluations will include a question about retention of the Chair (this question is to be placed on a separate page which will not be given to the Chair); the Dean will present a summary of the evaluations and recommendation for retention to the Vice President for Academic Services.
  2. If the Vice President for Academic Services determines that the department needs new leadership, the Vice President shall recommend to the President that the process for selecting a new Department Chair shall be set in motion;
  3. When the Vice President for Academic Services determines that renewal is appropriate, the Vice President shall recommend to the President that the Department Chair be retained for another year;
  4. After the Vice President's recommendation, the President shall either accept the recommendation or shall recommend that the search be initiated
  5. If a recommendation to initiate a search is sent back to the department in question, the full-time faculty in the department may appeal the decision to the President of the college.
- D. The following procedure is to be used if there is no chair candidate forthcoming from the department:
1. If no acceptable candidate for chair is found in accordance with the approved departmental chair selection procedure, the full-time faculty in the department will form a new chair selection committee to search for a chair from among full-time faculty members from all academic divisions.
  2. If no acceptable candidate for chair is found from the college-wide body of full-time faculty members in accordance with the approved departmental chair selection procedure, the Vice President for Academic Services will make a leadership recommendation to the President in the light of the needs of the college.

Revised: June, 1997  
 Revised: June 21, 2006  
 Revised: March 15, 2017

## **POLICY 4.07 EVALUATION**

---

Evaluation of professional staff will take place according to the contractual agreements covering the different categories of professional staff.

Approved: January 20, 1993  
 Revised: May 15, 1996

## **POLICY 4.08 ORAL ENGLISH LANGUAGE PROFICIENCY**

---

The College recognizes that the ability to speak the English language clearly is an essential skill for faculty. Therefore, to assure that all Parkland faculty are proficient in oral English, the College has established procedures as per state law to insure proficiency.

Approved: January 20, 1993

### **Procedure**

#### **Current Faculty**

Current faculty are assumed to have oral English language proficiency suitable to their teaching assignments.

If a faculty member's oral English language proficiency is called into question, these steps will be followed:

- A. The Department Chair will review the allegation(s) and report to the Vice President for Academic Services any finding that there is cause to assess the faculty member's oral English language proficiency.
- B. The Vice President for Academic Services will name a 3-person committee, with at least one person from the discipline, to assess the faculty member's oral English language proficiency. The process will include an interview with the faculty member, observation of his/her classroom performance, survey of students and other faculty, and other evidence deemed appropriate.
- D. If the faculty member is found not proficient in oral English language, s/he may be allowed to complete the current term but will not be given another instructional assignment until s/he is found to be proficient.

**Full-Time Faculty:** Full-time faculty will be placed on non-instructional assignment and be given one calendar year from the end of the current term to attain proficiency. If remediation has not occurred by that time, the faculty member will then be placed on suspension without pay for one calendar year. At the end of that time, if s/he has not attained proficiency, employment will be terminated. During this period, the faculty member will have access, without charge, to any educational opportunities available through the College (ESL or SPE courses, for example) that could assist in achieving proficiency. If the faculty member is not tenured the time spent on non-instructional assignment or suspension will not count toward tenure.

**Part-Time Faculty:** Part-time faculty will be paid through the end of their contract period and may be placed on non-instructional assignment during the remainder of the term. Thereafter, they will not be restored to the pool of candidates for part-time faculty assignments until they have attained oral English language proficiency.

**NOTE:** At any time during these procedures, a faculty member may certify proficiency in oral English language by submitting to the College a score of 230 or higher on the Test of Spoken English (TSE) published by ETS, Princeton, NJ.

#### **Prospective Faculty**

A prospective faculty member, before being offered an instructional contract, will be screened for oral English language proficiency as a part of the selection process. No person who is not proficient in oral English language will be offered an instructional contract.

The screening will be conducted through an oral face-to-face interview by the person or persons responsible for making the employment decision or recommendation. In the case of prospective full-time faculty, the search committee will have the responsibility; in the case of prospective part-time faculty, the Department Chair and/or other persons making the selection will have the responsibility.

Any prospective faculty member who receives a negative rating of his/her oral English language proficiency during the selection process must be notified of such finding and may request a review by the Vice President for Academic Services, who will name a 3-person committee to assess his/her oral English language proficiency. The committee will interview the candidate and may request the candidate to give a demonstration lecture and collect other evidence deemed appropriate to the assessment.

Also, at any time prior to or during the selection process, a prospective faculty member may present independent evidence of proficiency in oral English language by submitting to the College a score of 230 or above on the Test of Spoken English (TSE).

Any applicant assessed as lacking proficiency in oral English language will need to supply evidence of proficiency before being admitted to candidacy for future instructional openings.

---

## **POLICY 4.09 OUTSIDE COMMITMENTS**

---

The primary responsibilities and obligations of the full-time faculty is teaching, learning, and advising; the primary responsibilities of the other full-time professional staff is to support the teaching, learning, and advising responsibilities of the College. Acceptance of a contract to become a full-time employee of the College obligates the staff member to devote his/her full-time professional services and individual skills to the College to support these efforts. Any outside commitments that interfere with these primary responsibilities and obligations are prohibited.

Revised: January 20, 1993

### **Procedure**

If a person's outside activities interfere with contractual obligations and performance, the Department Chair/Supervisor is responsible for remediation and counseling with the faculty member/staff member. If such outside commitments continue after counseling and notification by the Department Chair/Supervisor, disciplinary action may occur pursuant to the applicable provisions of the contract and state law.

### **4.09.01 Course Work**

Staff members are encouraged to improve their effectiveness by taking additional course work, provided it does not interfere with their obligations to the College. The staff member must notify the appropriate administrative supervisor before enrolling in outside course work. Not more than the equivalent of four credit hours may be taken simultaneously during a regular college semester without the administrative supervisor's approval; however, a staff member may enroll in a single class of five credit hours.

Revised: June 1997

---

## **POLICY 4.10 TENURE**

---

Tenure is subject to all relevant provisions of the Illinois Community College Act.

All tenured personnel have tenure only as members of the faculty and not by position. Administrators and Professional Support Staff are not eligible for tenure.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: August 26, 1994

---

## **POLICY 4.11 ACADEMIC PROJECTS**

---

Projects may be developed and granted for the express purpose of meeting academic or College service needs beyond the normal full-time faculty professional responsibilities; the institution and students are to be the primary beneficiaries. The number of projects given each year is determined by the Vice President for Academic Services with Department Chair input.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: May 15, 1996

### **Procedure**

- A. Each department creates its own project criteria.
- B. Each project must fit into a 3-6 equated contact hour (ech) release time range; each 1 ech of release time equates to 48 hours of project time during the term.
- C. Faculty submit proposals to their Department Chair.
- D. Each Department Chair prioritizes department proposals with department input and forwards the complete proposals in rank order to the Vice President for Academic Services.
- E. All proposals are then discussed and prioritized by the Academic Leadership Council.

Revised: May, 1996

## **POLICY 4.12 PROFESSIONAL ORGANIZATION LEADERSHIP AND MEMBERSHIP**

---

Membership in professional organizations is encouraged as a professional responsibility. The choice of professional organization is a voluntary matter for each faculty member.

Professional staff members of Parkland are encouraged to seek leadership positions in state, regional, and national professional organizations in order to establish and expand the College's leadership position in higher education. Staff members occasionally hold offices in these organizations which necessitate clerical or secretarial assistance. Secretaries may assist in these instances, provided the work is reasonable in terms of its scope, and does not interfere with Parkland work. Any additional costs shall be born by the organization. Projects such as mass mailings must be cleared with the appropriate administrative supervisor or Department Chair.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: June 18, 1997

## **POLICY 4.13 ADMINISTRATIVE FELLOW**

---

The College recognizes its responsibility to assist the development of future community college administrators by providing opportunities for full-time non-administrative employees to assume new or vacant administrative positions or special short-term appointments. Administrative Fellows may be utilized where their services will be beneficial, and the learning experience will be appropriate to their needs. Administrative Fellows will generally function as members of the administrative staff, but will remain in the program for specified periods.

Approved: June 19, 1991  
Revised: May 15, 1996

## **POLICY 4.14 GRIEVANCE**

---

Anything grieved under a Collective Bargaining Agreement should be grieved according to the terms and conditions of the applicable Collective Bargaining Agreement. Grievances specifically related to sexual harassment or discrimination shall be grieved according to Policy 3.01, Prohibition of Sexual Discrimination/Harassment/Misconduct.

The grievant is encouraged to resolve complaints and disputes through informal communications with the respondent.

Revised: December 14, 2016

### **4.14.01 Definition and Conditions**

A PCA grievance exists when a member of the Parkland College Association claims that a violation, misapplication, or misinterpretation of a contract or of any existing policy or procedure of Parkland College has occurred outside the scope of the applicable collective bargaining agreement or if the staff member is not a member of a collective bargaining unit.

A detailed procedure for the redress of grievances is included in the Procedures section of this Manual. The following conditions apply to the grievance procedure:

- The member initiating the grievance may withdraw his/her grievance at any level without establishing a precedent.
- The position of the Grievance Committee should be considered a private matter between the Committee and the member with the grievance and should have no bearing on a decision made at any level within the procedure.
- All records and information concerning a grievance and its processing shall be considered highly confidential and shall not be discussed with uninvolved parties.
- All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. When a grievance has been completely processed, the names of all participants shall be removed from the records.
- No reprisals of any kind shall be taken by the Board or the administration against a PCA member because of his/her participation in the procedure.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: March 29, 2000  
Revised: February 27, 2008  
Revised: February 20, 2019

## Procedure

A potential grievance exists when a member or associate member (herein called "the grievant") of the Parkland College Association claims there has been a violation, misapplication, or misinterpretation of any existing policy or procedure of the College outside the scope of the applicable Collective Bargaining Agreement. This procedure also extends to staff members not represented by a collective bargaining agreement.

### A. Time Increments and Time Limits

All time increments consist of weekdays when classes are in session; however, when a grievance is submitted less than ten days before the end of the semester or summer session, time increments shall consist of all days when the College's offices are open.

Specified time limits in this procedure are maximum limits, and participants are encouraged to carry the procedure forward without delay. In extenuating unusual circumstances, time limits may be extended, and then only by written mutual consent of the grievant and the respondent. Failure by the grievant at any step in the PCA grievance procedure to appeal a decision within the specified time limits shall be considered acceptance of the decision at the last completed step. Failure at any step in the PCA grievance procedure to render a written decision within the specified time limits shall allow the grievant to proceed to the next step.

### B. PCA Grievance Committee

#### 1. Membership

A committee of the PCA President, the Policy Manual Committee (except for those members who are Parkland College Vice Presidents), and the Director of Human Resources (or a designee if the Director of Human Resources is an involved party) shall be known as the PCA Grievance Committee. The PCA President will serve as chair of this committee. This committee will have three votes, one by the PCA President, one by the Director of Human Resources (or a designee if the Director of Human Resources is an involved party), and one from the Policy Manual Committee.

#### 2. Responsibilities

The PCA Grievance Committee seeks to facilitate the resolution of the grievance while assuring both the grievant and the respondent fair and equal treatment; the PCA Grievance Committee does not act as advocate for either the grievant or the respondent; rather, the committee guides the grievance through the procedure outlined below. The PCA President will submit a file to the Director of Human Resources who will maintain a file of documents pertaining to the grievance, including all written appeals and responses, in addition to any other material it deems necessary for a complete record.

#### 3. Conferences

The PCA grievance procedure requires up to two conferences. Conferences are intended to permit open, free, and full exchange among the committee, grievant, and respondent. It is expected that all parties to a grievance will enter into the conferences in the spirit of mutual respect and with an earnest desire to seek resolution. Every effort will be made to schedule the conferences at times that do not interfere with the assigned duties of the PCA members whose presence is necessary at the conferences. If conferences must be scheduled at times that conflict with duty assignments, PCA members shall be released from those assignments to attend the conferences without loss in pay.

#### 4. Process

##### Step 1

Within 20 days of the event or consequences of the event (or the grievant's awareness of the event and/or consequences thereof) giving rise to the grievance, the grievant must submit to the PCA President, in writing, a signed grievance and explanation of why the grievant feels a PCA grievance has occurred. Within five days of the receipt of the signed grievance and explanation from the grievant, the PCA President will convene an ad hoc committee that will meet to determine if a PCA grievance exists.

The ad hoc committee will consist of the PCA President, the PCA Vice President, the Director of Human Resources, and the President and Vice President of the grievant's union (or union President's designee if the union has no vice president). If the grievant is not a member of a union, the ad hoc committee will consist of the PCA President, the PCA Vice President, and the Director of Human Resources. If the grievant or respondent is the Director of Human Resources, the ad hoc committee will consist of the PCA President, the PCA Vice President, and the College President designee. If any ad hoc committee member is unavailable to attend the meeting, that committee member will select a replacement.

Within two days of the meeting, the PCA President will notify the grievant in writing of the committee's decision and include a written rationale if a PCA grievance does not exist. If the committee determines a grievance exists, the PCA President will forward a copy of the grievance to the respondent and activate the PCA Grievance Committee.

#### Step 2

The respondent may provide a written, signed response to the grievant within two days, addressing reasons for the action(s) that gave rise to the grievance. This response should be submitted to the PCA President.

#### Step 3

Within five days of the meeting described in step 1, the President of the PCA shall activate the PCA Grievance Committee, and shall provide the PCA Grievance Committee with communications from the grievant and the respondent.

#### Step 4

Within ten days after its activation, the PCA Grievance Committee shall schedule a 90 minute time block to meet with the grievant and any witnesses the grievant may wish to have testify, which will be immediately followed by a 90-minute time block to meet with the respondent and any witnesses the respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the PCA President shall ask the individuals to leave the room. Within three days, the PCA Grievance Committee shall write a response to the grievant, either agreeing that the identified policy or procedure has been violated or advising the grievant that the identified policy or procedure has not been violated and that no valid grievance exists.

If the PCA Grievance Committee finds that a valid grievance does exist, the committee files with the College President a written appeal of the respondent's decision at Step 1; copies of all accumulated formal documents shall accompany the appeal. Within five days of the filing of this report, the College President will file a written report with the grievant and the committee that details his or her intended actions based on the committee's findings.

If, in the case of a negative decision, the grievant is not satisfied with the committee's opinion, the grievant may, within two days of receipt of the decision, appeal in writing to the College President who, within five days of receipt of the appeal, shall chair a three-member Grievance Committee, serving as a second PCA grievance committee, which shall, within five days after its formation, review the relevant documents and render a written decision to the grievant. The College President shall schedule a 90-minute time block to meet with the grievant and any witnesses the grievant may wish to have testify which will be immediately followed by a 90-minute time block to meet with the respondent and any witnesses the respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the College President shall ask the individuals to leave the room.

In addition to the College President, the committee will consist of the President of the Board of Trustees and the College Vice President responsible for supervising the grievant, unless said Vice President is directly involved in the grievance. If the Vice President for Academic Services is directly involved in the grievance, the Vice President for Student Services will serve; if the Vice President for Student Services is directly involved in the grievance, the Vice President for Administrative Services/Chief Financial Officer will serve; if the Vice President for Administrative Services/Chief Financial Officer is directly involved in the grievance, the Vice President for Communications and External Affairs will serve; and if the Vice President for Communications and External Affairs is directly involved in the grievance, the Vice President for Academic Services will serve. However, if the College President is directly involved in the grievance, the grievant may, within five days of receipt of the decision, appeal in writing to the President of the Board of Trustees.

The President and Vice President of the Board of Trustees, serving as the second grievance committee, shall schedule a 90-minute time block to meet with the grievant and any witnesses the grievant may wish to have testify which will be immediately followed by a 90-minute time block to meet with the respondent and any witnesses the respondent may wish to have testify. Only the committee, the grievant, and his or her witnesses may be in the room during the first time block. Only the committee, the respondent, and his or her witnesses may be in the room during the second time block. If either the grievant or respondent has individuals in the session not included as just described, the President of the Board of Trustees shall ask the individuals to leave the room. Within three days, the second PCA Grievance Committee shall write a response to the grievant, either agreeing that the identified contract, policy or procedure has been violated or advising the grievant that the identified policy or procedure has not been violated and that no valid grievance exists.

If the second committee finds that a valid grievance does exist, the College President will file a written report, within five days, with the grievant and the PCA President in response to the grievance. If the second committee finds that a valid grievance does not exist, the PCA grievance process is terminated. If the College President is directly involved

in the grievance and the committee finds that a valid grievance exists, the hearing committee (the President and Vice President of the Board of Trustees) will submit in writing to the College President, the grievant, and President of the PCA a report of its findings. However, if the committee finds that a valid grievance does not exist, the PCA grievance process is terminated.

C. Disposition of documents related to the grievance

At the conclusion of the grievance, the official copy of the documents comprising the grievance file shall be forwarded to the Director of Human Resources for retention, in accordance with statutory requirements and College policy. Access to this file shall be restricted to the principals involved in the grievance and their legally authorized representatives.

D. No reprisals

No reprisals of any kind shall be taken by the Board of Trustees, the College administration, the PCA, or any member of the PCA against anyone because of participation in any portion of this grievance procedure.

E. Withdrawal of grievance

The grievant may withdraw the grievance at any time during the grievance procedure, with written notification to the Chair of the PCA Grievance Committee, who shall inform, in writing, all involved parties. One set of documents related to the grievance up to the point of withdrawal shall be forwarded to the Director of Human Resources; all others shall be destroyed.

Revised: May 1992  
Revised: June 1997  
Revised: November 28, 2007  
Revised: February 27, 2008  
Revised: February 20, 2019

## **POLICY 4.15 TUTORING**

---

Faculty may not accept private remuneration from students enrolled in their classes for tutoring.

Private tutoring for which faculty receive a fee is not permitted on campus; College equipment may not be used for such private tutoring.

Approved: September 19, 1984  
Revised: January 20, 1993  
Revised: May 15, 1996

## **POLICY 4.16 PART-TIME TEACHING LOAD**

---

A part-time instructor, who is not working full-time or its equivalent elsewhere, may teach a maximum of 12 equated contact hours. (Note: this is understood to refer to a maximum and not a normal, continuing part-time load assignment.)

A part-time instructor, who is working full-time or its equivalent elsewhere or at Parkland College, is governed by the same extra or overload class policies as regular full-time faculty. Therefore, it is understood that the part-time teaching assignment will be executed at hours outside of the individual's full-time regular working hours. Assignment of equated contact hours to a full-time Parkland College staff member is considered an outside commitment and is, therefore, subject to Policy 4.09.

Approved: January 20, 1993  
Revised: February 17, 2010

### **Procedure**

Non-credit Community Education and Business Training hours for part-time faculty are not related to equated contact hours. Chairs will use their best judgment to insure overall balance and fairness in such assignments.

## **POLICY 4.17 CLERICAL ASSISTANCE FOR PROFESSIONAL ORGANIZATIONS**

---

Members of the staff may assist faculty/administrators with clerical work arising from membership in a professional organization provided the work is reasonable in terms of its scope and does not interfere with Parkland work. Reimbursement of any expenses incurred during the course of this work is to be brought to the attention of the employee's supervisor.

Approved: 1986



## CHAPTER 5 - INSTRUCTIONAL ISSUES

### **POLICY 5.01 CURRICULUM DEVELOPMENT**

---

The PCA Curriculum Committee is responsible for reviewing the development and revision of courses and instructional programs at the College. Procedures are established which assess and fulfill those community and educational needs which are within the scope of the community college. Recommendations for changes and additions to the College curriculum are reviewed by the Committee prior to presentation to the Vice President for Academic Services.

Approved: September 19, 1984

Revised: June 7, 1989

The policies and procedures for the PCA Curriculum Committee are located in Appendix H of this Manual.

#### **5.01.01 Course Outlines**

In compliance with ICCB Administrative Rules Section 1501.309.c, the College shall develop and maintain a master course outline called the Course Information Form (CIF) for each credit course. Each CIF will include the course description, course objectives, major course components and associated learning outcomes, instructional time for each component in alignment with course credit, general learning outcomes, and method(s) for assessing student learning. The office of the Vice President for Academic Services shall maintain the official master set of current CIFs and ensure that they are available for inspection by the ICCB, students, and the public upon request. Faculty will align class syllabi with the CIF, and use the CIF to develop course schedules for class syllabi. Course descriptions in the college catalog must match those in the CIFs.

##### **Procedure**

1. Faculty will develop the CIF for each new credit course according to guidelines in the Curriculum Committee Procedures Manual.
2. Faculty will review and update the CIF for each active course every three years through a process directed by the Vice President for Academic Services.
3. Every CIF shall be signed by the faculty proposer, department chair, curriculum committee chair, and the Vice President for Academic Services and dated within three years of the previous date.
4. The office of the Vice President for Academic Services will oversee a CIF system that includes modification, storage, retrieval, and search functions.
5. An updated list of course descriptions from the CIFs will be used in the development of the college catalog for the following year.

Revised: February 2020

#### **5.01.02 Course Syllabus**

During the first week of class, instructors will provide students with a course syllabus (printed or electronic).

##### **Procedure**

The syllabus will contain the following information:

1. Faculty member's name, office location, office hours, Parkland email address, and office telephone number.
2. Course description.
3. Required text and materials.
4. Highlights of course-specific and General Education learning outcomes (from the Course Information Form).
5. Grading, attendance, and make-up policies.
6. Consequences for academic dishonesty.
7. Approximate amount of time to be spent on each topic (course schedule).
8. Location of the Parkland College general syllabus.
9. Legally required statements as provided by the Vice President for Academic Services

When applicable, the syllabus will also include or link to:

1. Course prerequisite(s).
2. Optional books or materials.
3. Laboratory information.
4. Required writing and/or projects.
5. Quiz/examination information and schedule.
6. Any other requirements, rules, or expectations online and in-class, e.g., penalties for late work, term paper

- requirements, student-teacher conferences, classroom behavior expectations, etc.
7. Program outcomes connected to the course.

Instructors are also encouraged to include or link to:

1. Expectations related to communication response time and feedback on course work.
2. Additional costs.

### **5.01.03 Recording in the Classroom**

**General Statement.** Students who wish to record classroom learning activities must request permission from the instructor prior to doing so. Classroom learning activities include lectures, in-class discussions, student presentations, and other course-related activities at Parkland College. This policy covers all forms of recording using available technology. The instructor should specify the kinds of learning activities that are permitted to be recorded and the medium in which the recording takes place. The instructor has the right to deny or limit the request.

**Accommodations under the ADA.** Students are allowed to record learning activities as an accommodation under the American with Disabilities Act (ADA) if the Disability Services ID card issued by the Office of Disability Services is presented to the instructor prior to recording. Students who request recording permission under the ADA must not be denied permission.

**Limited permission.** Permission for recording of learning activities in the classroom is given exclusively for the student's personal study and review and must not be used for other purposes. Class content and instructional methods are the sole intellectual property of the instructor and subject to copyright law. Distribution (electronically or in other forms) of the recording is prohibited without additional written permission from the instructor.

**Sanctions for violations.** Violations of this policy are subject to disciplinary action. The instructor has the right to impose grade-related penalties. In the case of egregious violation of this policy, the instructor in consultation with the department chair has the right to fail the student in the course. The student who fails the course directly as a result of an egregious violation of this policy is not permitted to withdraw from the course.

**Student right to know.** Students have the right to know that their class is being recorded. The instructor will notify the class that permission has been given for a recording without identifying the individual student(s) requesting recording permission.

## **PROCEDURE**

### **Syllabus Statement**

The General College Syllabus will include a statement that specifies the following: (i) Students who wish to record classroom or other learning activities must request permission from the instructor prior to doing so; (ii) Permission is given solely for the purpose of personal study and review and the recording may not be used for any other purposes without the express written consent of the instructor; (iii) Students are permitted to record learning activities as an accommodation under the ADA if the Disability Services ID Card is presented to the instructor prior to recording.

### **Repercussions of Violations**

When a student has violated this policy about recording in the classroom, the instructor will take the following steps to address the violation:

- The instructor will inform the student privately of his/her findings and attempt a resolution of the problem. Depending on the nature of the violation, such resolution could include an instruction to destroy the recording, a sanction of deduction of points, or failure of the course. A sanction of course failure requires prior consultation with the Department Chair.

### **Appeal Process**

If the student is not satisfied with the decision of the instructor regarding the violation of this policy, he or she has the right to pursue one or more of the following levels of appeal:

- If the student is not satisfied with the instructor's decision, he/she may contact the Department Chair or designee (e.g., Program Director) within 10 school days of notification of the instructor's decision. The Department Chair will review the actions taken by gathering all relevant information from the student and the

instructor. The Department Chair will meet with the student and the instructor, together or separately, to attempt to resolve the issue to both parties' satisfaction.

- If the student is not satisfied with the Department Chair's decision in relation to resolving the issue, he/she may contact the Division Dean within five (5) school days of receiving the Department Chair's decision. The Division Dean will review the actions taken based on relevant information from the student, the instructor, and department chair. The Dean will affirm the instructor's decision or remand the issue back to the department for review.
- If the student is not satisfied with the Division Dean's decision, he/she may petition the Student Affairs Committee within five school days of receiving the Dean's decision. The committee will review the process followed by the department and division to determine whether it has been carried out completely and fairly, in accordance with due process. If it has not been, the case will be remanded to the department for reconsideration following the appropriate guidelines. If all procedures have been followed appropriately and no errors detected, the appeal process is complete and the consequences of the incident will remain the same as originally issued.

No reprisal shall be taken by the Board of Trustees, Administration, faculty, or staff against any student or faculty because of participation in an appeal.

Revised: March 15, 2017

## **POLICY 5.02 INSTRUCTIONAL MATERIAL SELECTION**

---

The selection of instructional material is the responsibility of the faculty of the College. All instructional material, including but not limited to printed textbooks, is selected by faculty according to the adopted criteria and procedures of the College. Instructional material, including digital materials must conform to the College's standards of accessibility (defined in Policy 8.12) and the privacy requirements of FERPA and HIPAA, and must not compromise the safety and security of Parkland's computers, network, or user accounts. If integration with the Learning Management System is desired, the vendor is responsible for providing appropriate documentation and support for the integration.

Ordinarily, the same text must be used in all sections of a course; however, if a faculty member judges that learning outcomes for students will be better served by a different set of materials, he/she may adopt alternatives in accordance with departmental practices.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: July 17, 2019

### **Procedure**

Faculty select instructional material according to the policies of the College using processes and procedures of their department.

Questions arising from a faculty member's use of particular instructional material in relation to compliance with accessibility, privacy, security, or interoperability standards will be directed to the appropriate academic dean who will consult with the individuals listed below as well as the department chair and faculty member:

- Accessibility and matters related to ADA and Section 508 – Dean of Counseling Services
- Student privacy concerns and matters related to FERPA and HIPAA – Vice President for Student Services
- Matters related to computer network and technology systems' safety and security – Chief Information Officer
- Matters related to learning management system integration/interoperability –Dean of Learning Support

The academic dean will make the final decision over approval or denial of the material in question.

## **POLICY 5.03 ATTENDANCE**

---

Because regular, punctual attendance is considered necessary for success, students are expected to punctually attend all meetings of classes in which they are enrolled. Faculty have the prerogative of lowering grades for unexcused absences. Additionally, the Illinois Community College Board requires faculty to certify the attendance of students at midterm.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: January 20, 1993

### **Procedure**

See "Grade Reports" in procedures for Other Institutional Issues.

### **5.03.1 Absences Due to Religious Observances**

Parkland College recognizes and values the diverse religious beliefs of its constituents and practices shared responsibility in the event a religious observance conflicts with scheduled class work or assignments. Students who inform instructors well in advance of an intended absence for a religious observance will not be penalized. The instructor will make reasonable accommodations for students in these situations; these may include altering dates of examinations and assignments, permitting a student to attend another section of the same course for a class period, or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of these expectations at the beginning of the semester so that arrangements can be made accordingly. Grievances pertaining to the Religious Observances policy shall be handled according to Policy 8.15 Student Grievances.

Approved: July 17, 2013

## **POLICY 5.04 CHILDREN IN THE CLASSROOM**

---

It is understood that the mission of the college is to provide an atmosphere that is as free as possible from outside distractions and disruptions.

In order to maintain this environment, unaccompanied/unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas.

Approved: January 20, 1993

Revised: December 21, 2005

## **POLICY 5.05 GUEST CLASSROOM APPEARANCES**

---

In order to insure balance and appropriateness, faculty wishing to have guest lecturers in their classes should notify the Department Chair and the Vice President for Academic Services at least two days in advance. The appearance of political candidates requires special sensitivity to insure objectivity and balance; therefore the specific procedures for political candidates should be followed.

Approved: January 20, 1993

### **Procedure**

Faculty members who desire to have guest lecturers in their classes should notify their Department Chair and the Vice President for Academic Services at least two days in advance by memo or a telephone call. The College does not pay honorariums or expenses for such classroom appearances.

The following procedures are for scheduling political candidates as guest speakers in classroom situations:

1. Care must be exercised at all times to ensure that a balanced view is represented by candidate guests; i.e., opposing candidates competing for a specific office are to be scheduled.
2. Potential candidate guests of different political parties are simultaneously sent a written invitation with the proposed date and time of their respective appearances.

3. Copies of the invitation are forwarded to the appropriate Department Chair and Vice President for Academic Services at least ten days prior to the scheduled appearance.
4. In the event a candidate guest declines an invitation or is otherwise unable to appear, a substitute candidate or officeholder of that party will be scheduled.
5. Candidate guests are scheduled closely together in a particular class.
6. All candidate guests are briefed before their appearance by the class faculty member and emphasis is placed on the following:
  - a. The primary reason for the guest lecturer is to provide an appropriate learning experience for the students.
  - b. The appearance is not to be used as a political podium; i.e., the candidate will not:
    - Attempt to recruit campaign workers.
    - Dispense campaign literature, buttons, or other partisan materials.
    - Solicit political campaign funds.
    - Create an impression that his/her candidacy is either opposed or supported by the class faculty member.

---

### **POLICY 5.06 FIELD TRIPS - INSTRUCTIONAL**

---

Field trips are an integral part of the instructional program. A field trip is defined as any instructional activity that is away from the College campus, and lasts longer than the regularly scheduled class time or involves out of district travel. Faculty members must plan field trips according to the adopted procedures of the College.

#### **Procedure**

Approved: September 19, 1984

Revised: January 20, 1993

The College recognizes field trips as an appropriate experience that supplements classroom instruction. The following rules and procedures apply:

1. Faculty members must take into consideration the total College program and not plan numerous field trips that would cause students to miss an excessive number of other classes. Normally, field trips are limited to one class day away from the campus. Extended field trips may be taken only under special circumstances.
2. Faculty members must complete a field trip form from the Department Chair's office prior to the trip.
3. Faculty members must have all field trips approved by the appropriate Department Chair; all out-of-district field trips must be approved by the Vice President for Academic Services.
4. Students must make their own arrangements to attend field trips within the District. Faculty members should coordinate travel arrangements to insure that everyone has an opportunity to attend.
5. Travel expenses (transportation) for the faculty sponsor for approved field trips outside the District are paid by the College. (See Travel.)

Students participating in ski trips, conferences, conventions, and other trips to facilities located outside the District shall complete an Off-Campus Field Trip Registration Form, available in the Office of Student Life, and submit the completed form to the faculty advisor of the organization prior to departure. (See Section 8.18 of the Policy Manual)

---

### **POLICY 5.07 PROGRAM REVIEW**

---

The Vice President for Academic Services and the academic departments are jointly responsible for academic program review, which is coordinated by the Office of Institutional Accountability and Research as outlined by the Illinois Community College Board. The Support Assessment Committee is responsible for review of institutional services in coordination with the Office of Institutional Accountability and Research.

Approved: June 7, 1989  
Revised: March 18, 1998

## **POLICY 5.08 PROGRAM, FACULTY, AND STUDENT EVALUATION**

---

All students are evaluated concerning their success in the instructional program, and the quality of all instructional programs is continuously evaluated.

Student evaluation forms will be administered each semester in every section taught at Parkland. The student evaluation instrument may contain questions designed to collect both quantitative and qualitative feedback concerning faculty performance.

Approved: September 19, 1984

Revised: June 20, 2007

## **POLICY 5.09 INTELLECTUAL FREEDOM**

---

Intellectual freedom at the College is guarded as a vital right of humankind. Parkland College, in educating adults for full participation as citizens has an obligation to encourage free discussion and inquiry in the pursuit of truth. Recognizing that only in the free exchange of ideas can the maximum potential of any educational institution be reached, the faculty and students are urged to study any and all issues and problems. Consistent with this belief, the following principles are held by the Board of Trustees:

- Free discussion is a right extended to thoughtful citizens, but no one has the right to abuse this freedom by advocating overthrow of the government by force.
- A free society functions efficiently only if its citizens have the right to discuss, to debate, and to disagree constructively.
- An educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American democratic institutions.
- The College has an obligation to the community to promote healthy discussion as an educative force.
- The American way of life is attractive enough and its institutions sturdy enough to stand comparison with any which exist in any culture.
- The truth prevails in the marketplace of ideas.

Consistent with these principles and within the framework of the orderly processes of our democratic constitutional society, the faculty have freedom to consider all issues which contribute to the development of the students. The criteria to be followed in selecting issues for study are as follows:

- The issue should contribute to the prescribed course of study, and be consistent with the general educational objectives of the College.
- The issue should be of sufficient interest to encourage participation by the students.
- The issue should provide opportunity for critical thinking, tolerance, and understanding of conflicting points of view.
- The issue should be one about which sufficient information is available to allow for discussion and evaluation on a factual and reasonable basis.

Pursuant to these criteria, presentation in open forum of speakers with varying points of view on current issues, some of which may be controversial, may be undertaken by the Board of Trustees and administration in fulfilling their obligation as an educative force in the community. In such a forum, any program involving an issue or a person deemed to be controversial or extreme will follow the pattern of joint discussion, care being taken to insure a balanced presentation.

If, in the opinion of the Board and administration, certain activities will endanger the lives and property of individuals, approval of the use of College facilities may be withheld.

Approved: September 19, 1984

Revised: June 7, 1989

## **POLICY 5.10 FINAL EXAMINATION REQUIREMENT AND CONFLICT RESOLUTION**

---

Students are required to take their final examinations at the times and places scheduled. Conflicts may be resolved by

arrangement with the faculty member. Three examinations scheduled for the same day is considered a conflict. Alterations of officially scheduled times for examinations are likely to create inconvenience and hardship for students, and ill will toward the College; therefore, it is important that faculty adhere to the final examination schedule, and that no final examination be required of students except during examination week.

It is also recognized by the College that a final examination is an important part of the instructional process; therefore, in most instances faculty are expected to provide students with some form of final examination.

Approved: January 20, 1993

### **Procedure**

A final examination should be expected in each credit course at Parkland College. Final examinations for all full-term courses are to be given during final exam week according to the official published schedule. Such final examinations are not to be given early during regular class periods. In courses where a final examination is not appropriate as determined by the department, an educational alternative scheduled during the week of final examinations is expected. Any requests from faculty to alter scheduled final examination times or dates must be reviewed and approved by the Department Chair and the Vice President for Academic Services. Final examinations for all credit courses less than a full-term in length will be administered at the last scheduled class meeting.

## **POLICY 5.11 GRADUATION REQUIREMENTS**

---

The College is authorized to grant the following degrees to regularly matriculated students who successfully complete the requirements of certain prescribed two-year curricula:

- Associate in Arts
- Associate in Applied Science
- Associate in Engineering Science
- Associate in Fine Arts
- Associate in General Studies
- Associate in Science

Degree candidates must fulfill the requirements established for graduation as set forth in the College Catalog.

Certificates are granted in a number of career fields to students who complete the required courses according to prescribed standards developed by the College.

Approved: September 19, 1984

Revised: December 21, 1994

### **5.11.01 Graduation Ceremony**

Each department is to have at least one representative member present at the commencement program. The Department Chair selects those to be present in consultation with the faculty.

### **5.11.02 Late Graduation Petitions**

Students who submit petitions to graduate after the official deadline published in the College Catalog and the Class Schedule will be considered for graduation during the next graduation petitioning time period. The College will not award degrees retroactively or "backdate" diplomas.

The Admissions and Records Office may accept petitions to graduate up to one week after the official deadline for Spring Semester and up to two weeks after the deadlines for other semesters/sessions for students with extenuating circumstances.

If all graduation requirements have been completed, the Admissions and Records Office will, upon request, provide a letter stating that all graduation requirements have been completed and giving the date on which graduation will be posted on the student's transcript.

Appeals may be made in writing to the Student Affairs Committee if the student believes the College is responsible for the lateness of the petition. The Student Affairs Committee will recommend action to the Vice President of Academic Services if the College is determined to be responsible. If the College is not determined to be responsible, the appeal will be denied by the committee.

Revised: March 1998

Revised: February 22, 2012

### **5.11.03 Honors Regalia**

Officially recognized Parkland student organizations affiliated with national organizations with established academic criteria may request that graduating students among their membership who have achieved the organization's academic standards be permitted to wear honors cords, pins, medals, or stoles with their academic regalia at Commencement, thus designating academic excellence.

Approved: November 20, 2012

#### **Procedure**

Requests are to be submitted in writing by the officers of the student organization to the Vice President for Student Services, along with a depiction of the requested accessory no later than December 1 for the following May commencement ceremony. A determination in response to the request will be made by the Executive Team of the college. A minimum cumulative GPA of 3.0 will be required for consideration by the Executive Team. If approved, the accessory shall be added to a list of approved regalia maintained by the office of the Vice President for Student Services.

Approved: November 20, 2012

### **POLICY 5.12 REQUIREMENTS FOR SECOND DEGREE AND/OR CERTIFICATE**

---

A student may earn only one A.A. degree, one A.S. degree, one A.F.A. degree, or one A.E.S. degree. Because the Illinois Articulation Initiative (IAI) General Education Core Curriculum requirements are not satisfied by completion of the A.S., A.F.A. or A.E.S. programs, a student who first receives any of these degrees may complete an A.A. degree upon successful completion of 15 additional Parkland credit hours, including all IAI General Education Core Curriculum requirements. There are no restrictions on the number of Certificates or A.A.S. degrees a student may earn. Additional A.A.S. degrees require 15 additional Parkland credit hours per degree.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: July 20, 2016

### **POLICY 5.13 ACADEMIC RECORD EXCLUSION**

---

Parkland College recognizes that students may return to the College after an absence of at least two years and be seriously encumbered by a prior academic record that is exceptionally poor, i.e., consisting primarily of D and F grades. The College further recognizes that for a variety of reasons a student's prior record may not accurately represent the student's current abilities and commitment to education. Possible reasons for the poor previous performance may include, but not be limited to, immaturity, personal crisis, or unclear vocational/educational goals. In such cases, the College acknowledges that it may be reasonable to exclude all of the prior record from the computation of the student's cumulative grade point average. (The grades are not expunged from the student's record.)

Approved: November 12, 1991

Revised: February 22, 2012

#### **Procedure**

Students may only request academic record exclusions for records which are at least two years old.

A student seeking academic record exclusion will submit her/his request in writing to the Dean of Learning Support. A thorough justification for an exemption as well as the precise identification of the semester(s) affected will be included with the request.

Prior to the request, the student must have completed at least 15 credit hours at Parkland College within a maximum of two calendar years.

The Dean of Learning Support will review the student's academic record and the supporting statements and rule on the request.

If academic record exclusion is not granted, the student may request an appeal of the Dean's decision. The appeal will then be sent to the Student Affairs Committee for review.

If academic record exclusion is granted, the Dean will insure the student's cumulative record clearly indicates what



enrollment period of the record will be exempted from GPA calculations. Approved academic record exclusion requests will be permanently maintained in the registrar's office.

Exemptions will apply to all of the credits attempted or completed during the exempted period of enrollment. Only Parkland College courses may be exempted.

Note: Colleges to which students transfer may or may not accept the GPA calculated after academic exclusion has been granted and may recalculate the GPA depending on their policies.

Revised: February 1996  
Revised: March 1998  
Revised: February 22, 2012

## **POLICY 5.14 ELIMINATION OF A PROGRAM**

---

In the event the College must reduce or eliminate a particular program, faculty members will be released according to the Illinois Public Community College Act. The elimination of an instructional program requires approval by the Board of Trustees.

Approved: September 19, 1984  
Revised: January 20, 1993

### **Procedure**

The elimination of a program will be discussed with the Vice President for Academic Services, the Dean, the Department Chair, and affected staff members before a final decision is reached.

Revised: February 1996  
Revised: March 1998

#### **5.14.01 Withdrawal of Cooperative Agreements**

The President or designee is authorized to withdraw (a) the name of any discontinued Parkland career program from any existing cooperative agreement with another community college at the time of the program's formal withdrawal from the Illinois Community College Board Program Master File or (b) the name of any new Parkland career program from any existing cooperative agreement with another community college at the time of the new program's formal approval with the Illinois Community College Board and/or the Illinois Board of Higher Education.

Approved: January 19, 1994  
Revised: March 18, 1998

#### **POLICY 5.15 STUDENT INTERNS**

---

Student interns are accepted from other colleges and universities subject to the approval of the Dean, Department Chair and the Vice President for Academic Services.

Approved: September 19, 1984  
Revised: June 7, 1989

#### **POLICY 5.16 GRADUATION WITH HONORS**

---

As a way to recognize students who have demonstrated academic excellence in the pursuit of their higher education, Parkland College will publicly acknowledge those graduating students who have achieved at least a 3.50 program GPA based on a minimum of 30 program hours of 100-299 level course work at Parkland with one of three distinctions, as described in the following table:

Cumulative Program GPA at Graduation	3.5 up to 3.749	3.75 up to 3.999	4.0
Designation	With Honors	With High Honors	With Highest Honors

The appropriate honors designation will be stated on the student's transcript and diploma.

Approved: July 21, 1993  
Revised: December 21, 1994  
Revised: July 21, 2010  
Revised: July 18, 2012

#### **POLICY 5.17 GUARANTEE OF EDUCATIONAL EFFECTIVENESS**

---

##### **5.17.01 Occupational Programs**

Parkland College upholds the highest standards of excellence by guaranteeing technical competencies, represented in the award of the Associate of Applied Science (A.A.S.) Degree, for all occupational program graduates, as a commitment to the College's students, faculty, staff, and the community.

Under this Guarantee, Parkland College shall warrant the technical competence needed for entry into training-related employment for each student who completes the appropriate A.A.S. Degree. A program graduate who is considered by his/her employer to be lacking in the entry-level technical skills which are specified in the Guarantee for that curriculum shall be provided up to 12 tuition-free credit hours of training in the program completed by the student.

Approved: June 16, 1993

##### **Procedure**

##### **A. Conditions**

1. All competencies incorporated in coursework taken at Parkland College, and applied to a guaranteed A.A.S. Degree, will be included in the Guarantee. Additionally, credits for coursework completed at other postsecondary institutions will be included in the Guarantee, provided that Parkland College has accepted the transfer course content as equivalent to Parkland coursework and applied the credits toward graduation requirements for a guaranteed occupational curriculum.
2. The employee must have graduated within a specific time period from the date of enrollment in the first core

course (i.e., excluding general-education electives) required for the guaranteed program. The time limit for program completion is four years for an A.A.S. Degree.

Petitions for exceptions to this time limit may be submitted to the appropriate Department Chair, who may, at his/her discretion, arrange for a proficiency examination or other means of determining that technical skills are up-to-date.

3. The graduate must be employed at least 20 hours per week, in a job directly related to his/her program of study, within 18 months of earning an A.A.S. Degree at Parkland College. All training-related work that begins within 18 months will be eligible under the Guarantee, regardless of previous employment.
4. Either the employer or the graduate can initiate discussions related to calling the Guarantee by citing a deficiency of specific entry-level technical skills within the competency area(s) covered by the Guarantee. The employer (graduate, if self-employed) must verify the deficiency in writing within 90 days of the initial work day.
5. For occupations requiring licensure/certification as a prerequisite to employment, the graduate must pass the mandated examination(s) within two attempts, in order to be eligible to call the program guarantee.
6. The sole recourse available to participants enrolled in this Guarantee program shall be limited to access to the components of the individualized retraining plan, and shall not include recourse for damages, court costs, or any associated incidental or consequential expenses or claims of any kind.
7. This Guarantee becomes effective with students who graduate in May 1994, or later.

**B. Procedures for Calling the Guarantee**

1. The Guarantee may be called by the employer and/or the graduate, or by the graduate, if self-employed, within 90 days of the graduate's first workday.
2. All requests are to be filed with the Dean of Career and Technical Education at Parkland College.
3. The request will be forwarded to the Department Chair, who, in consultation with appropriate program faculty, will validate it.
4. An individualized retraining plan will be developed, based on the graduate's needs, as determined through discussions involving the graduate, the employer, a designated instructional administrator (e.g., Department Chair), and the program director/faculty member for the graduate's specialty area. The components of the plan may include (but will not be limited to) one or more of the following options:
  - a. specially-designed independent study experience
  - b. audited course
  - c. appropriate regularly-scheduled credit course, or a portion of the course covering a needed competency
  - d. customized training
  - e. counseling
5. Costs for tuition and course/lab fees will be waived by the College, up to a maximum of 12 credit hours (or equivalent). The employer will be responsible for incidental expenses of retraining, such as textbooks, tools, equipment, and supplies.
6. All elements specified in the individualized retraining plan must be completed within one calendar year of the first retraining day. The employer must provide accommodations, as needed, for the graduate's work schedule, in order to ensure that retraining can be completed within one year.
7. The appropriate College official will certify that the retraining plan has been completed.

**5.17.02 Transfer Courses**

Parkland College upholds the highest standards of excellence by guaranteeing positive outcomes for its curriculum offerings. In accordance with this premise, Parkland College shall guarantee that all academic credits earned with a grade of "C" or better and defined as transferable to a specified four-year college/university will, in fact, be accepted in transfer by that senior institution. If an identified transfer course is not accepted in transfer, then the eligible student is entitled to a refund of tuition for the course, at the rate that was in effect at the time when the course was completed. The guarantee applies to students who fulfill the requirements for a baccalaureate-oriented associate degree.

A. Conditions

1. A transfer course is defined as any course that is listed as transferable in the four-year institution's official curriculum guide. The course must also be listed as a transfer course in the Guarantee Contract signed by a Parkland College Counselor.
2. The Guarantee implies that credits earned through completion of a course identified as transferable will transfer to the four-year institution specified on the Guarantee Contract. However, only the four-year institution will determine how the credits apply to fulfillment of specific baccalaureate degree requirements.
3. The Guarantee applies to all transfer courses taken at Parkland and completed by the student with a grade of "C" or higher.
4. The student must earn an associate degree in an appropriate transfer area, in order to be eligible for the Guarantee.
5. The student must meet with a Parkland College Counselor to select appropriate transfer courses.
6. The student must sign, along with a Parkland College Counselor, a Guarantee Contract that outlines the courses that may be taken for transfer to the specified four-year institution.
7. The student must obtain approval from a Parkland College Counselor, prior to enrollment in transfer courses during a given term.
8. The student must transfer to the four-year college/university specified in the Guarantee Contract within three years after the date that the Guarantee is signed.
9. All refund requests must be submitted to Parkland College within four years after the date that the Guarantee is issued.
10. If a refund of tuition is due to a student, based upon the Guarantee, then Parkland College will authorize a refund of tuition, calculated at the rate that was in effect when the student completed the course(s).
11. No refund is required or will be made if a scholarship, financial-aid program, loan, or any other third-party source was used to pay the tuition for the course(s) in question.
12. The Guarantee provides exclusively for the refund of tuition for the eligible course(s). The Guarantee does not cover course fees or any other incidental/consequential expenses or claims.
13. The Guarantee applies to four-year colleges/ universities that are specified on the Guarantee Contract. Eligible institutions are those for which Parkland maintains a course equivalency table and/or transfer guide. (Note: Course equivalency tables are generally available only for Illinois colleges/universities. However, individuals transferring to some out-of-state institutions may be eligible for the Transfer Guarantee, provided that articulation agreements have been signed with these colleges/universities.)

B. Procedures for Calling the Guarantee

1. The Guarantee may be activated through a written request to the Director of the Counseling and Advising Center at Parkland College, along with appropriate documentation that specific credit is not transferable, including: a) a letter stating which credits did not transfer; b) a letter from the transfer institution stating why the course(s) did not transfer; and c) the name, position, address, and phone number of the individual who notified the student that credits would not be accepted for transfer.
2. If the Guarantee is called, the College will check the course equivalency tables that were in effect at the time that the student completed the course(s), and at the time that the transfer was attempted, in order to verify that the credits should have transferred.
3. The College will contact the baccalaureate institution in an effort to negotiate a resolution. The College will discuss with the four-year college/university the possibility of obtaining a reversal of the four-year institution's earlier decision not to accept credits in transfer. During this process, the student is responsible for cooperating with Parkland personnel in resolving any transfer difficulties by submitting any necessary consents or releases for student records or correspondence.

4. If the four-year institution's decision stands, the College will provide a refund of tuition to the student within a reasonable time period, usually 90 days.

## **PROCEDURES FOR OTHER INSTRUCTIONAL ISSUES**

---

### **Course/Section Cancellation Procedures**

In August of each year, Deans and Department Chairs/Directors shall review the offer report to determine:

1. Which, if any, programs have insufficient enrollments to merit admittance of a beginning class. (Students should be given advance notice, when possible, to pursue alternate programs or plans.)
2. Which, if any, sections of multi-section courses need to be combined due to more efficient scheduling.
3. Which, if any, elective courses need to be withdrawn because of negligible enrollments. (Students should be given advance notice, when possible, to make alternative elective course plans.)

Note: Deans with Department Chairs in their divisions shall monitor and review the offer report to determine when additional sections should be created due to increased enrollments.

In the week prior to the first day of classes, Deans and Department Chairs in their divisions shall meet to review the course offerings for that department. This review results in one of three decisions:

1. Section has sufficient enrollment to be offered.
2. Section has insufficient enrollment and is withdrawn.
3. Section currently has insufficient enrollment but due to extenuating circumstances, the decision is placed on hold until a specified later date or a specified enrollment is reached but within college registration deadlines.

The Academic Scheduler is informed which sections are to be withdrawn.

When sections are withdrawn:

1. The Academic Scheduler informs Department Chairs, Admissions and Records, Publications Office, Switchboard, Bookstore, and Physical Plant on a regular basis.
2. Each Department Chair is encouraged to notify the affected students by phone, when possible, or by email. Students are notified of the situation to discuss possible alternatives and rescheduling information. Each Department Chair develops a plan involving departmental faculty to advise and drop/add the students by phone, if possible. Students will also be sent a computer-generated letter officially informing them of the class cancellation and providing appropriate information.
3. Students may contact advising/counseling to reschedule by phone or in person. To reschedule entirely by phone, the student must enroll in a class or classes of equal or fewer credit hours than the section(s) being withdrawn. Any difference in tuition and/or fees will be remitted to the student by mail.

All classes that begin later in the term follow a process similar to the above.

### **ALS Course Credits**

ALS (Applied Learning Skills) credits do not apply toward A.A. or A.S. programs. A maximum of 8 ALS credits may be applied toward the general electives in A.A.S. and certificate programs. The sponsoring departments determine which ALS courses may be applied, since 090 level credits do not count towards A.A.S. and certificate programs.

### **Credit/No Credit Option**

1. The student must decide on selecting the credit/no credit option by the end of the first week of classes.
2. Departments may require certain courses in a particular program be taken for a quality grade. Catalog program descriptions should reflect these requirements.
3. While an unlimited number of credit/no credit courses may be taken, only ONE credit/no credit course may be

applied toward each degree (A.A., A.S., A.A.S. or certificate) earned at Parkland College.

4. All students must sign a standard contract with the faculty member confirming the use of the credit/no credit option. A copy of the contract must be on file in the Office Of Admissions and Records. Contract forms will be available in all department offices.
5. When a student selects a credit/no credit option, he/she may NOT return to the conventional grading option (A,B,C,D,F) for the completion of that course.
6. If a student chooses a credit/no credit option for several courses, and later wishes to have those hours applied to a degree, she/he may retake any previous credit/no credit opted course for a quality grade.
7. Each department will determine what proficiency level constitutes credit/no credit for the courses in that department.

### **Grade Reports**

Withdrawal from a class, indicated by a "W", may be initiated by either the student or the College by following the procedures listed in the College Catalog.

At midterm, the faculty member is required to certify students' attendance according to the requirements of the Illinois Community College Board. Faculty should be aware that students who are enrolled in courses, in attendance at midterm, and certified by the signature of the faculty member on the class roster may be claimed for state apportionment. In addition, only students receiving one of the following grades or responses -- A, B, C, D, F, S, U, or See Instructor-- will be counted towards state apportionment. Midterm grades do not become part of the student's official record.

Course grade forms are distributed by the Office of Admissions and Records prior to final examination week. Each faculty member is responsible for recording an appropriate grade symbol for each student and returning the forms to the Office of Admissions and Records by the due date indicated in the College calendar. Grade forms are not to be returned by mail under any circumstances.

Transcripts will be withheld if there are outstanding obligations, financial or otherwise, to the College.

Approved:     October 19, 1995

## CHAPTER 6 - BUSINESS AFFAIRS

### POLICY 6.01 PURCHASING AND CONTRACTS

---

It is the policy of Parkland College whereby the bid limits, purchasing, and contractual agreements shall be consistent with and in conformance to the Illinois Public Community College Act, Chapter 110, par. 805/3-27.1 and 27.2 as amended.

Approved: July 15, 1992  
Revised: October 14, 1992  
Revised: March 18, 1998

#### Procedure

Requests for purchases are initiated by faculty and staff members, and must be approved by the Department Chair or Director, and appropriate administrative supervisor before forwarding to the Business Office. Any purchase in excess of \$20,000 shall require the approval of the Board of Trustees prior to purchase.

Staff members are to use petty cash checks only in cases of emergency. Only very minor items of supply may be required without a signed purchase order.

The Vice President for Administrative Services/Chief Financial Officer under the direction of the President shall see that all purchases are made in the interests of economy and efficiency, establishing standards and procedures where necessary to accomplish the policy of the Board of Trustees within the limits of the Board-adopted budget and applicable Illinois laws. (Specifically Illinois Public Community College Act as referenced above.)

Revised: June 1997  
Revised: March 1998  
Revised: February 18, 2009  
Revised: November 20, 2012

#### 6.01.01 Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et. seq.* (the "Act"), it is the policy of Parkland College to foster and encourage the continued economic development of businesses owned by minorities, females, and persons with disabilities.

Parkland College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act 20, ILCS 575.01 *et. seq.* (the Act), and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities. To that end, Parkland College adopts as its aspirational goals those percentages set forth in the Act.

#### Procedure

- A. The College's aspirational goals as required by 30 ILCS 575.01 *et. seq.* (the Act) shall be calculated based on total dollars for all contracts and subcontracts during each fiscal year.
- B. Parkland College shall appoint a liaison to the Business Enterprise Council. The liaison shall be the contact person for businesses owned by minorities, females, and persons with disabilities who do or wish to do business with Parkland College.
- C. The liaison to the Business Enterprise Council shall:
  1. Maintain records that will be required for an annual report of Parkland College's utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year.
  2. Prepare and submit all reports and documents required by the Act;
  3. Notify the Secretary of the Business Enterprise Council of proposed contracts for professional and artistic services as required by the Act.

4. Distribute to potential contractors and vendors the list of all businesses legitimately classified as businesses owned by minorities, females, and persons with disabilities and so certified under the Act.
  5. Coordinate with potential contractors and vendors to assure they are making good faith efforts to meet the College's aspirational goals.
  6. Conduct outreach efforts aimed at increasing the use of vendors certified as businesses owned by minorities, females, and persons with disabilities.
- D. To further its aspirational goals set forth in Policy 6.01.01, Parkland College will be working with a non-profit sourcing cooperative to identify vendors, and alternatives to current vendors, that qualify as businesses owned by minorities, females, and persons with disabilities.
- E. When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by a certified business owned by minorities, females, and persons with disabilities.
- F. When competitively bidding construction contracts, Parkland College shall notify those whose bids or proposals are successful but that fail to meet the aspirational goals set forth in Policy 6.01.01 of the deficiency in the bid or proposal, and shall afford the bidder a period not to exceed 10 days to cure that deficiency in the bid or proposal. The deficiency in the bid or proposal may only be cured by contracting with additional subcontractors that are owned by minorities, females, and persons with disabilities. Subject to limited exceptions, pursuant to the Illinois Community College Act, 100 ILCS 805/3-27.1, Parkland College is required to award all contracts for purchase of supplies, materials, or work involving an expenditure in excess of \$25,000.00 or a lower amount as required by Board policy to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement. In an effort to balance Parkland College's commitment to the aspirational goals stated in Policy 6.01.01 with the need to be good stewards of local taxpayer monies. Parkland College will evaluate bids based upon financial concerns first and foremost but will make due consideration for businesses qualifying under the Act.

Approved: December 14, 2016

## **POLICY 6.02 BAD CHECK FEES AND RESPONSES**

---

Checks returned to Parkland from a bank marked "Insufficient Funds" will be returned one time in an attempt to collect payment. If a check written for tuition and fees is returned to Parkland a second time or is returned marked "Account Closed" or, "Stop Payment" the student will be assessed a fee, have a hold placed on their academic records, and be removed from all classes. All charges pertaining to those classes will be removed from the student's account. Any student who pays institutional charges with a returned check may not be permitted to pay any future charges with a personal check.

Approved: May 15, 1991

### **Procedure**

Checks returned to Parkland College from the bank marked "Insufficient Funds" will be returned one time in an attempt to collect payment.

If a check written for tuition and fees is returned to Parkland for the second time or is returned to Parkland marked "Account Closed":

1. The student will be assessed a \$15 NSF check charge.
2. A hold will be placed on grades, transcripts and graduation processing until all charges on the student's account have been paid in full.
3. A letter of warning will be sent to the student.
4. If payment has not been received 5 working days after the letter has been sent, the student will be removed from all current classes for reason of nonpayment and all charges pertaining to those classes will be removed from the student's account.



If a check written for tuition and fees is returned to Parkland marked "Stop Payment":

1. The student will be assessed a \$15 returned check charge.
2. A hold will be placed on grades, transcripts and graduation processing until all charges on the student's account has been paid in full.
3. The student will be removed from all current classes for reason of nonpayment and all charges pertaining to those classes will be removed from the student's account.

---

#### **POLICY 6.03 STUDENT DEBT AND HOLD/DROP OF ACADEMIC RECORDS AND REGISTRATION**

---

Students in debt to Parkland College for any amount will not be allowed to pre-register or register for classes without the prior approval of the Vice President for Administrative Services/Chief Financial Officer, or designee. Transcripts, grades, and graduation certification will be withheld.

Approved: May 15, 1991  
Revised: July 19, 1995

---

#### **POLICY 6.04 BAD CHECKS AND LITIGATION FOR UNPAID DEBTS**

---

After reasonable efforts have been made by the College to collect outstanding debts and such efforts have been unsuccessful, litigation may be instituted to collect such debts. A charge is made for checks that are not honored by the bank.

Approved: September 19, 1984

---

#### **POLICY 6.05 COPYRIGHTS AND PATENTS**

---

The College recognizes that the creation of scholarly materials can be of benefit to the author and the College and is to be encouraged. This policy is intended to foster the traditional freedoms of faculty and staff with regard to the creation of such materials and to provide a fair balance of the interests in such works.

Members of the staff who develop materials shall have complete copyrights to such materials and all royalties which may accrue from such materials unless the College and the staff member have previously entered into an agreement for the College to support a project for the specific purpose of producing such materials. Under such an agreement, the College shall hold the copyright.

In the event royalties are received by the College for publication or use of materials, the College shall assign a portion of the royalties to the authors of the materials. The percentage assignment of such royalties shall be determined by the College after consideration of all relevant factors including the amount of personal time given to the project by the authors. In all cases, the College shall assign at least 50 percent of the total royalties to the author or authors.

Approved: September 19, 1984  
Revised: June 18, 1997

#### **Procedure**

##### **A. Copyrights**

1. Works subject to copyright may include, but are not limited to, the following:
  - a. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manual syllabi, tests, and proposals
  - b. Lectures, dramatic or musical works, and unpublished scripts
  - c. Films, film strips, charts, transparencies, and all other visual aids
  - d. Pictorial, graphic and sculptural works
  - e. Audio and video tapes and cassettes
  - f. Programmed instruction materials

g. Computer programs

2. Under copyright law, the right to copyright any of the above, or to assign subsidiary rights, normally belongs to the author of the work. However, in the case of "work for hire", the employer or other entity for whom the work has been prepared is considered the copyright owner. To establish guidelines for determining whether or not a "work for hire" relationship exists and to balance the equitable interests involved, the following principles will be followed: Ownership in copyrightable works produced by authors who are faculty or staff at the College shall remain with the authors except in the following situations, in which ownership of all rights in copyrightable works produced shall belong to the College (for the benefit of the College):
  - a. Works prepared under an agreement with an external party (e.g., a grant or contract) where the terms of the agreement require the College to hold or transfer ownership in the copyrightable work.
  - b. Works expressly commissioned in writing by the College.
  - c. If an author is uncertain about the ownership of a work arising out of a particular assignment, before undertaking the assignment the author shall be entitled to request and to receive a clarifying written statement from the President of the College.
3. If more than half the cost of production of a copyrightable work not considered a "work for hire" hereunder was provided through College resources, the author shall grant the College an irrevocable, nonexclusive, royalty-free license to use, copy, and sell such work in connection with its teaching, research and public service programs.
4. With respect to copyrightable works owned or used by the College pursuant to paragraph A.2 or A.3 above, the author may be required to execute such documents as are necessary to vest ownership or a royalty-free license to copy, use, and sell such works in the College or its designee and to warrant that such works do not infringe any pre-existing copyright.
5. When the College commissions the preparation of copyrightable work by an author who is not a faculty or staff member, the contract with such authors shall specify that the work shall be considered "work for hire."
6. Works owned by the author may be copyrighted, published, and distributed by the author, or by others to whom the author has assigned such rights, subject only to any license referred to in paragraph A.3 above. Authors may request that the work be produced through the College; and, if the request is granted, an agreement will be drawn up specifying the duties of the author and the College, the distribution of any income received between the author and College (for benefits of the College), and other mutually agreed upon terms. The agreement shall be approved by the President of the College, after considering the recommendations of the appropriate administrator or committee.
7. To avoid the appearance of impropriety, faculty authors who require their students to purchase their works should:
  - a. Donate the equivalent amount of any royalties received from such purchases to the College for use in an appropriate fund (e.g., department or College scholarship); or
  - b. Consider other appropriate methods of divesting themselves of the equivalent amount of any such royalties.
8. In the event that income is received by the College from any copyrightable works belonging to the College, an appropriate share shall be paid to the author. The amount of said share shall be determined by the President of the College, after considering the recommendations of the appropriate administrator or committee.
9. The College's share of copyright income shall be used and controlled in ways to produce the greatest benefit to the College and to the public in a manner to be determined by the President of the College, after considering the recommendations of the appropriate administrator or committee.

B. Patents

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

2. Patentable inventions or discoveries covered by paragraph B.1 above shall be submitted to the appropriate administrator or committee to be considered for submission to a research corporation which may patent and commercialize the invention or discovery without expense to the inventor or discoverer or to the College. If an invention is not submitted to or accepted by such research corporation, its disposition will be determined by the President of the College, after considering the recommendations of the appropriate administrator or committee.
3. In the event that income is received by the College (for the benefit of the College) from any patent, an appropriate share shall be paid to the inventor or discoverer. This share is to be determined by the President of the College, after considering the recommendations of the appropriate administrator or committee.
4. Agreements with sponsors, which provide that the sponsor may determine disposition of patentable inventions or discoveries, may be accepted when required by applicable state or federal statutes or when the action of the Board in waiving its rights to such inventions or discoveries is determined to be in the public interest. Any such waiver requires the approval of the President of the College.
5. The share of any income to the College resulting from the commercial development or discoveries shall be used and controlled in ways to produce the greatest benefit to the College. Such use shall be determined by the President of the College, after considering the recommendations of the appropriate administrator or committee.
6. Approval by the President shall be required for use of the name of the College in advertising or promoting commercial development resulting from research, and approval by the President shall be required for use of the name of the College for such purposes.

#### **POLICY 6.06 CONSULTING SERVICES**

---

The use of consultants shall require the approval of the Board of Trustees prior to employment.

Approved: October 19, 1988  
Revised: June 7, 1989

#### **POLICY 6.07 NEW POSITIONS**

---

Creation of new personnel positions shall require the approval of the Board of Trustees prior to employment.

Approved: October 19, 1988  
Revised: June 7, 1989

#### **POLICY 6.08 RESTRUCTURE OR REMODELING**

---

Any restructure or remodeling in excess of \$20,000 shall require the approval of the Board of Trustees prior to construction.

Approved: October 19, 1988  
Revised: June 7, 1989  
Revised: July 15, 1992

#### **POLICY 6.09 RED FLAGS RULE**

---

##### **A. Definition of the FTC Red Flags Rule**

1. An Account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account.
2. Any other Account that a financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk of identity theft to customers or a risk to the safety and soundness of the financial institution or creditor, including financial, operational, compliance, reputation, or litigation risks.

## B. Purpose of the Red Flags Rule Program

The Red Flag Rules further referred to as “The Program” is designed to prevent and mitigate the damage associated with the identity theft of consumers. The following outlines the program to detect, prevent, and mitigate identity theft associated with Parkland College.

This Program will ensure that:

- All applicable staff is able to identify relevant patterns, practices and specific forms of activity that are “red flags” signaling possible identity theft.
- All applicable staff is able to detect red flags that have been incorporated into the Parkland College Identity Theft Prevention Program.
- All applicable staff is able to respond appropriately to any red flags that are detected to prevent and mitigate identity theft.

This Program shall be reviewed at least annually by the Parkland College CFO and Controller and any other administrative staff.

Approved: May 13, 2009

## Procedure

In the course of establishing procedures related to this program, Parkland College gave consideration to the nature of the information and level of risk associated with the student and staff information.

### Regulatory Provisions

1. Identifying relevant Red Flags
2. Detecting Red Flags
3. Responding to Red Flags
4. Updating the Program
5. Methods for Administering the Program
6. Other Requirements
7. Identify Theft Prevention Program Red Flags

### A. Identifying Relevant Red Flags

1. Parkland College will consider the following risk factors in identifying Red Flags for student accounts, as appropriate:
  - a. The methods it provides to open a student account
  - b. The methods it provides to access a student account
  - c. Its previous experience with identity theft
2. The Categories of Red Flags will include, but are not limited to:
  - a. Warnings, alerts and notifications received from consumer reporting agencies such as fraud detections services
  - b. Presentation of specific documents
  - c. Notices from identity theft victims or law enforcement authorities

- d. Presentation of suspicious personal identifying information, such as a suspicious address change
  - e. Unusual or suspicious activity related to student and employee information.
- 3. Parkland College will incorporate Red Flags from sources such as:
  - a. Incidents of identity theft that it has experienced
  - b. Applicable supervisory guidance from FTC
  - c. Methods of identity theft that Parkland College has identified that reflect changes in identity theft risks
- B. Detection of Red Flags

Parkland College will detect Red Flags in connection with student accounts by:

  - 1. Authenticating students, monitoring transactions and verifying the validity of change of address requests in existing accounts
  - 2. Obtaining identifying information and verifying identity of the student opening the account.
- C. Responding to Red Flags

Parkland College will document an appropriate response to each Red Flag detected that commensurate with the degree of risk posed. This will include considering factor that heighten the risk of identity theft. These factors could include unauthorized access to student or staff account records or notice that students or staff has provided information to someone who fraudulently represented themselves as affiliated with Parkland College. Appropriate responses may include the following:

  - 1. Reviewing and monitoring student accounts for evidence of identity theft
  - 2. Contacting students
  - 3. Changing any passwords, security codes, or other security devices that permit access to a student account.
  - 4. Notifying the CFO or Controller of the College
  - 5. Notifying Parkland Public Safety
  - 6. Not letting a student register
  - 7. Putting a hold on a student account
  - 8. Not attempting to collect on a student account
  - 9. Consulting legal counsel when necessary
  - 10. Determining that no response is necessary given the particular circumstances
- D. Updating the Program

Parkland College will periodically update this Program. This includes the Red Flags determined to cause risk to Parkland College and its students, based on factors such as:

  - 1. Parkland College's experience with identity theft
  - 2. Changes to methods of response to identity, detect and mitigate Red Flags
  - 3. Changes in student account set up and access
  - 4. Changes to business environment including acquisitions, mergers, joint ventures and alliances
- E. Administration of the Program

The Parkland College Board of Trustees has designated responsibility for compliance with the Identity Theft Prevention Program as follows:

1. It is the responsibility of each department to follow the policy and procedure to ensure compliance with and ongoing maintenance of the Program.
2. It is the responsibility of the CFO and Controller to:
  - a. Assign specific responsibility of the Program's implementation
  - b. Provide training materials needed to effectively implement and administer the Program
  - c. Obtain Board approval of changes to the policy as necessary to address changing identity theft risks
  - d. Ensure the activity of Parkland College is conducted in accordance with reasonable policies and procedures to identify, detect, prevent and mitigate the risk of identity theft whenever Parkland College engages in business activity
  - e. Report to the Board annually on the effectiveness of the program, significant events and response, and make recommendations for material changes.

F. Other Requirements

Parkland College will be mindful of other related legal requirements that may be applicable, such as:

1. A Suspicious Activity Report in accordance with applicable law and regulation
2. Implementing any requirements regarding the circumstances under which student accounts are established when Parkland College detects fraud.
3. Complying with any prohibitions in regard to placement for collection of student accounts.

G. Identity Theft Prevention Program Red Flags

Parkland College's Identity Theft Prevention Program includes, but is not to be limited to, the following Red Flags, as they pertain to the individual types of covered accounts:

1. Alerts, Notifications, or Warnings from a Consumer Reporting Agency
  - a. A fraud or active duty alert is included with a consumer report.
  - b. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
  - c. A consumer reporting agency provides a notice of address discrepancy.
  - d. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
    - i. A recent and significant increase in the volume of inquiries
    - ii. An unusual number of recently established credit relationships
    - iii. A material change in the use of credit, especially with respect to recently established credit relationships
    - iv. An Account that was closed for cause or identified for abuse of Account privileges by a financial institution or creditor
2. Suspicious Documents
  - a. Documents provided for identification appear to have been altered or forged.
  - b. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

- c. Other information on the identification is not consistent with information provided by the person opening a new Account or customer presenting the identification.
  - d. Other information on the identification is not consistent with readily accessible information such as a Master Promissory Note or a recent application.
  - e. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.
3. Suspicious Personal Identifying Information
- a. Personal identifying information provided is inconsistent when compared against external information sources used by Parkland College. For example:
    - i. The address does not match any address in the consumer report
    - ii. The Social Security Number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File.
  - b. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
  - c. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Parkland College. For example:
    - i. The address on an application is the same as the address provided on a fraudulent application
    - ii. The phone number on an application is the same as the number provided on a fraudulent application
  - d. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Parkland College. For example:
    - i. The address on an application is fictitious, a mail drop, or prison
    - ii. The phone number is invalid or is associated with a pager or answering service
  - e. The SSN provided is the same as that submitted by other persons opening an Account or other customers.
  - f. The address or telephone number provided is the same as or similar to the Account number or telephone number submitted by an unusually large number of other persons opening Accounts or other customers.
  - g. The person opening the Account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
  - h. Personal identifying information provided is not consistent with personal identifying information that is on file with Nelnet.
  - i. For areas that use challenge questions, the person opening the Account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
4. Unusual Use of, or Suspicious Activity Related to, the Covered Account
- a. Shortly following the notice of a change of address for a covered account, the institution or creditor receives a request for a new, additional, or replacement card or a cell phone, for the addition of authorized users on the account.
  - b. A new revolving credit account is used in a manner commonly associated with known patterns of fraud. For example:
    - i. The majority of available credit is used for cash advances or merchandise that is easily convertible to

cash (e.g., electronics equipment or jewelry)

- ii. The customer fails to make the first payment or makes an initial payment but no subsequent payments
- c. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
  - i. Nonpayment when there is no history of late or missed payments
  - ii. A material increase in the use of available credit
  - iii. A material change in purchasing or spending patterns
  - iv. A material change in electronic fund transfer patterns in connection with a deposit account
  - v. A material change in telephone call patterns in connection with a cellular phone account
- d. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage, and other relevant factors).
- e. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
- f. The financial institution or creditor is notified that the customer is not receiving paper account statements.
- g. The financial institution or creditor is notified of unauthorized charges or transactions in connection with a customer's covered account.

Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons  
Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial  
Institution  
or Creditor

The financial institution or creditor is notified by a customer, victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

- h. Additional Red Flags for Parkland College

In addition to the aforementioned Red Flags defined in regulation, Parkland College will give due consideration to the following additional Red Flags:

1. Notification from other colleges or industry associates of potential fraudsters or fraud rings.
2. Address changes received immediately prior to a loan disbursement.

## **PROCEDURES FOR OTHER BUSINESS AFFAIRS ISSUES**

---

### **Budget**

Budget requests are prepared by the Department Chairs/Directors after consultation with their department's faculty/unit professional members. The requests are forwarded to the appropriate Vice President or the Vice President for Administrative Services/Chief Financial Officer for approval.

Revised: June 1997



## **CHAPTER 7 - ACADEMIC SERVICES**

### **POLICY 7.01 OFF-CAMPUS CLASSES**

---

College classes may be established at off-campus locations.

Approved: September 19, 1984

Revised: June 7, 1989

### **POLICY 7.02 LIBRARY SERVICES**

---

Parkland Library is a modern facility with resources that can be enjoyed both on and off campus. The Library provides services and programs to connect the students, staff, faculty, and community members of District 505 with the information and information literacy skills they need in school, work, and life. Located on the second and third floors of the College Center, Parkland Library offers a pleasant and comfortable place for studying, class preparation, research, and browsing. There are computers with Internet access, as well as an extensive collection of print, audiovisual, and online materials. Professional assistance in the use of library resources is available at the reference desk. Research and information literacy skills are also taught in the library classroom, which serves as a computer lab when not otherwise scheduled. Additionally, library catalogs, research databases, and e-books are all available for use from off-campus locations using an authorized login. Questions can also be sent at any time to the library's e-mail "ask a librarian" service.

Approved: September 19, 1984

Revised: February 18, 2004

#### **7.02.01 Collection Development**

The function of the Library is consistent with the Association of College and Research Libraries Standards for Community, Junior, and Technical College Learning Resource Programs.

Accordingly, is the policy of the Library to:

- Provide materials of high quality that enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the student body, and the needs of the faculty.
- Provide materials that support and enhance the educational goals and objectives of the College.
- Provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards.
- Provide materials and resources to support diversity and global awareness objectives.
- Place principle above personal opinion and reason above prejudice to assure a comprehensive collection of high quality materials.
- Insure that the needs of all segments of the College community are being met by establishing a cooperative approach to selection, as outlined in the procedure below.

#### **Procedure**

Responsibility for selecting books and other instructional materials is a cooperative effort between the discipline faculty and the librarians. The librarians are responsible for selecting general and specialized reference works, general interdisciplinary books, etc. Discipline faculty are encouraged to select and recommend materials in their own fields of specialization. Librarians are also responsible for coordinating the collection and working with faculty to strengthen discipline collections where needed.

The ultimate responsibility for selection of materials resides with the Board of Trustees. The Board and the College President delegate the responsibility of all selection to the Library Director.

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

- Relevance to the purpose of the College
- Adequacy of the Library's holdings in the field
- Authority and effectiveness of the author's presentation of the subject matter
- Balanced presentation of controversial issues--all sides to be provided when available
- Textbooks adopted by the College are not purchased except in special circumstances

- Duplicate copies of materials are purchased in areas of high utilization

### **7.02.02 Collection Maintenance**

Periodically, librarians will evaluate the collection to identify materials for withdrawal. The same guidelines apply to the existing collection as to new purchases. Materials that no longer meet the Collection Development Policy (7.02.01) will be removed from the collection. In general, materials that are outdated, damaged, seldom circulated, or contain inaccurate information will be removed. Faculty members will be consulted when materials in their disciplines are being considered for withdrawal. Damaged or missing materials are not automatically replaced, but are subject to a reorder review process. If the item still meets the collection development policy, the original item or a new edition will be ordered, if available.

#### **Procedure**

The following criteria are considered when discarding materials:

- Obsolescence
- Physical condition
- Significance
- Faculty recommendation
- Duplication
- Program profiles
- Accreditation requirements
- Availability of updated materials

The Library will retain unique collections if it is deemed that they are not readily available elsewhere. For example, the clock and watch repair collection contains many items owned only by Parkland College Library.

### **7.02.03 Gifts**

The Library welcomes gifts and donations of materials, or the funds to purchase them, that contribute to the learning, teaching, and research goals of the College.

#### **GUIDELINES FOR DONATIONS**

- The Library reserves the privilege of deciding whether items donated should be added to the collection. The material will be judged by the same selection criteria as those applied to the purchase of new materials.
- All gifts are accepted with the understanding that it may some day be necessary that they be sold or disposed of in the best interest of the Library.
- The Library provides a letter of acknowledgment of receipt but will not appraise the value of the donated materials or other gifts.
- The Library Director will make all final decisions as to the disposition of gifts.
- On occasion, it may be necessary for a Vice President, the President, or others to become involved in the acceptance of gifts.
- No gift collections will be shelved as separate entities.

### **7.02.04 Lending of Materials**

Library materials designated as available for loan may be borrowed by authorized borrowers. Authorized borrowers include currently enrolled Parkland College students, currently employed Parkland College faculty and staff, and other categories of borrowers as outlined in the Library circulation policies on the Library webpage. Borrower category and type of material determine loan periods given. Renewals are permitted, but may be restricted for certain items or if another patron requests the item.

All borrowers of Parkland College library materials are held personally responsible for borrowed items in their possession. By borrowing materials from Parkland College, borrowers agree to return all library materials on time, pay for the replacement of all damaged materials so damaged while in their possession, pay for the replacement of all lost materials on record, and pay all processing fees. The Library's automated circulation system serves as the system of record for all borrowing transactions.

Borrowing materials for other persons, transferring custody of materials borrowed to other persons, or using other persons to return materials for the original borrower are NOT grounds for appeal of assessed charges for overdue, lost or damaged materials.

Fines are assessed to encourage prompt return of library materials and are imposed for material returned after the due date. Borrowers who keep items beyond the time allotted to them are denying other patrons access to these materials. Persons who are assessed charges for overdue, lost, or damaged library materials may appeal such charges by making a claim at the circulation desk of the Library. Appellants may be asked to submit appeals in writing. Borrowing privileges may be suspended until materials are returned, processing fees are paid, and/or restitution is made for lost materials.

ALL categories of patrons are subject to collection agency intervention for failure to pay bills and may be subject to criminal prosecution.

For further clarification of Parkland College's approach to unpaid debts, see Policy 6.04.

### **Procedure**

Two (2) notices will be sent informing the patron that materials are overdue: a first notice and a final notice with a bill. The bill will include replacement cost(s) of the item(s) and a processing fee per item. The processing fee must be paid even if the items are returned.

At the time the bill is sent to the patron, the record will be turned over to the Business Office. As a result, grades, transcripts, and diplomas will be held and the patron will not be allowed to register for classes. In addition, borrowing privileges may be suspended until materials are returned, processing fees are paid, and/or restitution is made for lost materials.

### **7.02.05 Confidentiality of Library Records**

Parkland College is committed to the protection of all Library customers' right to privacy in the use of library resources and discloses patron information to the patron only. Records of patron transactions are kept only as long as is required to collect administrative statistics and then are erased. The College, in accordance with the Illinois Local Library Act (75 ILCS 5/1-7) and the Library Records Confidentiality Act (75 ILCS 70) recognizes that library circulation records and other records identifying the names of library users are to be confidential in nature. Such records shall not be made available to any individual or to any agencies of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the College will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is showing of good cause for its issuance. If the process, order, or subpoena is not in proper form, or if good cause has not been shown, the College will insist that such defects be cured.

## **POLICY 7.03 AUXILIARY FACILITIES AND SERVICES**

---

The College may maintain auxiliary facilities and services which support its mission and objectives.

Approved: June 7, 1989

### **7.03.01 Land Laboratory**

An area of the campus comprising approximately 30 acres is designated as the Parkland College Land Laboratory. This area is used to put theory into practice and to provide various projects for group and individual study.

Cooperation exists among several areas of instruction in planning and implementing the effective use of this area. The Department of Business and Agri-Industries is responsible for coordinating these efforts as outlined in the Parkland College Land Laboratory Manual.

Approved: September 19, 1984  
Revised: June 7, 1989

### **7.03.02 Grandma Patton's Woods**

Parkland College, in conjunction with the Champaign County Forest Preserve District, operates a 14-acre area located 35 miles northeast of Champaign known as Grandma Patton's Woods. This tract is owned by the Champaign County Forest Preserve District and managed by the College for instructional purposes.

### **7.03.03 Art Gallery**

The Giertz Gallery is a teaching that develops an appreciation and understanding of art and its role in society through directly engaging students with original works of contemporary art.

The Gallery provides exhibitions and educational programs to stimulate active learning about art and the creative process through research, teaching, and dialogue among Parkland students, faculty, artists, alumni, and the wider public.

Gallery exhibitions include artworks by artists from Illinois and nationally. Art and Design faculty and student exhibitions (featuring work created in art and design classes) are held annually. Additional exhibits are selected in support of the interdisciplinary educational goals of Parkland College and provide a wide range of media and approaches from innovative to traditional.

The Gallery hosts an annual District 505 High School Art Seminar and offers educational trips for the public to museums, galleries, and architectural venues.

The ongoing operation of the Gallery is the responsibility of the Gallery Director. The Director is a member of the Fine and Applied Arts staff and reports to the FAA Chair. Records are kept on exhibitions (e.g., artists and artworks exhibited, number of visitors) and programming. An assessment documenting a full appraisal of programming, facility adequacy, staffing, budget, security, insurance, public image and impact, and exhibition calendar is submitted annually. The Gallery also maintains the Parkland Student Art Collection that holds over 360 works that have been purchased from students taking Art and Design courses.

#### **Advisory Board**

The 9- to 14-member Giertz Gallery Board is responsible for advising the Gallery Director. New members are nominated by current members and approved by the President of the College. Only people with a serious interest in art and a commitment to the programs of a professional gallery are considered.

The Board consists of:

- Chair of Department of Fine and Applied Arts
- Giertz Gallery Director (ex-officio)
- Three Art & Design Faculty members (3-year renewable term)
- Three to Five Community Representatives (2-year staggered renewable terms)
- Parkland Foundation Representative (ex-officio)
- Student Activities Representative (when available)
- Student Representative
- One to Three at-large faculty members
- Administrative Representative (when available)
- At-large College Staff member (2-year renewable term, when available)

Approved: September 19, 1984  
Revised: January 20, 1993  
Revised: June 20, 2007  
Revised: June 21, 2017

### **7.03.04 Staerke Planetarium**

The planetarium exists primarily to promote the education and enlightenment of the students and the citizens of the District. The planetarium is regarded as a College and community resource. Its capabilities will be made available through courses, workshops and special programs to the citizens of the District. The requirements of the College and its students will have first priority, however. Use of the planetarium for purely entertainment purposes will be permitted occasionally, but such use is to be limited: The planetarium's basic purpose is to educate and inform students and citizens of the community.

Approved: January 20, 1993

### 7.03.05 Parkland Theatre

The College Theatre is a community-based facility which is designed to serve the performing arts needs and interests of the diverse audience that is present in a public institution setting. Through its programs, the College Theatre seeks to promote the development of artistic talent and aesthetic awareness while at the same time expanding the audiences' appreciation of a variety of art forms (theatre, music, dance, etc.) Those persons charged with selecting programs are responsible for providing work of the highest quality available.

The Theatre exists to serve three constituencies: The Fine and Applied Arts Department, the general Parkland community, and the citizenry of District 505. It is a clear priority that the calendar of scheduled events or activities of the space be developed with balanced offerings to meet the needs of its constituents. The Theatre facility staff will make every effort to ensure the scheduling and presentation of high quality events.

The Theatre Board is responsible for the operational management of the College Theatre. The Board is composed of nine members approved by the President of the College. The members are:

- 1 - Chair of the Department of Fine and Applied Arts
- 1 - Theatre Artistic Director
- 1 - Theatre General Manager
- 1 - Theatre Technical Director
- 2 - At-large faculty members
- 1 - Student Representative (normally, a Theatre scholarship student)
- 1 - Community Representative
- 1 - Director of Parkland Foundation

New members, preferably not more than one each year, are nominated by the current members and approved by the President. Only those persons who have a serious interest in the performing arts and a strong commitment to the College Theatre program are nominated to the Board.

The on-going operation of the College Theatre is the responsibility of the Artistic Director, who is a member of the FAA Theatre faculty. The Artistic Director reports to the Fine and Applied Arts Chair. The Artistic Director will assume control for all events in the College Theatre and have the authority to determine performance readiness, production standards, and may take such steps as cancellation, replacement of staff, or postponement.

Approved: January 20, 1993

### 7.03.06 Child Development Center

- A. The primary mission of the Parkland College Child Development Center is to provide a quality, affordable, individualized program for young children and their families in the Parkland District 505. The Child Development Center will provide a foundation for learning that includes the total development and education of each child. The family is recognized as the child's primary teacher and decision maker. The Center will also enhance learning opportunities for students and others pursuing a career that involves working with children and families.
- B. Parkland Child Development Center reserves the right to change the schedule based on enrollment need.
- C. In order to provide children a safe, developmentally appropriate environment, staff ratios are determined by the number of children scheduled to attend for specific time periods. In order to maintain appropriate ratios it is necessary to charge full fees for the times scheduled even in the event of absences.
- D. Child care fees require approval of the Parkland College Board of Trustees. Child care fees will **not** be charged when the College offices are closed. Family/child vacations periods, other than during official College holidays, will be subject to normal usage charges. Should an extended illness occur (more than one week), fees will not be charged after the first week with written confirmation of the illness by a physician. Children who are withdrawn from the program or do not consistently attend for a period of two weeks or more, excepting in cases of confirmed illness, will be subject to a re-enrollment fee.

The procedures are found in Appendix M.

Approved: June 16, 1993  
Revised: May 15, 1996

### POLICY 7.04 COLLEGE ARCHIVES

The College Archives, a special collection administered by the Parkland College Library and managed by the college Archivist, is the central location for historical information associated with Parkland College. The primary mission of the

Archives is to collect, evaluate, organize, describe, make available, preserve and promote records of enduring historical, legal, fiscal, and/or administrative value to Parkland College. The College Archives offers a rich and diverse, organized collection of historical materials including paper documents, photographs, architectural drawings, microfilm, audiovisual media and memorabilia as outlined in the Archives Collection Development Policy.

The purpose of the Archives is also to serve as a resource and laboratory to stimulate and nourish teaching and learning; to serve research and scholarship by making available and encouraging use of its collections by members of Parkland College and the community at large; and to promote knowledge and understanding of the origins, aims, programs and goals of Parkland College.

The College Archives is open by appointment to parkland faculty, staff, students and the general public.

Approved: November 20, 2012

### **Procedure**

The Archivist shall maintain a comprehensive and detailed College Archives Collection Development Policy. Decisions regarding the inclusion of materials in the archives and the disposition of archived materials shall be made by the Archivist according to the College Archives Collection Development Policy.

#### **Transferring of Materials to the College Archives**

- Artifacts of potential historical value within the college shall be forwarded, physically and or electronically, to the College Archives for review and possible inclusion in the historical collection.
- Originating offices and/or bodies shall designate personnel responsible for collecting and transferring materials to the Archives on a mutually acceptable schedule.
- The Archivist shall consult regularly with designated personnel to establish and maintain this schedule, to assist in the selection of materials to be transferred, and to facilitate the smooth and secure transfer of materials.

#### **Guidelines for Donations**

- Gifts and donations to the Archives are welcomed.
- The Archivist reserves the right to determine whether donated materials will be included in the Archives collection.
- When requested, the Archivist will provide a letter of acknowledgement of receipt but will not appraise the value of donated materials.
- On Occasion it may be necessary for a Vice President, the President, or others to become involved in the acceptance of gifts or donations.
- No donated materials shall be shelved as separate collections.

Approved: November 20, 2012

## **POLICY 7.05 PARKLAND STUDENT ART COLLECTION**

---

Parkland College purchases artworks created by Parkland College students from the annual Art and Design Student Juried Exhibition. Art and Design faculty and the Giertz Gallery Director select the outstanding examples that become a permanent part of the Parkland Student Art Collection. These works are exhibited in the public areas throughout the College. The Gallery Director is responsible for the care and exhibition of the collection.

### **Procedure**

- A. Acquisition – Artworks acquired annually by the College for the student collection shall represent a cross-section of exemplary two-dimensional works created in Parkland art classes during the academic year. Students will be paid for their work as agreed upon in the Bill of Sale.

In rare circumstances, artworks may also be donated by students for the collection, upon approval by the Gallery Director and Art and Design faculty.

Artworks in the student collection are NOT for sale.

Employees of Parkland College may not purchase any artworks from the student collection or receive any student collection artworks as a gift.

Works may be deaccessioned under extraordinary circumstances only.

- B. Inventory – The Giertz Gallery maintains and preserves records of the student collection with computer database files, Bill of Sale/Deed of Gift, and accession records.

C. Collections Care

1. *Display* – The Gallery Director has the authority to place artwork in designated public areas outside the gallery space. A public area is defined as one that is accessible during the hours that Parkland College is open. No student artworks will be placed in private offices.

Reports of damage or loss of an object shall be reported immediately to the Director upon discovery. The Director will notify Public Safety, the FAA Chair, and the Business Office, and, if necessary, other appropriate authorities with regard to inventory and insurance.

2. *Object Handling* – To prevent structural damage, gallery personnel will monitor artwork handling, storage, installation, and deinstallation. Objects will be moved under the supervision of gallery personnel in order that collection records can be properly maintained. College personnel should contact the Gallery Director to request art to be moved.

The Gallery Director will be notified as far in advance as reasonably possible of planned facilities maintenance activities, such as fumigation and repairs involving sanding, painting, or washing, so that works of art may be covered or removed completely from the site to prevent damage by chemicals, paint, dirt, or water.

3. *Storage* – The Gallery Director oversees the safe storage of work not currently on exhibit.

D. Access To Collections

1. *Informational Access* – Access to collection records will be administered by the Gallery Director.
2. *Photography or Reproductions* – Visitors may photograph objects from the collection for their own personal use. The gallery reserves all rights for the reproduction of artworks in the collection. No publication or commercial use is permitted without a written agreement approved by the Gallery Director or copyright holder.

- E. Insurance – The student collection is placed on the insurance policy maintained by Parkland College. A list of works and their replacement values (price paid for the artwork plus the cost of framing) is updated annually.

- F. Longevity – In the event that Parkland College's governing body determines that it will no longer maintain the student collection, and in accordance with all State regulations governing such action, the works will be returned to the original donor/artist or next of kin, or offered to another accredited Museum or nonprofit entity (e.g., college or historical society) for inclusion in their collection.

## **CHAPTER 8 - STUDENTS**

### **POLICY 8.01 DEFINITION AND PURPOSE OF STUDENT PERSONNEL SERVICES**

---

The term "student personnel services" as used in this Manual includes the following functions: admission, registration, maintenance of student records, recruiting, counseling, academic advising, administration of financial aid programs, health education, assessment, job placement, career planning, liaison with high schools and colleges, and student activities.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

### **POLICY 8.02 ADMISSION OF STUDENTS**

---

The College is committed to a policy of open admission. Admission requirements are published in the College Catalog. The College requires all applicants for admission to file an official application form. Admission to Parkland College does not guarantee enrollment in any specific program of instruction. Each student has an opportunity to consult with a professional counselor prior to selecting a program which will provide the maximum opportunity for success and personal satisfaction. When enrollments are limited, preference is given to residents of the District.

Students are admitted according to the current residency policy of the College. A brochure detailing the residency policy is available from the Office of Admissions and Records.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993

#### **8.02.01 Admission of International Students**

It is the policy of the College in accordance with regulations of the U.S. Department of Homeland Security to admit citizens from other countries who meet the following admissions requirements:

1. Submission of an International Student Application
2. Proof of English proficiency
3. Evidence of sufficient financial resources (only for those holding or seeking F-1 student status)
4. Submission of translated educational records from high school and/or college(s)
5. Submission of other documents or credentials as required

Approved: January 20, 1993  
Revised: July 20, 2011

#### **Procedure**

After submission of the appropriate credentials, the Office of International Student Services will evaluate them and determine admission eligibility.

If a non-immigrant desires admission into the College, he/she should contact the Office of International Student Services and submit the required credentials.

Revised: July 20, 2011

### **POLICY 8.03 REGISTRATION**

---

Students are required to register during the periods established in the official College calendar.

Approved: September 19, 1984  
Revised: June 7, 1989

### **POLICY 8.04 DROPPING CLASSES AND WITHDRAWING**

---

The College publishes in its catalog the regulations concerning dropping classes and withdrawal. The dates within which students may drop classes and/or withdraw from the College, either with or without penalty, are published in the College calendar.

Approved: September 19, 1984



#### **8.04.01 Faculty-Initiated/Administrative Withdrawal**

Students who never attend, or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm.

A student may also be withdrawn from a class by administrative action as a result of emergency or disciplinary procedures under the provisions of Board policy on student rights and responsibilities. The college's withdrawal policy will be in compliance with Title IV federal student aid policy for all instructional delivery modes.

Approved: January 20, 1993  
Revised: July 16, 2014

#### **Procedure**

At the census date immediately following the end of the student drop period, faculty members will initiate the administrative withdrawal process for any students on the roster who have never attended. After the census date and at any time up until midterm, faculty members will initiate the administrative withdrawal process for any students on the roster who have ceased to attend. Faculty members will define "ceases to attend" for each course they teach. This definition must be reasonable and clearly stated within the course syllabus.

Only students who have never attended or have ceased to attend will be recommended for withdrawal by faculty. Students who are failing at midterm and/or have no chance of passing the course but are still in attendance will not be withdrawn by faculty recommendation. It is the student's responsibility to initiate the withdrawal process if the likely grade in the course is undesirable.

For online classes, attendance is measured in terms of student participation in learning activities or contact with the instructor. Simply logging into the course does not constitute attendance.

To initiate the administrative withdrawal process, the faculty member will complete and submit the appropriate form to the Office of Admissions and Records.

After midterm, faculty may not withdraw any student; withdrawal from a course after midterm must be done by the student prior to 5:00 p.m. on the last day to withdraw as published in the Parkland Class Schedule.

Should a student who has been administratively withdrawn return to class and the faculty member determines it is possible for the student to earn a quality grade, the faculty member may initiate paperwork to reinstate the student. The student will then be allowed to re-register in the class with no additional financial cost, assuming that the student has not received any refund. The Business Office will determine whether additional tuition and fees are due.

Revised: May, 1996  
Revised: July 16, 2014

#### **POLICY 8.05 SUSPENSION AND PROBATION**

---

The College has adopted and published procedures regarding suspension, probation, and dismissal of students for academic deficiencies. Readmission procedures are also established by the College. These procedures are listed in the College Catalog.

Approved: September 19, 1984  
Revised: June 7, 1989

#### **POLICY 8.06 ACADEMIC HONESTY**

---

Academic honesty is broadly defined as performing academic work without cheating, fabrication, or plagiarism, or unauthorized collaboration. Definitions include, but are not limited to:

##### Cheating

- Using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- Submitting assignments, homework, and examinations that are not a student's own work or for which a student received unauthorized help.
- Copying the work of another, or allowing another to copy one's own work, without proper acknowledgement.

### Fabrication

- Falsifying or inventing any information or citation in an academic activity.
- Falsifying or inventing any information to gain an academic advantage.

### Plagiarism

- Presenting someone else's work or ideas as one's own, by incorporating it without full acknowledgement. All published and unpublished material, whether in manuscript, printed, visual, or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.

### Unauthorized Collaboration

- Work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities.

The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the Department Chair, the Division Dean, and/or the Vice President for Academic Services. All incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Dean of Learning Support.

The student who receives a failing grade for a course as a direct result of violating the expectations of academic honesty will not be permitted to withdraw from the course. The failing grade remains on the student's academic transcript. In cases where the academic dishonesty does not result in a failing grade for the course, the student may decide to withdraw from the course in which the academic dishonesty occurred; however, the required incident reports and possible subsequent disciplinary action will not be halted.

Approved: November 11, 1991  
Revised: June 16, 2004  
Revised: March 15, 2017

## **Procedure**

### Violations of Academic Honesty

When a student has violated the expectations of academic honesty, the faculty member will take the following steps to address the violation:

- Inform the student privately of her/his findings and attempt a resolution of the problem. Depending upon the nature of the case and consistent with the course syllabus, such resolution could include additional assignments to help educate the student of the nature and negative consequences of academic dishonesty, resubmission of the assignment, a failing grade for that assignment, or failure of the course.
- Document the act of academic dishonesty using the Documentation of Academic Dishonesty form. The student will be asked to sign the form as an acknowledgement of having received written notification. The faculty member will provide copies of the signed form to the Department Chair and to the Dean of Learning Support.

### Appeal Process

- If the student wants to appeal the instructor's decision, he or she may contact the Department Chair or designee within ten (10) business days of notification of the instructor's decision. The Department Chair will review the actions taken by gathering all relevant information from both the student and the instructor. The Department Chair will meet both with the student and the instructor to attempt to resolve the issue.
- If the student wants to appeal the Department Chair's decision in relation to resolving the issue, he or she may contact the Dean of Learning Support within five (5) business days of receiving the Department Chair's decision. The Dean of Learning Support will review the actions taken based on relevant information from the student, the instructor, and Department Chair. The Dean will affirm the instructor's decision or remand the issue back to the department for review.

- If the student wants to appeal the Dean of Learning Support's decision, he or she may petition the Student Affairs Committee within five (5) business days of receiving the Dean's decision. The Committee may review the process followed by the department and division to determine whether it has been carried out completely and fairly, in accordance with due process. If not, the case will be remanded to the department for reconsideration following the appropriate guidelines. If all procedures have been followed appropriately and no errors detected, the appeal process is complete and the consequences of the incident will remain the same as originally issued.

No reprisal shall be taken by the Board of Trustees, Administration, faculty, or staff against any student or faculty because of participation in an appeal.

#### Egregious or Repeated Offenses

In cases where an egregious violation of academic honesty standards occurs or where three or more incident reports for one student have been filed with the Vice President's Office, the student will be charged with violation of the Student Conduct Code, specifically Acts of Dishonesty. Conduct Code violations will follow the process as outlined in the Student Conduct Code. The Vice President for Academic Services may direct the judicial officer to impose the sanction of written warning, conduct probation, or restitution. In the event that a more serious sanction is recommended by the Vice President for Academic Services, the Student Conduct Committee will be convened to determine if suspension or expulsion is appropriate.

Revised: April, 2004

Revised: March 15, 2017

#### **8.06.01 Academic Honesty Affirmations**

The following statement is the Parkland College sanctioned affirmation of academic honesty in works submitted by students:

"I honor Parkland's core values by affirming that I have followed all academic integrity guidelines for this work."

Approved: July 17, 2013

#### **POLICY 8.07 STUDENT RECORDS**

The College maintains permanently the academic record of each person who has enrolled. A student is furnished with a transcript of his/her records upon request or from a person or organization duly authorized by the student to make such a request. In addition, all student admission/academic files and documents for students enrolling at the College will be maintained for five years after graduation or after the date of last attendance. These documents will be maintained as hard copy or images of the original document. Audits of any changes made in academic status will be maintained permanently on the student record system.

Approved: September 19, 1984

Revised: January 20, 1993

Revised: May 15, 1996

Revised: July 17, 2013

#### **Procedure**

<u>Document</u>	<u>Procedure</u>
Academic History .....	Permanent (Maintained on student records system)
Drop/Add Forms .....	Authorization provided on student records system
Concurrent Enrollment Forms .....	One year
Educational Records Folder	
Enrolled .....	Five years
Not enrolled .....	One year
Final Grade Reports .....	Maintained indefinitely on student records system by term
Final Grade Rosters .....	Five years
Faculty Withdrawals .....	Maintained indefinitely on student records system as a part of the semester enrollment record
Master Schedules.....	Three years

Midterm Grade Reports ..... Maintained indefinitely on student records system by term  
 Midterm Grade Rosters ..... Five Years  
 Registration Forms ..... Audit trail for registration history maintained on student records system  
 Student Transcripts ..... Permanent

Disposal: At the end of the retention period, documents are destroyed by shredding, incineration, or other method that assures confidentiality.

## **POLICY 8.08 RELEASE OF INFORMATION ABOUT STUDENTS**

---

Parkland adheres to the confidentiality of student educational records as mandated by the Family Educational Rights and Privacy Act (FERPA) of 1974. Every endeavor is made to keep information regarding students confidential as specified by law. All members of the faculty, administration, and staff are to respect confidential information which they acquire about students in the course of their work. No information concerning a student shall be released unless specified under FERPA.

Rules governing the release of information about students are available in brochure form on Parkland's website, in the Office of Admissions and Records, and in the office of the Vice President for Student Services.

Approved: September 19, 1984  
 Revised: June 7, 1989  
 Revised: January 20, 1993  
 Revised: December 16, 1998  
 Revised: February 20, 2019

### **Procedure**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. As allowed under FERPA, Parkland accords all rights to a student's education record to the student. Disclosure of the contents of a student's educational record may only be done with the student's consent or under one of the exceptions to this rule, under FERPA, as outlined below in this procedure.

### **8.08.01 Definitions**

For the purpose of this policy, Parkland uses the following definitions.

Directory Information - the following items are classified as "Directory Information":

1. Full name
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports
6. Weight, height and position of members of athletic teams
7. Dates of attendance and enrollment status (i.e., full-time/part-time, class level)
8. Degrees awarded and honors received
9. Previous educational agencies or institutions attended
10. Photo ID picture

Disclosure - Disclosure means permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein. The means of communication may be orally, in writing or by electronic means (when secured by a PIN or other student controlled security measures).

Education Record - Those records which are directly related to a student and maintained by the College or a party acting for the College.

The following are included in the definition:

Biographical data, grades, course work, information related to request for services, transcripts, applications for admission, academic record change petitions and class schedules.

The following are not included in the definition:

1. Records of instructional, supervisory and administrative personnel and education personnel ancillary thereto which:

- a. are the sole possession of the maker thereof and
  - b. are not accessible or revealed to any other individual except a substitute. For purposes of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
- 2. Records maintained by the Parkland College Office of Public Safety that were created by that office for the purpose of law enforcement.
- 3. Records relating to an individual who is employed by the College but who is not attending the College provided they are:
  - a. made and maintained in the normal course of business,
  - b. related exclusively to the individual in that individual's capacity as an employee and,
  - c. are not available for any other purpose. (Records relating to an individual who is attending the College and is employed as a result of his/her status as a student are "education records".)
- 4. Records related to medical, psychiatric and psychological treatment.
- 5. Records containing only information relating to a person after that person is no longer a student, for example, alumni records.

Eligible Student - All students at Parkland are "Eligible Students" under the Law regardless of age (See "Student" below)

Financial Aid - any payment of funds provided to an individual which is conditional on the individual's attendance at the College.

Parent - includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

Personally Identifiable Information - data or information including name(s), addresses, numbers, a list of characteristics, or other information which would make the student's identity easily traceable.

Student - any individual who is attending the College or has attended the College on whom education records are maintained. The term does not include an individual who has not been in attendance at the College. An individual who has been admitted but has not registered (paid fees) is not a student. A student who applied for admission to a selective admissions program is not considered a student in that program until admitted and fees are paid.

Emergencies - When the health or safety of the student or other individuals is endangered, pertinent information may be disclosed but only by the designated offices. A disclosure record must be maintained.

Waiver - A student may, subject to certain limitations, waive any of his/her rights under the provisions of the Law. The waiver must be in writing and must be signed by the student. (See waivers under section 8.10.3)

Record - any information or data recorded in any medium including but not limited to: handwriting, print, tapes, film, electronic, microfilm and microfiche.

## **8.08.02 Disclosure of Information**

### **a. Directory Information**

A list of items of information contained in the education records of each student that has been determined to be "Directory Information" (See Definitions). Directory information may be disclosed without the permission of the student. No record of disclosure is required. All requests for Directory information should be made to the Office

of Admissions and Records. Parkland College has taken the position of protecting the privacy of its' students by not releasing lists of Directory information to outside agencies.

**b. Prohibiting the Release of Directory Information**

Every student has the opportunity and the right to refuse permission to place information about themselves in the Directory information category. The student must give notice of this denial in writing to the Office of Admissions and Records prior to the census date of the semester in which he/she wishes to enroll. Students must be currently enrolled to place a restriction on their records. Restrictions will remain on the record until canceled by the student in writing.

**c. When Prior Consent for Disclosure is Required**

With limited exceptions written prior consent of the student is required before personally identifiable information from education records may be disclosed. Directory information is the exception to this provision. Prior written consent for disclosure is not required for disclosure to the student and also in some other narrowly defined circumstances.

Prior written consent for disclosure must include the following:

1. The consent must be signed and dated by the student
2. A specification of the records to be disclosed
3. The purpose or purposes of the disclosure
4. The party or class of parties to whom the disclosure may be made.

Parkland College will not fax transcripts unless a prior agreement and procedures have been arranged with the institution receiving information to assure confidentiality of the education record.

**d. When Prior Consent for Disclosure is Not Required**

Record keepers may disclose (the Law neither requires not precludes disclosures) personally identifiable information from education records without written consent of the student if the disclosure is:

1. To the student themselves.
2. To officials of the college, faculty, and staff who have legitimate educational interests. Determination of legitimate education interest will be made by the respective record keepers.
3. To officials of another institution in which a student intends to enroll.
4. To certain Federal and State educational authorities
5. In connection with financial aid for which a student has applied or which a student has received.
6. To State or local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1994.
7. To organizations conducting research for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. Information will be released if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is conducted.
8. Accrediting organizations in order to carry out their accrediting functions.
9. To appropriate parties in health or safety emergency.
10. To comply with a judicial order, or pursuant to any lawfully issued subpoena, under condition that if possible the students are notified of all such orders or subpoena in advance of the compliance there with by Parkland

College. Parkland is not required to notify the parent or student concerning release of information when a Federal grand jury subpoena is received that specifically orders the College not to disclose the content or existence of the subpoena to anyone.

**e. Financial Aid**

Personally identifiable information from an education record may be disclosed in connection with financial aid for which a student has applied or which a student has received, but only as may be necessary for such purposes as:

1. To determine the eligibility of the student for financial aid.
2. To determine the amount of financial aid.
3. To determine the conditions which will be imposed regarding the financial aid.
4. To enforce the terms and conditions of the financial aid.

**f. Record of Requests and Disclosures**

Parkland will maintain a record of each request for and each disclosure of personally identifiable information for an education record. This will be maintained electronically as a part of the student record. The information will include:

1. The parties who have requested or obtained personally identifiable information from the records.
2. Dates of the requests and disclosures.
3. The legitimate interests these parties had in requesting and obtaining the information.

Documentation is not required when requests are made by and disclosures are made to:

1. Any person seeking Directory information
2. The student
3. Parties for whom the student has specifically given prior written consent to disclose information. If authorization was given for a category of parties, each disclosure should be indicated in the student file.
4. College officials with a legitimate educational interest
5. Federal and State educational authorities.

The record of requests and disclosures may be inspected only by the following:

1. The student
2. The College official and their assistant(s) who are responsible for the custody of the records
3. Parties authorized by the State or Federal government for the purpose of auditing the record keeping procedures

**g. Emergencies**

Personally identifiable information from an education record may be disclosed to appropriate parties in connection with an emergency if such information is necessary to protect the health and safety of the student or other individuals. In cases of emergency requests for disclosure will be forwarded to the following offices:

1. Office of Public Safety
2. Vice President for Student Services

The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed under this section shall include:

1. The seriousness of the threat to the health or safety of the student or other individuals.
2. The need for the information to meet the emergency
3. Whether the parties to whom the information is disclosed are in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency

A record of the disclosure for reason of emergency must be maintained with the education record.

#### **h. Research**

Persons conducting research must direct all requests for personally identifiable information from education records other than Directory information to the Office of Admissions and Records well in advance of need for the data. (Limiting provisions contained in 99.31(a)(6) of the Act apply. Such studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representative of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

#### **i. Records Management**

Parkland will follow Policy 3.10 Records and FERPA with regards to maintenance and destruction of records.

### **8.08.03 Student's Right to Inspect and Review Education Records**

It is the right of each student to inspect and review his/her education records whenever they are maintained on campus. Requests by the student to inspect and review a Parkland education record will be honored promptly by the Office of Admission and Records. In no case may the exercise of the right be delayed beyond 45 days as provided by the Law. The right to inspect and review includes two provisions for the exercise of which the student might be referred to the party on campus which generated the data. They are:

1. The right to a response to a reasonable request for explanations and interpretations of the record.
2. The right to obtain copies of the records where failure to provide the copies would effectively prevent the student from exercising the right to inspect and review the education records.

Students will be required to submit a written request to obtain access to their education records. (Forms are available in the Office of Admissions and Records)

#### **Limitations on the Right to Inspect and Review Education Records**

In addition to the records which are excluded from the definition of education records, certain education records are not included among those which students have the right to inspect and review.

1. Financial records and statements of their parents or any information contained therein.
2. Confidential letters and confidential statements of recommendation which are placed in the education records prior to January 1, 1975, provided:
  - a. The letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and
  - b. The letters and statements are used only for the purposes for which they were specifically intended.
3. Confidential letters of recommendation and confidential statements of recommendation which were placed in the education record after January 1, 1975:
  - a. Associated with admission
  - b. Associated with employment or job placement
  - c. Associated with honors or honorary recognition to which they have waived their rights of inspections and review

If the education records of a student contain information on more than one student, a student may inspect and review or be informed of only the specific information which pertains to that student.



## **Requests for Copies of Information Contained in the Education Record**

A student shall have the right to receive a copy of any document maintained in the Parkland education record (except financial records of the parents of the student or any information contained therein). A fee may be charged. Exceptions are:

1. If a financial hold exists, this hold must be cleared before copies will be made.
2. Transcripts of an original or source document which exists elsewhere (i.e., high school or transcripts from other colleges or universities)

## **Waivers**

A student may waive any of their rights under the Family Educational Rights and Privacy Act. A waiver must be in writing and signed by the student. The College may not require the student to sign a waiver, nor condition admission, services or benefits upon the signing of a waiver. The Student may waive their right to inspect and review confidential letters and statements of recommendation placed in the education records after January 1, 1975.

A waiver may be revoked with respect to any actions occurring after the revocation.

A revocation of waiver must be in writing and signed by the student

A copy of any waiver and of any revocation of waiver should be maintained with the education record and affixed to any document to which the waiver applies.

## **Limitations on Waivers**

A waiver may apply to confidential letters and statements only if:

1. The applicant of student is, upon request, notified of the names of all individuals providing the statements.
2. The letters or statements are used only for the purpose for which they were originally intended.

A waiver may be made with respect to specified classes of:

1. Education records
2. Persons or institutions

## **Challenges to the Content of the Education Record**

A Parkland Student who believes that information in his/her records is inaccurate or misleading or violates the privacy or other rights of the student may request an amendment of the record by the party responsible for maintaining or preferably for generating the information. The responsible party shall decide whether to amend the records of the student in accordance with the request within a reasonable time of the receipt of the request.

If the party responsible for the records decides to refuse to amend the records as requested, the student will be informed in writing of the decision of the right to a hearing.

## **Right to a Hearing**

Upon the student's request the College shall provide an opportunity for a hearing to challenge the content of the education record. Academic grades may not be challenged through this process, except for reason of faulty record keeping.

### **1. Informal Proceedings**

Parkland College may attempt to settle a dispute with a student regarding the content of the education record through information meetings and discussions between the custodian of such records and the student.

### **2. Formal Proceedings**

Upon request of either party (the custodian of such records or the student), the hearing required by this paragraph shall be conducted under the following procedures. In such cases the student should submit the request in writing

by using an "Exception to Academic Policy Form" which may be obtained from the Office of Admissions and Records:

- a. The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing.
  - b. The hearing shall be conducted and the decision rendered by simple majority vote of three or more members of the Parkland College Academic Policy Appeals Committee. If any member of the Parkland College Academic Policy Appeals Committee has a direct interest in the outcome of the hearing, they shall be ineligible to participate in any decision reached.
  - c. The student shall be afforded an opportunity to present evidence relevant to issues raised under the provisions of this paragraph and may be represented by legal counsel, if desired, at their expense.
  - d. The decision shall be rendered in writing within a reasonable period of time, but in no case more than 45 days after the conclusion of the hearing.
3. The decision made in section 4 above shall be construed as a final administrative decision pursuant to Illinois Revised Statutes, Chapter 110, Section 3-101, et seq. (1989) and further appeals of such decision shall be made and taken pursuant to said law.

#### **8.08.04 Classification, Location and Custodian of Student Education Records**

The academic record of every student is maintained by the Office of Admissions and Records. Some departments and offices maintain records separate from the primary education record maintained in Admissions and Records.

Revised: October 1998

Revised: March 2000

Revised: February 2001

Revised: June 20, 2007

Revised: August 2016

Revised: February 20, 2019

#### **POLICY 8.09 COUNSELING and ADVISING**

---

A professional counseling and advising staff is available to assist all students in achieving a productive and rewarding experience at the College. Educational and vocational plans, goals, and opportunities may be discussed and explored with counselors and advisors. Counselors provide career counseling and assist students in their career exploration by

offering interest and personality inventories. Counselors are also available to help students deal with personal issues and will make referrals to outside agencies when appropriate.

Approved: January 20, 1993  
Revised: January 26, 2005

## **Procedure**

The Counseling and Advising Center offers advising, personal counseling, and career planning services. Staff members help students with their short- and long-term educational and career goals and transfer plans. Counselors and advisors participate in the student orientation program, SOAR: student orientation, advising and registration. In SOAR, students learn about Parkland programs, important dates and deadlines, support services on campus and registration processes. By attending SOAR, new students have the opportunity to reserve classes in advance.

### **Advising Guidelines:**

Academic advisors, counselors and faculty program advisors are available to explain requirements to Parkland's many programs and to assist in decision-making related to the following:

- Planning a program of study
- Selecting semester courses
- Preparing for transfer
- Setting goals for future learning
- Finding academic support services

All Parkland students who are seeking a degree or certificate and who have not yet earned 30 hours of credit or are in selected programs, regardless of the number of hours, must obtain advising prior to registering for classes as follows:

- A.A.S. or Certificate program enrollees should see the faculty program advisor for their program or the appropriate Department Chair. If students are in a career program and are currently enrolled in a CCS class, they should seek advice from the Counseling and Advising Center.
- A.A., A.S., A.E.S., or A.F.A. transfer program enrollees may seek advice from a faculty program advisor or the Counseling and Advising Center. Agriculture transfer students must see a faculty program advisor or the Business and Agri-Industries Department Chair. Mass Communications students must see a faculty program advisor.
- Health Professions program enrollees may seek advice from the Counseling and Advising Center.
- CCS 098 enrollees should seek advice from the Center for Academic Success.
- CCS 099 enrollees should seek advice from the Center for Academic Success or the Counseling and Advising Center.
- New Parkland students must see a counselor or an advisor. New student athletes receive initial academic advising through the Athletic Department.
- Students who are not seeking a degree (course enrollees) and students who have earned more than 30 credit hours are not required to see a faculty program advisor, Department Chair, advisor or counselor prior to registration. However, students in the Health Professions programs must see a faculty program advisor regardless of the number of credit hours they have earned.

## **POLICY 8.10 FINANCIAL AID**

---

The financial aid program of the College consists of scholarships, grants, loans, work-study employment, and veteran educational benefits. The Office of Financial Aid is committed to helping students secure financial assistance, within established guidelines, necessary to complete their educational goals at Parkland College.

In selecting students who are to receive financial assistance, emphasis is placed upon a variety of factors which may include academic achievement, financial need, character, and future promise.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: March 18, 1998  
Revised: May 16, 2001  
Revised: January 26, 2005

### **8.10.01 Tuition Waivers for Students**

The Board of Trustees has sole authority to grant tuition waivers. The Board decides on the number and distribution of tuition waivers. The Financial Aid Office is responsible for the administration of the waivers. The following waivers

are available for awarding:

### 8.10.02 Athletics

The Athletic Department has a total of 86 full semester tuition and fees waivers available each year to allocate among the sports as regulated by the National Junior College Athletic Association as follows:

<u>Men's Program</u>	<u>Women's Program</u>
Baseball..... 15	Softball ..... 10
Basketball..... 10	Basketball ..... 10
Golf ..... 5	Volleyball..... 10
Soccer ..... 9	Soccer ..... 9
Total ..... 39	Total ..... 39

### Procedures

These waivers will be awarded under the following guidelines:

1. Individual awards will be recommended by the coach and approved by the Athletic Director and the College President.
2. The terms of the offered award will be specifically designated in written contract form (NJCAA Letter of Intent) to be signed by the student, parent (if the student is under 18), coach and the appropriate College official.
3. If all the allocated full tuition and fee waivers are not used by a given sport, the Athletic Director may use his/her discretion in awarding the unused waiver to other sports for that current year. Candidates for the waiver must be eligible for regular College admission (following national eligibility rules) as a high school graduate or GED recipient. The tuition award is renewable each semester for a maximum of six full-time semesters, or until the student has completed his/her sophomore year of eligibility.
4. To continue in eligibility for renewal, the student must have passed a minimum of 12 hours of College course work during the previous full-time semester with a minimum "C" average. In addition, the student must be making reasonable progress toward a declared educational objective. Summer school hours may be used to make up deficiencies in spring credit hours and grade point average in order for the tuition waiver to be granted in the upcoming semester. Athletes who are not meeting academic progress will meet with the Athletic Director to determine continuation of the tuition waiver for the following semester.
5. Students wanting to attend summer school and receive their award must follow the guidelines for eligibility renewal.
6. The student will lose the eligibility for renewal if he or she is in violation of the Student Conduct Code.
7. The College will not submit a request for chargeback for any out-of-district student enrolled with an approved scholarship.
8. Full tuition and fee waivers can be issued to in-district, out-of-district, and out-of-state to include international residents.
9. All in-state athletes will be required to submit the "Free Application for Federal Student Aid" (FAFSA). The College will not waive tuition and fees if the student athlete qualifies for funding under the Illinois Student Assistance Commission Monetary Award Program (MAP).

### Athletics Out-of-District Tuition Waivers

In addition to the 86 full tuition and fee waivers, the athletic department may award out-of-district tuition and fee waivers. Full tuition and fee waivers and out-of-district tuition and fee waivers are not to exceed the number of total waivers allowable under the NJCAA regulations for each sport. All incoming freshmen and transfer students must sign an NJCAA "Letter of Intent" and an "In-District Residency Form." Renewal of out-of-district tuition and fee waivers is at the discretion of the Athletic Director.

### 8.10.03 Senior Citizen Tuition and Fee Waivers

Senior Citizens age 65 and older will pay a semester registration fee of \$5.00 in addition to any course fees.

## **Procedure**

Students should contact the Office of Admissions and Records to provide verification of age; i.e., photo identification with date of birth.

### **8.10.04 Board of Trustees Scholarships**

The Parkland College Board of Trustees will offer tuition and fee waivers to the top 10 percent of graduating students from accredited public and private high schools with districts located within the boundaries of Community College District 505.

#### **Procedures**

1. The waiver will be for two academic years of full-time enrollment including a maximum of two summer sessions or for a period of time needed to complete the requirements for an Associate degree (whichever is shorter). If enrollment is interrupted during the two-year period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship.
2. The waiver covers 50% of resident tuition, activity fee, registration fee, and additional course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Trustee Scholarship shall be awarded honorarily and will provide supplemental monies, if needed to ensure that resident tuition, activity fee, registration fee, and additional course fees are fully covered.

#### **Eligibility:**

1. Students must be U.S. citizens or permanent residents and graduated from an accredited public or private high school with districts located within the boundaries of Community College District 505.
2. Be a first-time College attendee and have graduated from high school the previous academic year.
3. Meet the admissions policies of Parkland College and enroll as a full-time degree-seeking student.
4. Rank in the top 10 percent of the class upon graduation.
5. For renewal, the student must maintain a minimum cumulative GPA of 3.0 and complete a minimum of 24 semester hours each academic year.

### **8.10.05 Academic Opportunity Scholarship for Underrepresented Students**

In cooperation with the Urban League of Champaign County, the College awards up to ten (10) tuition and fee waivers annually to culturally, racially, or ethnically diverse high school seniors of District 505.

Revised: June, 2004

Revised: January 26, 2005

Revised: December 2015

#### **Procedures**

1. The waiver will be for two academic years of full-time enrollment including a maximum of two summer sessions or for a period of time needed to complete the requirements for an associate degree (whichever is shorter). If enrollment is interrupted during the two-year period, the recipient must petition the Vice President for Student Services for continuation of the scholarship.
2. The waiver covers 50% of resident tuition, activity fee, registration fee, and additional course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Academic Opportunity Scholarship for Underrepresented Students will be awarded honorarily and will provide supplemental monies, if needed to ensure that resident tuition, activity fee, registration fee, and additional course fees are fully covered.
4. Policies and procedures are subject to review and approval by the Executive Team.

**Eligibility:**

1. Students must be U.S. citizens or permanent residents and graduated from an accredited public or private high school with districts located within the boundaries of Community College District 505.
2. Be a first-time college attendee and have graduated from high school the previous academic year.
3. Meet the admissions policies of Parkland College and enroll as a full-time degree-seeking student.
4. Preference is given to students who demonstrate good citizenship and the potential for success in a career or transfer program.
5. For renewal, the student must maintain a minimum cumulative GPA of 3.0 and complete a minimum of 24 semester hours each academic year, attend monthly Salute meeting, participate in community service through the Champaign County Urban League, and meet with Salute Director for scheduling classes.

**8.10.06 Parkland College General Education Development (GED) Scholarships**

Parkland will award up to ten (10) tuition and fee waivers annually to students who have received their GED and are planning to attend Parkland in the fall semester.

Revised: January 26, 2005

Revised: June 17, 2015

**Procedures**

1. The waiver will be for two academic years of full-time enrollment including a maximum of two summer sessions or for a period of time needed to complete the requirements for an Associate degree (whichever is shorter). If enrollment is interrupted between semesters, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship.
2. The waiver covers 50% of resident tuition, activity fee, registration fee, and additional course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the GED Scholarship will be awarded honorarily and will provide supplemental monies, if needed to ensure that resident tuition, activity fee, registration fee, and additional course fees are fully covered.
4. Policies and procedures are subject to review and approval by the Executive Team.

**Eligibility:**

1. A student must be a U.S. citizen or permanent resident, a resident of Illinois Community College District 505 and have received his or her GED.
2. Be a first-time college attendee.
3. Meet the admissions policies of Parkland College and enroll as a degree/certificate seeking student.
4. To be eligible for renewal of the scholarship, the student must maintain a minimum cumulative GPA of 2.5 and successfully complete eight credit hours each semester (a minimum of 16 semester hours each academic year).

Revised: June 17, 2015

Revised: December, 2015

**8.10.07 Music Scholarships**

Parkland will award up to a total of four (4) tuition and fee waivers to incoming freshmen and second year renewal students who are permanent residents of Illinois pursuing a degree in music.

Revised: January 26, 2005

### **Procedures**

1. The waiver will be for two academic years of full-time enrollment including a maximum of two summer sessions or for a period of time needed to complete the requirements for an associate degree (whichever is shorter). If enrollment is interrupted during the two-year period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship.
2. The waiver covers 50% of tuition, activity fee, registration fee, and additional course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Music Scholarship will be awarded honorarily and will provide supplemental monies, if needed to ensure that tuition, activity fee, registration fee, and additional course fees are fully covered.

### **To receive and retain a Music Scholarship:**

1. The student must be a U.S. citizen or permanent resident with a high school degree or GED.
2. The student must be a permanent resident of the state of Illinois.
3. The student must be a first-time Parkland College attendee.
4. The student must meet the admissions policies of Parkland College and enroll as a full-time degree-seeking student.
5. The student must declare and be actively pursuing completion of a credential in the Music program.
6. For each semester renewal, the student must maintain a minimum cumulative GPA of 3.0, complete a minimum of 24 semester hours each academic year, including the appropriate Core Music courses each semester, maintain a GPA of 2.0 in music courses, and provide six hours service per week per semester in the Music program or Department of Fine and Applied Arts.
7. The student must satisfactorily fulfill a "Work/Experience Agreement" and have a successful semi-annual evaluation.
8. Summer school hours may be used to make up deficiencies in spring credit hours and grade point average in order for the tuition waiver to be granted in the upcoming fall semester. Students who have met the requirements and are using the scholarship in the summer will be expected to provide .5 hours of service to the program or Department for every credit hour of study.

Revised: July 16, 2014

Revised: December, 2015

### **8.10.08 Theatre Scholarships**

Parkland will award up to a total of twelve (12) full tuition and fee waivers to incoming freshmen and second year renewal students who are U.S. citizens or permanent residents pursuing a Theatre Arts major. Students must enroll each semester in the practicum as well as participate either on-stage or back-stage in all Parkland Theatre productions.

Revised: January 26, 2005

### **Procedures**

1. The waiver will be for two academic years of full-time enrollment including a maximum of two summer sessions or for a period of time needed to complete the requirements for an associate degree (whichever is shorter). If enrollment is interrupted during the two-year period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship.
2. The waiver covers 50% of tuition, activity fee, registration fee, and additional course fees. The waiver does not cover books or supplies.

- Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Theatre Scholarship will be awarded honorarily and will provide supplemental monies, if needed to ensure that tuition, activity fee, registration fee, and additional course fees are fully covered.

**Eligibility:**

- The student must be a U.S. citizen or permanent resident with a high school degree or GED.
- The student must be a permanent resident of the state of Illinois.
- The student must be a first-time Parkland College attendee.
- The student must meet the admissions policies of Parkland College and enroll as a full-time degree-seeking student.
- The student must declare and be actively pursuing completion of a credential in the Theatre Arts program.
- For each semester renewal, the student must: maintain a minimum cumulative GPA of 2.5; complete a minimum of 24 semester hours each academic year, including one three-hour theatre class and the THE 107 each semester; participate in all scheduled scholarship student tech calls and provide six additional hours of service per week per semester in the theatre shops.
- The student must satisfactorily fulfill the "Work/Experience Agreement" and have a successful semi-annual evaluation.
- Summer school hours may be used to make up deficiencies in spring credit hours and grade point average in order for the tuition waiver to be granted in the upcoming fall semester. Students who have met the requirements and are using the scholarship in the summer will be expected to provide .5 hours of service per week to the theatre for every credit hour of study.

Revised: July 16, 2014

**8.10.09 Student Leadership Scholarships**

Parkland will award up to the equivalent of ten full in-district tuition waivers annually (allocated in full or in part) to those students who participate in Parkland College Student Life activities. These tuition waivers will be allocated to students participating in The Prospectus (student newspaper), Student Leadership Academy, and Parkland registered student organizations.

Revised: January 26, 2005

Revised: July 16, 2014

Revised: February 19, 2019

**Procedures**

To receive and retain a Prospectus Waiver:

- No more than the equivalent of five full in-district tuition waivers will be dedicated to The Prospectus.
- The waiver will be for two consecutive academic semesters (fall or spring) of up to full-time enrollment.
- The waiver covers 50 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waiver does not cover books or supplies.
- Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Prospectus waiver will be awarded honorarily and will provide supplemental monies.
- The student must maintain a 2.5 cumulative GPA.
- A student may receive the Prospectus waiver for a maximum of 4 semesters.
- Waiver recipients wishing to receive the waiver for the third and fourth semesters must re-apply and re-enter the competitive selection process. No preference is given for having served a year as a waiver recipient.
- If enrollment is interrupted during the two semester period, the recipient loses their waiver and must re-enter



the competitive selection process.

9. The student must sign a "Work/Experience Agreement" and remain a student staff member in good standing. If a student reporter loses their good standing, as determined by the Activities Program Manager or the Dean of Students, they will lose their waiver.

To receive and retain a Leadership Academy Waiver:

1. No more than the equivalent of four full in-district tuition waivers will be dedicated to the Student Leadership Academy.
2. The waiver will be for two consecutive academic semesters (fall or spring) of up to full-time enrollment.
3. A full waiver covers 100 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. A half waiver covers 50 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waivers do not cover books or supplies.
4. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Leadership Academy waiver will be awarded honorarily and will provide supplemental monies.
5. The student must maintain a 2.5 cumulative GPA.
6. If enrollment is interrupted during the two-semester period, the recipient loses their waiver and must petition the Financial Aid Appeals Committee for reinstatement of the waiver.
7. If any of the Leadership Academy waivers go unused in a particular semester, they may be used to increase the maximum waiver limits in one of the other two Student Leadership Waiver categories.

To receive and retain a Student Organization Waiver:

1. No more than the equivalent of one full in-district tuition waiver will be dedicated to the Student Organizations.
1. The waiver will be for two consecutive academic semesters (fall or spring) of up to full-time enrollment.
2. The waiver covers 50 percent of resident tuition, activity fees, registration fees, and additional course fees, excluding aviation course fees. The waiver does not cover books or supplies.
8. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Student Organization waiver will be awarded honorarily and will provide supplemental monies.
3. The student must maintain a 2.5 cumulative GPA.
4. If enrollment is interrupted during the two-semester period, the recipient loses their waiver and must petition the Financial Aid Appeals Committee for reinstatement of the waiver.
5. The student must sign a "Work/Experience Agreement" and remain a student organization member in good standing. If a student fails to continue their active participation in the club or organization, as determined by the Activities Program Manager or the Dean of Students, they will lose their waiver.

Revised: July 16, 2014  
Revised: June 17, 2015  
Revised: February 20, 2019

#### **8.10.10 Tuition Waivers For Student Trustee and Student Government President**

In recognition of the responsibilities of the Student Trustee and the President of Student Government to represent the Parkland College student body, and to attend IBHE and ICCB student advisory meetings throughout the academic year, students holding these elected positions will be awarded a partial tuition waiver. This waiver will be in effect during the fall and spring semesters, and will not exceed the value of six (6) credit hours of in-district tuition and fees for each of those semesters. Students will receive these awards for the semesters in which they hold the Student Trustee or Student Government President positions at the beginning of said semester. If either position is vacated before the end of an academic term, then the person taking over the position may be awarded a prorated waiver at the discretion of the Vice President for Student Services. Recipients must meet the criteria of enrollment and academic and student conduct standards, for their offices, as outlines in the Student Government Constitution.

#### **8.10.11 Fine and Applied Arts Student Activities Scholarships**

Parkland will award up to eight (8) in-district tuition waivers annually to those students who participate in Department of Fine and Applied Arts student activities including, but not limited to, WPCD Radio Station, CobraSports, Speech and Debate, Applied Media Promotions (the student-staffed public relations firm) or Art Studio activities.

**Procedure:**

1. The waiver will be for two academic years of full-time enrollment including a maximum of summer sessions or for a period of time needed to complete the requirements for an associate degree (whichever is shorter). If enrollment is interrupted during the two-year period, the recipient must petition the Financial Aid Appeals Committee for continuation of the scholarship.
2. The waiver covers 50% of resident tuition, activity fee, registration fee and additional course fees. The waiver does not cover books or supplies.
3. Each recipient must complete the "Free Application for Federal Student Aid" (FAFSA). If the student qualifies for an Illinois Monetary Award, the Leadership Scholarship will be awarded honorarily and will provide supplemental moneys, if needed to ensure that resident tuition, activity fee, registration fee and additional course fees are fully covered.

To receive and retain a Fine and Applied Arts Student Activities Scholarship:

1. The student must be a citizen of the United States or a permanent resident with a high school degree or GED.
2. The Student must be a permanent resident of the State of Illinois.
3. The student must meet the admissions policies of Parkland College and enroll as a full-time degree-seeking student.
4. The student must sign a "Work/Experience Agreement".
5. The student must maintain a 2.5 cumulative GPA.
6. For each semester renewal, the recipient must satisfactorily fulfill the agreement and have a successful semi-annual evaluation.
7. Summer school hours may be used to make up deficiencies in spring credit hours and grade point average in order for the tuition waiver to be granted in the upcoming fall semester. Students who have met the requirements and are using the scholarship in the summer will be expected to provide .5 hours of service per week to the Department for every credit hour of student.

#### **8.10.12 Financial Aid Consortia Agreements**

##### **8.10.12.01 Financial Aid Consortium Agreement between Parkland College and the University of Illinois at Urbana-Champaign**

An agreement exists between Parkland College and University of Illinois at Urbana-Champaign to facilitate maximum aid eligibility for students concurrently enrolled at both institutions. The agreement authorizes disbursement of aid based on the concurrent enrollment at both institutions with the home institution responsible for determining aid eligibility and disbursing aid funds according to existing Federal and State guidelines.

#### **8.10.12.02 Financial Aid Consortium Agreement between Parkland College and Franklin University**

An agreement exists between Parkland College and Franklin University to facilitate maximum aid eligibility for students concurrently enrolled at both institutions. The agreement authorizes disbursement of aid based on the concurrent enrollment at both institutions with the home institution responsible for determining aid eligibility and disbursing aid funds according to existing Federal and State guidelines.

#### **8.10.12.03 Financial Aid Consortium Agreement between Parkland College and Eastern Illinois University**

An agreement exists between Parkland College and Eastern Illinois University to facilitate maximum aid eligibility for students concurrently enrolled at both institutions. The agreement authorizes disbursement of aid based on the concurrent enrollment at both institutions with the home institution responsible for determining aid eligibility and disbursing aid funds according to existing Federal and State guidelines.

Approved: July 16, 2014  
Revised: July 20, 2016

#### **8.10.13 International Student Award (Suspended for Academic Year 2017)**

In order to facilitate and support international education, Parkland College is offering the International Student Award. There are five (5) one-year scholarships available per academic year to international students.

##### **Procedure:**

The awardees will be allowed the in-district tuition rate for the fall, spring and summer terms of the academic year they win the award. Students will not receive funds to pay for tuition, purchase books or supplies, or pay for living expenses. The awardees will be required to assist in the New International Student Orientation each fall and spring semester, and volunteer weekly as ambassadors and members of the Alliance for International Students (AIS). Students must apply for the award and be interviewed by the Selection Committee to determine eligibility. The Selection Committee will be composed of voting members representing each of the following areas: Administration, Faculty, Professional Support Staff, International Student Services, and Financial Aid.

##### **Eligibility:**

A maximum of five international students per academic year may receive the in-district tuition rate based on the following criteria:

- Applicants must be from a country outside the United States, residing in the U.S. on a visa or pending permanent resident status at the time of application.
- Applicants must have completed a minimum of one semester of full-time enrollment (12 credit hours or more) at Parkland prior to applying for the award.
- Applicants must maintain an overall grade point average (GPA) of 2.75 or above.
- Applicants must be full-time, degree-seeking students.

Special consideration will be given to:

- Students who demonstrate outstanding academic and student leadership qualities
- Students from geographical areas that are under-represented at Parkland
- Students who have financial need

Approved: July 20, 2011  
Revised: December, 2015

#### **POLICY 8.11 ACADEMIC PLACEMENT**

---

The college assesses entering students for placement to ensure they have the academic competencies required in reading, writing, and mathematics. The following pertain to Parkland's placement policy:

- a. Students must be assessed for placement prior to registration.
- b. Placements determined through the assessment process are mandatory.
- c. Students who receive college placement in reading, writing, or mathematics are still subject to program admission requirements and/or course prerequisites.

Assessment of academic readiness for college is not required for enrollment in noncredit classes offered by Community Education.

The assessment process uses multiple measures to achieve accurate and appropriate placement. Students can demonstrate academic readiness from a published list of valid measures. These measures include, but are not limited to, performance on national or state standardized tests, high school academic performance, prior college work, and performance on placement tests. One or more measures may be used to indicate academic readiness.

### **Procedure**

#### **Placement Committee**

The Vice President for Academic Services (or designee) chairs the Placement Committee, and its membership includes representatives from Academic Services and Student Services. The Placement Committee is responsible for developing and updating the Placement Manual. Placement Committee selection is described in the Placement Manual.

#### **Placement Manual**

The College's placement procedures are documented in the Placement Manual. Procedures in the Placement Manual include placement measures and cut scores for college readiness; coursework requirements and limitations for students who are not yet college-ready in reading, writing, or mathematics; re-test procedures; and criteria for exemption from placement testing.

#### **Assessment Center**

The Assessment Center administers placement testing to students and determines placement in accordance with the guidelines delineated in the Placement Manual. Students must pay re-test fees as appropriate. The Assessment Center reviews re-test charges annually; fee changes, if any, are effective July 1 of each year.

#### **Advising**

Counselors, academic advisors, academic coaches, and other staff with advising responsibilities assist students in interpreting placement results and making course selection decisions appropriate to their academic goals.

Approved: September 19, 1984  
Revised: June 7, 1989  
Approved: May 16, 1990  
Revised: January 20, 1993  
Revised: January 19, 1994  
Revised: February 2020

### **8.11.01 Comprehensive Assessment Program (CAP)**

All entering students must be assessed prior to registration. The assessment will determine student ability in three basic areas: reading, writing, and mathematics. Assessment results will be used by academic advisors to match students with courses that are consistent with their abilities.

Students may be assessed by means of Parkland's comprehensive assessment package, ACT or SAT test scores, or credit earned at other accredited Colleges and universities. Students who have earned 15 or more semester hours of transferable College-level credit at other accredited institutions are exempt from the comprehensive assessment, but they may still be subject to assessment for admission to specific courses or programs of study.

Comprehensive assessment will not be required for enrollment in community service (noncredit) or continuing education classes.

Approved: March 17, 1993

### **Procedure**

Various interest tests can be administered to students in the Assessment Center. Counselors assist the students in interpreting test results and applying the information to his/her own goals. Fees are charged to cover the cost of administering each test. Faculty members are encouraged to refer interested students to the Counseling Center.

## **POLICY 8.12 SUPPORT FOR STUDENTS WITH DISABILITIES AND ACCESSIBILITY OF CAMPUS PROGRAMS AND FACILITIES**

---

The policy of the College is to provide an accessible campus, both in terms of physical plant and programs/services, to all students, staff, and visitors. The College will comply with all regulations as set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the

Illinois Accessibility Code of 1988. Accessibility Services, part of the Department of Counseling Services, is responsible for coordinating support services and accommodations for students; addressing concerns from students, staff, and the public regarding compliance and accessibility; working with the physical plant director to review physical accessibility of the campus; assisting the Office of Human Resources with services for staff with disabilities; and addressing specific needs of visitors who wish access to the College's programs and services.

Special support services are provided to students with disabilities who are otherwise qualified to participate in and benefit from a specific course, program, or activity under either of the following conditions:

1. A rehabilitation, psychological, medical, or educational report describing the disability has been received by Accessibility Services from a recognized authority (i.e., doctor, psychologist, Dept. of Rehabilitation, etc.).
2. An assessment by Accessibility Services staff determines the need for services in order for the student to successfully complete a course, program, or activity. The existence of a mental or physical disability, in itself, does not justify the need for special support services.

The College's duty to provide services under the aforementioned laws is initiated when the student voluntarily requests services and signs a Release of Personal/Academic Information form.

Approved: January 20, 1993

Revised: February 20, 2013

Revised: July 17, 2019

## **Procedure**

### **AMERICANS WITH DISABILITIES ACT (ADA) GRIEVANCE**

The ADA of 1990 and Section 504 of the Rehabilitation Act of 1973 require that education programs, when viewed in their entirety, be readily accessible to qualified individuals with disabilities. Parkland College's intent is to foster communications with individuals requesting readily accessible programs, services, and activities and to respond to requests for accommodations or modifications.

Students who desire to review the ADA regulations and receive accommodations or modifications to any part of their academic program should contact Accessibility Services or the Director of Counseling Services to begin the informal and interactive process.

If agreement cannot be reached regarding requests for accommodations or modifications at the end of an informal and interactive process between the student and the College, the following formal ADA grievance procedures are available.

#### **FORMAL GRIEVANCE REGARDING THE ACCESSIBILITY OF PROGRAMS, ACTIVITIES, OR SERVICES AT PARKLAND COLLEGE:**

A "complainant" is any individual with a documented disability who files a complaint form provided by the Director of Counseling Services.

A "grievance" is a formal complaint filed under the ADA by an individual with a disability who meets the essential eligibility requirements for participation in or receipt of benefits of a program, activity, or service offered by Parkland College and who believes they have been excluded from participation in, or denied the benefits of, any program, service, or activity of Parkland College or feels they have been subject to discrimination by Parkland College due to their disability.

Grievances must be submitted through the channels defined below within the specified time limits. Time limits are stated in school days and may be extended by mutual agreement between the complainant and the reviewer at the designated official and final review levels.

A complainant's failure to submit a grievance within the specified time limits shall render the grievance request null and void, and the College's position at the end of the informal and interactive process will be final.

During the ADA grievance resolution process, College officials will make reasonable efforts to protect the confidentiality of the complainant, including complainant's name and identifiable information. The College will not be responsible for any disclosure made by the complainant.

#### **DESIGNATED OFFICIAL LEVEL**

If an individual desires to file a formal written grievance, this must be submitted to the Director of Counseling Services no later than 45 days after the occurrence that prompted the grievance. The Grievance Form prescribed for this purpose must be used, completed, and submitted to receive proper consideration by the Director.

Upon request, the Director of Counseling Services or designee shall provide assistance in completing the Grievance Form.

A College official, appointed by the Vice President for Student Services, will investigate the grievance and make reasonable efforts to resolve the matter. A written response will be provided to the complainant and the Vice President for Student Services within 10 school days after receipt of the completed Grievance Form.

#### **FINAL REVIEW LEVEL:**

If the complainant is not satisfied with the initial written response to their complaint, or if a reply has not been received within the specified time, the individual may then appeal, in writing, within 10 school days, to the Vice President for Student Services. The Vice President for Student Services will provide a written response to the appeal within 10 school days of its receipt. The response by the Vice President for Student Services will be considered final, and the College's grievance process will end there.

#### **GRIEVANCE RECORDS:**

Grievance records will be maintained in the office of the Vice President for Student Services for a minimum of five years.

Revised: February 20, 2013

Revised: July 17, 2019

## **POLICY 8.13 STUDENT EMPLOYMENT**

---

Student employment is coordinated by the Office of Financial Aid and Veteran Services, which determines eligibility of students, and Human Resources, which facilitates hiring procedures. Student employees are students first and employees second. Policies governing student employees reflect this philosophy.

- A. A student may work on campus under one of two programs: Student Employment - a Parkland-funded program for students interested in working part-time or Federal Work Study (FWS) - a federally funded program that provides jobs to students who demonstrate financial need (students must apply for financial aid and be allocated FWS funds to qualify). All student employment positions are paid at the same hourly rate.
- B. The following policies at Parkland College apply to student employees:
  - 1. Policy 3.25: Drug-Free Workplace – Employees
  - 2. Policy 8.08: Release of Information About Students
  - 3. Policy 8.12: Support for Students with Disabilities and Accessibility of Campus Programs and Facilities
  - 4. Policy 8.26: Harassment/Discrimination – Students

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: June 18, 1997  
Revised: July 18, 2012  
Revised: July 17, 2019

### **Procedure**

#### **Hiring Student Employees:**

- A. Eligibility is determined by the Office of Financial Aid and Veteran Services:
  - 1. Students must be enrolled and maintain at least six credit hours in the spring and fall semesters and at least three credit hours during the summer.
  - 2. Students may work in more than one department, but may not work simultaneously in Parkland's student employment program and as a part-time hourly employee.
  - 3. A student employee must maintain a minimum GPA of 2.0. Some departments may require a higher GPA and/or additional skills or qualifications. Refer to the Office of Financial Aid and Veteran Services for more information on the Federal Work Study academic guidelines.
  - 4. Students must be at least 17 years old. Legal requirements may impose age restrictions on certain positions.
  - 5. Students must have a high school diploma or high school equivalency.
  - 6. Students may participate in student employment for a maximum of four consecutive years.
  - 7. Students may not be hired or supervised by a member of their household, their immediate family, or individuals with whom they have a personal, non-professional relationship. Policy 3.05 Employee – Family Member Conflict of Interest/Non-Fraternization).
  - 8. Work policies for international students vary based on individual legal status. International students seeking employment should be directed to the International Admissions office regarding visa classification, work eligibility, and restrictions before they visit the Office of Financial Aid and Veteran Services.
- B. Student employees work within the following parameters:
  - 1. No more than eight hours of work per day.
  - 2. A maximum of 19 hours of work per week.
  - 3. A student employee who is to work seven one half continuous hours or more must be provided an unpaid 30 minute break. The meal period must be given to an employee no later than five hours after beginning work.
- C. Student employee termination may occur for any of the following reasons:
  - 1. Enrollment hours have fallen under the three-hour/six-hour minimum.
  - 2. The student has violated the Student Conduct Code.
  - 3. The student has exceeded the four-year limit for student employment.
  - 4. Departmental budget for student employment has been depleted.
  - 5. The student has exhibited unsatisfactory work performance as determined by the supervisor. The supervisor must document performance concerns and communicate them to the student employee prior to discharge.
- D. Because Parkland is an EEO employer, we ensure that all students have the opportunity to view and apply for student employment positions. Faculty and staff must contact Human Resources to post a student employment vacancy.

Revised: June 18, 1997  
Revised: July 18, 2012

**POLICY 8.14 STUDENT CONDUCT**

---

Student conduct is a concern of the students, faculty, administration, and Board of Trustees. Representatives of each of these groups have developed a Student Conduct Code which is the guideline for the College in determining acceptable student conduct. This document has been ratified by the Board and is printed in the student handbook. The statement of Student Rights and Responsibilities is included in Appendix B of this Manual.

The College is guided by the Student Conduct Code and the Student Affairs Committee of the PCA for disciplinary action in all cases which may result in disciplinary probation, suspension, or dismissal.

Approved: September 19, 1984

Revised: January 20, 1993

Revised: March 18, 1998



## **Procedure**

Please refer to Appendix B.

### **8.14.01 Alcohol and Other Drugs**

It is the mission of Parkland College to provide an environment conducive to learning. Therefore, the use of alcohol and the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the Parkland College campus and off-campus when the student is involved in an officially sanctioned College class or activity. Behaviors that are inappropriate, disruptive, and/or endangering as a result of the consumption of alcohol or other drugs will not be tolerated.

Approved: February 15, 1995

#### **Alcohol and Other Drugs - Students**

##### **I. Enforcement**

- A. Reports of behaviors, as described in the policy, will be made to the Vice President for Student Services and/or the Office of Public Safety for appropriate action.
- B. The Vice President for Student Services will review each incident and if he/she deems it appropriate, a discipline or an administrative hearing committee will convene in a timely manner to review the case and recommend disciplinary action, which would include one or more of the following:
  - 1. A written warning
  - 2. Conduct probation while attending an approved outpatient drug rehabilitation program
  - 3. Suspension or expulsion from school
  - 4. Report of such incident and person(s) involved to local, state, or federal law enforcement agencies

##### **II. Appeal**

If the student finds the above disciplinary action unjustified, she or he may elect to file an appeal according to the existing appeal procedures, as described in the Student Conduct Code.

##### **III. Program Description**

The Office of Student Life, Office of Public Safety, Counseling and Advising Center, Office of Services for Students with Disabilities, and the Vice President for Student Services strive to maintain a drug-free environment. Education and training programs exist in order to make every effort to ensure that all College individuals are aware of issues regarding alcohol and other drug use and abuse, including the following:

- A. Dangers involved
- B. Policies of the College regarding drug use
- C. Community resources for alcohol/drug treatment and counseling
- D. Sanctions that may be imposed upon College students for alcohol and other drug violations

##### **IV. Referral**

If a student feels that he or she has a problem with substance abuse, the College will assist in the identification of a program that specializes in this type of problem. Students with such problems should contact the Vice President for Student services or his/her designee for possible referral to one of the substance abuse counseling and treatment programs available in the community.

### **8.14.02 Sexual Assault**

Sexual assault and sexual abuse by any member of the College community will not be tolerated. The College will respond in a firm and judicious manner to all reports of alleged incidents of sexual assault and sexual abuse.

## Procedures

### I. Definitions

Sexual assault is defined as sexual penetration by the use of force or threat of force. Sexual penetration includes intercourse, sodomy, oral sex, and penetration with an object.

Sexual abuse is defined as acts of a sexual nature not covered under sexual assault and which include but may not be limited to fondling, and touching of sexual body parts without consent.

### II. Reporting

Alleged victims of sexual assault and/or abuse or persons with knowledge of such incidents should file a report immediately to the Office of Public Safety at Parkland College (office A160; telephone, (217) 351-2369) and/or their local law enforcement agency. All reports will be thoroughly investigated and referred to the Vice President for Student Services who will conduct a separate investigation.

After investigation and charges are filed by the alleged victim, the case will progress according to The Student Conduct Code. Disciplinary proceedings will be instituted against a student charged with sexual assault or abuse independent of any external criminal charges which may be carried out prior to, simultaneously with, or following criminal investigation and/or proceedings off campus. If the charges of sexual assault or abuse are found to have merit, sanctions such as conduct probation, suspension, or expulsion may be imposed. Alcohol and other intoxicants will not be used as a defense for sexual assault or sexual abuse.

Federal law requires that all incidents of sexual assault are to be included in the College's annual crime statistics report available to the public.

### III. Evidence

Every effort should be made by the alleged victim and others to preserve any and all evidence obtained as a result of the incident and present such evidence to the appropriate law enforcement officials for possible use later either in criminal action or College disciplinary action.

### IV. Rights of the Alleged Victim/Alleged Perpetrator

Confidentiality of both the alleged victim and alleged perpetrator will be maintained throughout the investigation and hearing. The case will be handled as any other student discipline case. However, the results of the investigation and findings of the student discipline hearing will be reported to the alleged victim as well as the alleged perpetrator.

### V. Educational Programs

For detailed information regarding sexual assault and sexual abuse, prevention, preserving evidence, and resources, please refer to the brochure entitled, *Sexual Assault*, available from the Vice President for Student Services' office, A124; Office of Public Safety, A160; Wellness Center, L122; Counseling and Advising Center, A251.

## **POLICY 8.15 STUDENT GRIEVANCES**

---

A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of a College policy, procedure, or practice has occurred. A student filing a grievance should follow the procedures outlined.

Approved: January 20, 1993

### **8.15.01 Student Grievance Procedures**

Should a condition exist that a student believes is in violation of the rules, procedures, policies, or other standards of the College, it is important that he or she bring it to the attention of the appropriate person or committee.

During the process of a grievance, all procedures, meetings, names, and related information will be confidential unless otherwise mutually agreed upon by all the parties involved.

## Informal Process

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, students are expected to meet with the person who s/he believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that s/he is able to do that, s/he needs to meet and discuss the incident with the supervisor of the staff or Department Chair of the faculty member. This meeting needs to take place no later than twenty (20) days after the occurrence that gave rise to the complaint. The Vice President for Student Services office is available to give students guidance in the Informal Process as well as in the Formal Process.

If a student believes s/he has been discriminated against because of race, gender, gender expression, sexual orientation, color, religion, age, veteran status, Vietnam veteran era status, marital status, ancestry or national origin in any way by College personnel, it is important that s/he bring the situation to the attention of the office of Human Resources, Vice President for Student Services, or a designee named by the President if there is potential for a conflict of interest (e.g., the condition involves the Office of Human Resources). If a student believes s/he has been discriminated against because of a disability, it is important that s/he bring the situation to the attention of the Coordinator of Disability Services.

## Formal Process

If the student is not satisfied with the results of the informal process, s/he should initiate the formal process no later than thirty (30) school days after the occurrence that caused the student's complaint. School days are defined as weekdays (Monday through Friday) when classes are in session during the Fall and Spring semesters. Items not resolved prior to the end of the spring semester or during summer semesters may be suspended until the first day of classes of the immediate subsequent fall semester.

1. The student must obtain a Grievance Form from the Vice President for Student Services, who will discuss with the student the procedure for filing a formal grievance.
2. As instructed on the Grievance Form, the student must submit the grievance to the supervisor of the person charged. The supervisor will immediately deliver a copy to the charged employee, who must respond in writing to the student within five (5) school days and provide the supervisor with a copy of the response.
3. The student, if not satisfied by the reply, or if not in receipt of a reply within five (5) school days, may then appeal, in writing, within five (5) additional school days to the Student Grievance Committee. The student appeal goes to the Vice President for Student Services who will initiate the hearing process. This appeal should include copies of any responses from the charged employee and the supervisor. The Chair of the Student Grievance Committee will initiate a hearing within 30 school days.
4. Items not resolved prior to the end of the semester will be suspended until the following semester. The Vice President for Student Services and Chair of the Student Grievance Committee may at their discretion continue the grievance process during breaks or summer sessions.
5. A student utilizing the student grievance process is precluded from using the grade appeal process for the same occurrence.

Revised: March 1997  
Revised: March 1998  
Revised: December 21, 2005

## 8.15.02 Student Grievance Committee

### Composition of the Committee

1. The Student Grievance Committee shall be composed of two faculty members from two different disciplines and two students. In addition, the Chair of the PCA Student Affairs Committee shall be an ex officio member of the Student Grievance Committee and have voting power only in case of a tie vote.
2. No charged or charging party in a grievance shall serve as a member of the Student Grievance Committee when the grievance is being considered. Temporary members shall be appointed by the Student Government or Parkland College Association as needed.

### Charge Guidelines

Charges brought before the Student Grievance Committee should be presented in the following format:

1. Full name, address, and telephone number (if any) of the person(s) making the charge.
2. Full name of each person being charged and a list of specifics against each person charged.
3. A concise, chronological description of the incident(s) on which each charge is based (include dates, times, locations, and persons present).
4. A list and brief description of all physical evidence to be presented to the Student Grievance Committee.
5. A list of all witnesses to be presented and a brief description of the relevance of the testimony of each witness.
6. A description of the recommendation sought from the Student Grievance Committee.

### **Hearing Guidelines**

1. The involved parties shall have the right of counsel by any relative, Parkland College student, Parkland College employee, or any other designee who serves as an advocate.
2. The hearing shall be private (restricted to committee members, the grievant and the charged party) if requested by either party.
3. A tape recording of the hearing (except for executive sessions) will be made by a designated employee of the College and copies of the tape recording will be available at cost to the involved parties. No other recordings shall be allowed.
4. The Chair of the Student Grievance Committee shall have the power to call the hearing into executive session.
5. The Student Grievance Committee shall consider only information pertaining to the list of specific charges and introduced as evidence at the hearing. The charged must be provided with the list of charges at least one week prior to the hearing. No new charges or evidence may be introduced by the charging party during the hearing.
6. The burden of proof shall lie with the charging party. The charging party may opt not to require the charged party to appear as a witness. However, such option shall not exclude the committee from calling upon the charged employee for testimony if the committee so desires.
7. Copies of any materials from either party to be read by the committee must be submitted to the Chair no later than 10 school days before the hearing.
8. The Chair is responsible for distribution of relevant materials to the hearing committee members as well as to the charged party and grievant. The Chair is also responsible for the disposal of all materials. One copy for record will be maintained in the Vice President for Student Services' office for one year.

### **Hearing Procedures**

1. The Chair of the Student Grievance Committee will preside over the hearing and introduce all participants.
2. The Chair will read aloud the list of the specific charges being made against each charged party and actions sought against each.
3. The charging party will present his/her case first, including testimony of witnesses, if any. Following testimony, each witness may be asked questions. The questioning must pertain to the original testimony.
4. The charged party will present his/her case in the same manner as the charging party.
5. Upon conclusion of the charged party's case, the charging party may summarize, followed by the summary by the charged party.

### **Report of Hearing**

The Chair of the Student Grievance Committee shall write or delegate the writing of the final report to be completed within 3 school days of the decision. The report shall consist of:

1. A copy of the charges and responses.

2. A summary of the Student Grievance Committee hearing.
3. The conclusions reached by the Student Grievance Committee on the basis of the evidence presented.
4. The recommendations for the disposition of the case. The report shall be sent to the appropriate Vice President, who will act or send it to the proper College official responsible for the action and will communicate to the parties within 5 school days, or as soon as possible.

### **Withdraw**

The student may withdraw the grievance at any time.

### **Right of Appeal**

Within 30 school days after the decision of the Student Grievance Committee is presented, an appeal may be made by either party to the College President.

### **No Reprisals**

No reprisals shall be taken by the Board of Trustees, administration, faculty or staff against any student or faculty because of participation in a grievance.

### **Grievance Records**

Grievance records will be maintained for at least one year by the Vice President for Student Services.

Revised:	May 1996
Revised:	March 1997
Revised:	October 1997
Revised:	November 20, 2012

### **8.15.03 Grade Appeal Process**

The awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawals, and medical withdrawals.

Students have a right to a grade review to correct an erroneous grade and to a grade appeal as a remedy for unfair assignment of a grade in a course. Students seeking a grade appeal must initiate the process by the midterm of the following semester (excluding summers). A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

### **Procedure**

A student may seek a grade review or grade appeal on any of the following grounds.

The assignment of a grade to a particular student:

- by using some basis other than academic or behavioral performance in the course;
- by using more exacting or demanding standards than were applied to other students in that course;
- by using standards and/or criteria for grade assignment are not clearly presented in the course syllabus, course materials, and/or written communications;
- by a substantial departure from the instructor's previously announced or written standards.

Grades found to be in error may be changed by the instructor or, if the instructor is unavailable, the Department Chair upon discovery and confirmation of the error. Judgments of unfair grading, however, can only be made by a grade appeal committee, usually within the same discipline.

During the grade appeal process, all procedures and meetings, including names and related information, will be confidential unless otherwise mutually agreed upon by all parties involved.

### Requesting a Grade Review

1. The student contacts the instructor by midterm of the following semester (excluding summers) and requests a review and an accounting of how the grade was determined. If the student is satisfied with the response, the procedure ends.
2. If the student wants to appeal the instructor's response, or if the student is unable or does not want to contact the instructor, he or she may contact the Department Chair or designee by midterm of the following semester, excluding summers.
3. The Department Chair reviews the grade by gathering all relevant information from both the student and the instructor.
  - a. If the Department Chair determines that an error has occurred, and the instructor is in agreement, the student's grade will be changed accordingly.
  - b. If the instructor, upon review, reconsiders the grade and believes a different grade is more suitable, he or she may change the grade accordingly.
  - c. If the review does not result in a grade change, and if the student accepts the grade, no change is made.

### Requesting a Grade Appeal

If the foregoing review does not result in a grade change, and the student wants to appeal the grade, a grade appeal must be requested from the Division Dean.

1. The Division Dean will appoint a grade appeal committee, consisting of three faculty members from within the division who are knowledgeable about the requirements of the course and the criteria for evaluating student performance and who are deemed able to render an impartial judgement. One student representative selected from the list of trained students from the Dean of Students will also serve on the committee as a voting member. The appeal committee will independently and separately consider all relevant information from the student and the instructor, the student work in the course, and all the other performance requirements (attendance, timeliness of work, etc.) when determining whether the student's grade is in line with normal course, discipline, departmental, College, and professional guidelines and standards.
  - a. If the appeal committee finds, by simple majority vote, that the grade is fair and correct and should not be changed, the appeal for a grade change will be denied.
  - b. If the appeal committee finds, by simple majority vote, that the grade is not fair or correct and should be changed, its decision will be forwarded to the Division Dean, who will administer the change of grade.
  - c. In the case of a tie vote among appeal committee members, the Division Dean will vote to break the tie.
2. If the student is not satisfied with the result of the appeal, he or she may petition the Student Affairs Committee. The Division Dean will guide the student through the Appeal Process.
  - a. The committee reviews the grade appeal process followed by the division and determines whether it has been carried out completely and fairly, in accordance with due process. If not, the case is remanded to the division for reconsideration following the appropriate guidelines. If all procedures have been followed appropriately and no errors are detected, the appeal process is complete and the grade remains the same as originally issued.
  - b. The committee also reviews the case to determine whether the instructor's requirements and demands are compatible with College policies and procedures (attendance, etc.). If not, the case is remanded to the division for reconsideration with recommended changes in course requirements and reconsideration of the grade appeal. If there are no policy violations, the appeal process is complete and the grade remains the same as originally issued.
  - c. Once a grade appeal has been appealed to the Student Affairs Committee and a final decision has been made, the case will be considered closed.

No reprisal shall be taken by the Board of Trustees, Administration, faculty, or staff against any student or faculty because of participation in a grade appeal.

Revised: March, 1997  
Revised: October, 1997

## **POLICY 8.16 STUDENT PUBLICATIONS**

---

It is the policy of Parkland College through its appropriate administrative and student agencies, to encourage the publication of a student newspaper and other appropriate student publications. To guide the advisors and editors charged with the responsibility for these publications, the Publications Board is established and has policies and procedures governing student publications that use Parkland College funds, staff, or property. The Board as authorized by the administration of the College consists of three students (the Student Government Director of Public Relations and two students appointed by the Student Government) and three faculty members (appointed by the PCA) as voting members. In addition, the Vice President for Student Services, the publication's advisor, and the editor-in-chief of the publication are to serve as non-voting members.

Approved: January 20, 1993

### **Procedure**

#### **A. Organization of the Board**

1. Voting. A two-thirds quorum of the voting members is required to vote or conduct official business. A policy, procedure, budget, or organizational change must be lodged and read two meetings prior to the Board taking a vote.
2. Length of office. Each voting member will serve two years for a maximum of two consecutive terms. In the event of a vacancy, the Student Publications Board will appoint, upon majority approval, a member of the Board members' constituency to fulfill the academic year. Vacancies can occur due to resignation, leave, or lack of attendance (three absences in one academic year).
3. Structure. A student Chair and faculty mentor will be appointed by a voting majority and will serve for a length of two years. The Chair will be responsible for calling the meetings, setting the agenda, and keeping the minutes.
4. Prospectus Affiliates. Editors, advisors, advertising managers, and other staff members of the Prospectus are prohibited from holding a position on the Board. Prospectus affiliates are invited to attend and contribute openly regarding the operations of the Prospectus.

#### **B. Responsibilities of the Board**

1. A faculty advisor with experience and/or education in journalism or newspaper production will be chosen upon approval by the appropriate Department Chair, Vice President for Student Services, and the Student Publications Board.
2. The Board will appoint, upon recommendation of the advisor, an editor-in-chief and advertising manager.
3. The Board places the responsibility on the publications' advisor(s) to apply the policies and procedures as determined by the Student Publications Board, as well as to guide the publications' staff toward maintaining high standards of journalistic writings.
4. Upon recommendation of the Vice President for Student Services and approval of the Student Publications Board, a department staff person will maintain the business operations of the publications and make progress reports to the Student Publications Board at each meeting.
5. Evaluation
  - a. The Board will review the monthly progress reports of each of the publications (Prospectus).
  - b. At the end of each semester, the Board will review the self-study submitted by the publications' editor(s)-in-chief and advisor(s) and act upon the recommendations--programmatic, operational, personnel--if appropriate.
  - c. The Board will meet in late April to review staff input from the advisor(s), the editor(s)-in-chief, and the advertising manager to determine appointment, reappointment, or dismissal for the following year.

#### **C. Ethical/Responsible Journalism**

1. The publications' staff--editors, managers, advisor(s)--will follow the canons of ethical journalism and good

taste in the operation of all student publications as well as the content of the publication. Ethical journalism and good taste for the College community is defined in II E. of the Prospectus Policy.

2. Student publications will not be used for the expression of personal animosities.
3. Student publications' staff and advisor(s) must be knowledgeable concerning libel, obscenity, invasion of privacy, and copyright. The language, presentation, and advertising should be consistent with the practices of publications in the professional community.
4. The staff will not hesitate to express editorial views fearlessly and in good conscience.
5. Neither administrative staff, advisor(s), nor any other Parkland person will censor publications. The advisor(s) will advise students regarding the laws of libel and slander and guide, not control, them in maintaining high journalistic standards.
6. Advisors will not be fired, transferred, or removed for failure to exercise editorial control over the student publication or to otherwise suppress the rights of free expression of student journalism.

D. Incidence of Unethical/Irresponsible Journalism

1. Unethical Journalism. After investigation and if the charges of unethical journalism or violating the laws of libel, obscenity, invasion of privacy, or copyright are substantiated, the Board can remove or place on probation the offending editor, staff, and/or advisor(s).
2. Removal from an editorial position by the Student Publications Board will occur after documented continued or gross evidence of irresponsibility. Irresponsible journalism is defined as the deliberate attempt to publish false news reports or the deliberate disregard for the obligation to publish opinions varying from the editorial viewpoint.
3. Removal from a staff or editorial position will occur after continued evidence of technical or managerial incompetence. The Student Publications Board is obligated to remove the editor-in-chief and/or the advertising manager in such cases. The advisor is obligated to remove all others in such cases.

## **POLICY 8.17 STUDENT ACTIVITIES**

---

Student activities are recognized by the District as an integral part of a community College's total program. The College is, therefore, authorized and encouraged to provide activity programs designed to afford students with experiences that have educational value for them as individuals in their social relationships, and in the exercise of their responsibilities as citizens. These activities are considered to be the workshop in which many classroom concepts are put into practice. The College provides adequate facilities to allow individuals and groups time in their regular schedules to participate in programs, and assigns personnel full-time or part-time to the supervision of these programs.

A. The following types of student activities have been authorized:

1. Recreation programs
2. College student publications
3. Musical, speech, and dramatic presentations
4. Student Government
5. Intramural and intercollegiate sports
6. Clubs and organizations
7. Student-sponsored open houses
8. College Center programs
9. Supplementary food sales
10. Social activities
11. Assemblies, convocations, and seminars

B. In implementing student activity programs, the College is guided by the following general policies:

1. The Parkland College Student Association, an official organization of the student body, is empowered to develop a structure of government, fiscal policy, privileges of membership, election code, code of ethics, and the regulations of clubs. In so doing, it insures compliance with all policies of the Board of Trustees which apply to student activities including those relating to memberships and initiation, and financial and accounting procedures.



2. All student activities conducted on and off the campus of the College must comply with established requirements, and the College published procedures concerning these activities. Such requirements include provisions for faculty involvement as advisors. Neither the College nor the Parkland Student Association assumes any responsibilities for activities held on and off campus which do not comply with the policies of the Board.
3. Organizations select their advisors from the faculty and administrative staff of the College and are approved by the Vice President for Student Services. The advisor's responsibilities are to advise and serve as a resource person. By suggestions, comments, constructive proposals, or searching questions, the advisor can assist the organization in achieving that degree of mature thinking and considered action that tends to strengthen the organization and to assist it in fulfilling its objectives.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: January 20, 1993

#### **8.17.01 Student Organization Advisor**

An advisor is an integral part of a student activity program. Without an advisor, a campus organization has no authority to meet or even exist. Advisors volunteer work with student groups because they are interested--it is a contribution they make in addition to their regular teaching responsibilities. Organizations select their advisor, who may be full- or part-time members of the faculty. An advisor should be given the respect and consideration that his/her position and willingness to assist deserves.

##### **A. General Responsibilities**

1. The advisor's primary responsibilities are to advise and serve as a resource person. By suggestions, comments, constructive proposals, and searching questions, the advisor can assist the organization in achieving that degree of mature thinking and considered action that tends to strengthen the organization and assist it in fulfilling its objectives.
2. The advisor shall be present whenever the organization does the following:
  - a. Conducts an election of officers.
  - b. Conducts a meeting at which a guest of the College will speak.
  - c. Conducts any activity which is considered an official organizational function. Functions are considered official when organization or College funds are used in any way sponsoring the event; when the activity is planned at a scheduled meeting of the group either on or off campus; or when the activity is held under the name of the organization, and all members are extended either a written or an oral invitation.
3. Specifically, the advisor's responsibilities to the organization are to:
  - a. Be familiar with College policies and regulations, the Constitution of the Student Government, and of the organization which he/she advises.
  - b. Assist the officers and members in becoming acquainted with these policies.
  - c. Encourage and assist the organization to pursue an active and significant program.
  - d. Be available to sign requisitions, secure calendar dates and payment of vouchers, etc.
  - e. Be present at scheduled meetings and social functions of the organization from the beginning to the conclusion. If the advisor cannot be present, the function may not be conducted. A substitute obtained by the advisor may be used for social functions. At the completion of a social function, it is recommended that a brief report evaluating the event, listing problems which may have arisen, making suggestions for future events, and listing the approximate number in attendance be submitted to the Vice President for Student Services.
  - f. Assist the treasurer in formulating an annual budget and in maintaining accurate accounting procedures.
  - g. Submit, at the conclusion of the College year, an evaluation of the organization.
  - h. Maintain an active liaison between the organization and the Vice President for Student Services.

## **POLICY 8.18 STUDENT ACTIVITY FIELD TRIPS**

---

Student activity field trips may not be scheduled to conflict with regularly scheduled classes. Special permission may be requested from the Vice President for Student Services for student delegates to attend conventions or meetings which are scheduled only at times which conflict with classes. Student activity field trips must conform to the procedures established by the Vice President for Student Services.

Approved: January 20, 1993

## **POLICY 8.19 DISPLAY CASES IN COLLEGE CENTER**

---

The Student Government contribute and maintains three display cases in the College center near the Information Desk for student groups/organizations, alumni association/foundation and academic/administrative departments to display information, arts and crafts, and educational accomplishments. The Office of Student Life determines procedures for their use.

Approved: January 20, 1993

## **POLICY 8.20 STUDENT ACTIVITY FUND**

---

The Student Activity Fund was established by the Board of Trustees to assist students in developing a student activity program within the resolution adopted by the Board for "Establishment of Student Organizations at Parkland College." The Board believes that a student activity program is helpful in providing maximum learning experiences for students in conjunction with the traditional academic classroom setting.

As a general policy, the College provides salaries for coaches, faculty and staff advisors, clerical staff, and administrators for the student activity program.

In formulating a total student activity program, the Student Activity Fund encompasses areas of concern for the total College community and establishes a balanced series of programs and activities for the students. The Student Activity Fund budget is subject to approval by the Board of Trustees. The Fund is allocated for the operation of the following areas:

Individual and Team Activities.....	25-35%
Student Publications .....	13-15%
Campus Organizations.....	8-15%
Intramurals .....	5-10%
Convocations and Student Services .....	18-25%
Student Government .....	6-10%
Campus Bonds and Other.....	5-10%

Intercollegiate funds are expended for continuance of individual and team activities including transportation, room and board, and participation of students in national competition. Drama and debate are financed by the Student Activity Fund, excluding capital equipment for the programs.

Student Publications is totally financed, including payments for services to the student staff members of the yearbook and newspaper via the Student Activity Fund.

Campus Organizations include the operation of the interorganizational council and the allocation of funds to chartered and recognized campus organizations for program planning and organizational campus-wide activities.

Intramurals is totally financed through the Student Activity Fund.

Convocations and Student Services are financed by the Student Activity Fund, and a balanced series of social functions is provided as well as appropriate social activities and events.

Student Government expenditures are financed through the Student Activities Fund, including the equipment and supplies necessary for a student activity program, travel and conference expenses for student-related meetings, salaries for the Executive Board of Student Government, office operational expenses, district-wide service and community projects directed by presently enrolled students, and other related student-senate expenses.

Unexpended monies of the Student Activity Fund may be set aside each year for "bonds," and held in reserve to be used for capital outlay items and/or services which enhance the Student Activity Program on the College campus. Such

expenditures may be made upon the recommendation of a committee composed of past student government presidents or duly appointed representatives of the student governments contributing to the bonds. The Vice President for Student Services serves as an ex-officio member of the committee.

Expenditures for capital outlay from the Student Activity Fund are made for items beyond that originally provided by the College on the condition that they are needed primarily for the Student Activity Program.

Any revenue resulting from the Student Activity Program is incorporated in the respective budget of the organization or activity.

Approved: September 19, 1984

Revised: June 7, 1989

## **POLICY 8.21 PARKLAND COLLEGE RESIDENCE REGULATIONS**

---

- A. A resident of Community College District 505 is one who:
  - 1. has established a permanent dwelling place (domicile) in the District, and
  - 2. shows evidence of continuing intent to remain in the District.
- B. To be classified as a resident for College purposes, both elements are necessary and neither alone is sufficient. Residency depends not on a single fact or circumstance, but on the entire set of circumstances and facts taken together.
- C. A dependent student is considered to be a resident of District 505 if at least one parent, step-parent, or court-appointed guardian resides in the District.
- D. An emancipated, self-supporting student is considered to be a resident of District 505 if he/she has lived continuously in the District for at least 30 days (generally, in some capacity other than as a full-time College student) prior to the first day of classes of the term of enrollment (for Selective Admissions programs, prior to January 1 for admission to the following fall term); is not claimed as a tax dependent by anyone other than self or spouse for the year during which enrollment occurs; and provides the necessary evidence that a permanent dwelling place (domicile) has been established with the intent to remain in the District. Generally, a self-supporting student must provide clear and convincing evidence that his/her physical presence within the District is for a predominant purpose other than attending an institution of higher education.

### **Procedures**

- A. These regulations establish the principles and procedures by which students shall be classified as Residents or Nonresidents for purposes of registration in Parkland College (Community College District 505).
  - 1. Evidence, upon the basis of which the place of permanent and bona fide residence (domicile) of each applicant for admission to the College as a student can be determined, shall be submitted to the Office of Admissions and Records at the time of the application.
  - 2. The determination of Resident eligibility preference for admission into Selective Admissions Programs is based upon the student's residence classification as of the first day of March preceding the Fall Semester for which admission into the program is sought.
  - 3. The assessment of tuition and fees for a given session is based upon the student's residence classification as of the first day of classes for that session. Each student classified as a Nonresident is required to pay an appropriate tuition fee in addition to the Resident tuition fee.
  - 4. The initial classification of a student for purposes of registration in Parkland College shall continue in effect for subsequent academic sessions unless and until such classification is officially changed.
- B. An emancipated (self-supporting) student shall be classified as a Resident if:
  - 1. He/she has been domiciled in Community College District 505 for at least 30 days immediately preceding the dates established in paragraphs 1b, above, and has provided his/her full support during that time through income earned in the District; or
  - 2. He/she is a former member of the United States Armed Forces and has established his/her first domicile of choice, subsequent to a separation from the armed forces, in Community College District 505; or

3. He/she has established his/her domicile in Community College District 505, submits clear and convincing evidence that his/her physical presence within the District is for a predominant purpose other than attending an institution of higher education.
  4. An unemancipated, dependent student (or dependent spouse) shall qualify for Resident classification without meeting the 30 days domicile requirements if his/her presence in the District results from the establishment by his/her spouse, parents, or guardian of their permanent domicile in the District provided that such domicile was established for predominant reasons other than to allow the student to gain Resident classification. In the case of divorce or separation of the parents, the student shall qualify if either parent meets the requirements.
- C. The following definitions shall be controlling in connection with the interpretation and application of these regulations.
1. **DOMICILE:** a person's true, fixed, and permanent home (as distinguished from a temporary place of abode), where he/she remains and intends to remain when not called elsewhere for labor, studies, or other special or temporary purposes and to which he/she returns in seasons of repose. A person at any one time has but one domicile, and a domicile of choice cannot be gained until such time as the person becomes emancipated and actually establishes his/her own domicile.
    - a. A minor who is by law regarded as emancipated may acquire a domicile separate from that of his/her parents, but generally, unless emancipated, a minor has the same domicile or residence as his/her parents.
    - b. A domicile once established, whether by origin or choice, continues until a new domicile is acquired. The four essential elements of change are: (a) physical abandonment of the previous domicile; (b) intention not to return; (c) physical presence in the new domicile; and (d) intent to make that his/her new domicile.
    - c. Physical presence in the District for the predominant purpose of attending an institution of higher education shall not constitute nor necessarily preclude the acquisition of a domicile in the District, nor shall absence from the District for the predominant purpose of attending an institution of higher education deprive a person of a domicile previously established. In the absence of clear and convincing evidence to the contrary, a full-time student is presumed not to have changed his/her domicile.
    - d. Length of continuous presence within the District; ownership of property in the District; employment in the District; registration as a voter in the District; membership in civic, community, and other organizations in the District and elsewhere; location of bank accounts and insurance; admission to a licensed practicing profession in the District; and all present and future connections or contact outside the District are some of the factors which may be considered in determining domicile. None of them, standing alone, shall be sufficient evidence of domicile to warrant Resident classification for tuition purposes, and the absence of any one shall not be sufficient to disqualify a student from such status.
    - e. Evidence of payment by Illinois residents of property taxes supporting the operating fund of the College within the current boundaries of District 505 for the calendar year of the enrollment.
  2. **EMANCIPATION (SELF-SUPPORTING):** the relinquishment by parents, legal guardian, or other person in authority of such control and authority over an individual and the renunciation of all parental or guardianship responsibilities, including financial support. A person who is married or who has attained the legal age of majority, but is still dependent upon his/her parents or other person in authority for financial support, shall not be considered emancipated for the purpose of these regulations. A person claiming emancipation may be requested to present satisfactory evidence that his/her parents or guardian have not: contributed to his/her support; claimed him/her as a dependent family member for life, health, or accident insurance coverage; nor claimed him/her as a dependent for federal or state income tax purposes during the period for which emancipation is claimed.
- D. Interpretive Guidelines
1. **MILITARY PERSONNEL (AND DEPENDENTS) WHO ARE CITIZENS OF THE UNITED STATES**
    - a. Persons who are actively serving in one of the Armed Forces of the United States and who are stationed and present in the District in connection with that service, and the spouses and children of such persons, shall be permitted to attend the College upon paying the same tuition and other fees assessed against Resident students as long as such first-mentioned persons remain so stationed and present in this District

or are serving on an overseas tour of duty to which he/she was assigned directly following such military service within the District.

- b. In any instance where such military personnel are transferred to another location within the continental limits of the United States, this special authority to pay tuition at Resident rates shall terminate at the end of the semester for which the student is enrolled.

2. UNIVERSITY OF ILLINOIS STUDENTS (AND DEPENDENTS) WHO ARE CITIZENS OF THE UNITED STATES

- a. According to reciprocal agreements between the University of Illinois and Parkland College, a University of Illinois student may obtain permission from the two institutions to concurrently enroll in a course or courses at Parkland College. In such cases, tuition and fees will be assessed at Resident student rates. (Applicable only to United States citizens.)

3. CITIZENS OF COUNTRIES OTHER THAN THE UNITED STATES

- a. Citizens of countries other than the United States who are present in this country on a student visa must present a valid Form I20, authenticated by the school which the student is/was enrolled. If accepted to Parkland College, the student will be issued an I20 by Parkland College. Individuals present within the District on other types of visas will be considered on an individual basis.
- b. An adult alien who holds valid immigration papers and is in the District under an immigrant visa may be considered for admission to the College and may qualify as a Resident on the same terms and conditions as though he/she were a United States citizen.
- c. In any instance where an individual citizen of a country other than the United States is admitted to the College, it is with the express understanding that the individual is fully responsible for compliance with the terms of his/her visa and that the College assumes no responsibilities in that connection.
- d. For academic programs with limited space, all qualified applicants who are citizens or permanent residents (resident aliens) of the United States will be admitted prior to admitting a citizen of another country.
- e. Citizens of countries other than the United States must present evidence that they are qualified for admission of the same basis as required for applicants who are United States citizens. In addition, they may be required to demonstrate an acceptable proficiency in the use of the English language.
- f. Citizens of other countries other than the United States who are eligible for admission to Parkland College, in accordance with the limitations of their authority to remain in the United States, will be assessed tuition and fees at the rate appropriate for students who are Non-Immigrant Aliens.
- g. Citizens of countries other than the United States must be able to finance all educational costs (tuition, textbooks, etc.) since no financial assistance will be provided through the Financial Aid Program of Parkland College.
- h. One or two students participating in the Congress Bundestag Youth Exchange Program may be granted resident tuition and fees annually upon the approval of the Vice President for Academic Services.
- i. Notwithstanding any other provision of law to the contrary, individuals meeting all of the following conditions shall be assessed at the same rate for tuition and fees assessed against resident students:
  - (1) The individual resided with his or her parent or guardian while attending a public or private high school within Community College District 505.
  - (2) The individual graduated from a public or private high school within Community College District 505, or received the equivalent of a high school diploma in the State of Illinois.
  - (3) The individual attended school in the State of Illinois for at least three years as of the date the individual either graduated from a high school within Community College District 505 or received the equivalent of a high school diploma.
  - (4) In the case of an individual who is not a citizen or a permanent resident of the United States, the individual provides Parkland College with an affidavit stating that the individual will file an application to

become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

#### 4. TEMPORARY TRANSFER OF PARENTS OR GUARDIAN

- a. The dependent children of persons who have been domiciled in the District for at least 30 days immediately prior to a temporary transfer by their employer to some location outside the District shall be eligible for Resident classification provided said children enroll in the College within two years from the time of such transfer, and provided the persons have maintained their domicile in the District by means of a continuous voting record in the District, filing state income tax returns during their absence, and/or other appropriate actions.

#### 5. SPECIAL PROGRAMS

Parkland College may enter into cooperative agreements with other Illinois Colleges and universities to establish special programs in which students will be assessed at the same rate for tuition and fees assessed against resident students. Such agreements must be formally recognized by the cooperating institutions.

6. District business enterprises may seek training for employees, at the rate for tuition and fees assessed against resident students, through agreement initiated by the employer. This agreement would be made at the discretion of Parkland College's Vice President for Academic Services.

#### 7. JOINT RESIDENCY AGREEMENTS

In accordance with joint agreements between and among Danville Area Community College, Heartland Community College, Kankakee Community College, Lake Land College, and Parkland College, residents of consolidated high schools within each of the community College districts will be permitted to attend Parkland College upon paying the same tuition as assessed against resident students.

#### 8. STUDY ABROAD PROGRAM TUITION

Students enrolled full-time in a Parkland College Study Abroad Program, approved by the President and Vice President for Academic Services, shall be assessed the equivalent of one credit hour of tuition and fees. In-district students shall be assessed the in-district rate; out-of-district students shall be assessed the out-of-district rate.

#### 9. TUITION FOR SPECIAL PARTNERSHIP PROGRAMS

Students enrolled in a Parkland College program, which has been established in partnership with a business or a corporation and spans a service area outside District 505, will be assessed a special tuition rate determined by the administration and approved by the Board of Trustees. Such special tuition rates shall be determined on a program-by-program basis.

### E. RESPONSIBILITY FOR TUITION CLASSIFICATION

1. Admissions and Records staff shall determine the tuition classification of each student at the time the student enters or re-enters the College.
2. Any change of tuition classification for students currently enrolled shall be determined by the Registrar or his/her designee.
3. Persons responsible for making tuition classification determinations are authorized to require such certificates, affidavits, documents, or other evidence as they deem necessary. In all cases, the burden of proof shall be upon the student making a claim to Resident student status.

### F. CHANGES FROM NONRESIDENT TO RESIDENT STATUS

1. It is the responsibility of the student to apply to the Registrar or his/her designee for reclassification to Resident status if the student believes that changes in facts justify such a reclassification; the College will not assume responsibility for initiating such an inquiry independently.
2. The student may submit such an application in writing on a form approved by the Registrar at any time after the appropriate domiciliary requirements have been met, but no later than 30 days after the day on which classes begin for the session for which reclassification is requested.

#### G. CHANGES FROM RESIDENT TO NONRESIDENT STATUS

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

#### H. PENALTIES

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

#### I. FINAL APPEAL OF RECLASSIFICATION DECISION

1. The classification or reclassification of any student for tuition purposes may, upon the written request of the student, be appealed to the Director of Enrollment Services. The written appeal must be filed within 30 days after the student is notified of the original decision, and shall include reasons for the appeal and a complete statement of the facts upon which the appeal is based, together with supporting affidavits or other documentary evidence. Failure to file such an appeal within the specified time limit shall constitute a waiver to all claims of reconsideration for that academic session.
2. Consistent with the general intent and purpose of these regulations, the Director of Enrollment Services may uphold or reverse the decision of the classifying official. The decision of the Director of Enrollment Services in all cases shall be final and binding upon the College and the student.

Approved: April 20, 1988  
Revised: June 7, 1989  
January 20, 1993  
July 20, 1994  
February 15, 1995  
September 20, 1995  
September 11, 1996  
September 16, 1998  
May 14, 2003  
February 27, 2008  
July 11, 2011  
March 16, 2016  
July 20, 2016

#### POLICY 8.22 TUITION INSTALLMENT PAYMENT

---

Students who have no previous semester balance and have no previous default history at Parkland may pay their tuition on an installment basis for Fall and Spring semesters only. Students must register for all full-term and less than full-term classes prior to the beginning of the semester to be eligible for the installment plan.

Approved: May 15, 1991

##### Procedure

Parkland College will offer students the option of retaining registered classes by making a down payment of as little as 0% if the Deferred Payment (FACTs) is selected early enough. The required down payment increases as the term approaches to as high as 60%. The Plan ceases to be a payment option after the term is in progress for a period of time. Once the Plan is no longer an option, full payment is required to hold classes for that term. These dates are published up to one full academic year in advance on the Parkland College web site, course catalogs, Deferred Payment Plan (FACTs) brochures, and mailed billings

In order to exercise this Plan option, the student must sign up for the Plan on the Parkland College website. The step-by-step instructions can be found on-line as well as in FACTs brochures readily available on campus year round.

If the student fails to submit the minimum down payment by the deadline, his or her classes will be dropped according to the published schedule for cancellation due to non-payment.

Effective: January 1997  
Revised: February 21, 2007

#### FACTs Deferred Payment Plan:

Students may sign up with FACTs to budget tuition and fees for up to five months per semester, interest-free. Payments are automatically deducted from checking, savings, or credit card. There is a \$25 per semester nonrefundable fee to use the FACTs service. All student accounts will continue to accrue 1% per month interest on unpaid, billed charges until the account has been paid or turned over to a collection agency. If a student has outstanding institutional charges after his/her financial aid has been processed for payment, the Business Office will encumber the student's aid account up to the full amount due (should there be sufficient student aid available) prior to disbursing any refunds to the student. Monthly bills will be sent by the Business Office to all students with a current balance due. After due diligence has been exercised by the Business Office to collect past due accounts, these accounts will be turned over to an outside collection agency which could result in additional collection charges for the student. For more information, see [www.parkland.edu/facts](http://www.parkland.edu/facts) or call the Business Office at 217.351.2233.

Revised: February 21, 2007

### **POLICY 8.23 THIRD PARTY BILLING/REFUND**

---

Student tuition may be paid by a third party two different ways. If tuition payment is made by a company, institution, or benefactor, the third party will be billed for tuition and fees or for the agreed amount; any refund will be returned to the third party; the third party is responsible for the student's attendance or grade requirements; and Parkland's refund policy applies to all third parties. If a third party reimburses a student, the student is responsible for paying tuition and fees; refunds will be returned to the student; the third party is responsible for determining the guidelines for reimbursement the student; and Parkland's refund policy applies to all student's regardless of payment plan.

Approved: May 16, 1990

### **POLICY 8.24 REFUNDS**

---

The Board of Trustees shall adopt and publish policies and procedures regarding the refund of tuition and fees. Contact the office of the Vice President for Administrative Services/Chief Financial Officer.

Approved: June 7, 1989

### **POLICY 8.25 COURSE FEES**

---

Course fees are charged to help defray costs of supplies, equipment, maintenance, and unusual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.

Approved: February 21, 1990  
Revised: January 20, 1993

#### **8.25.01 Course Repeat Fees**

When a student exceeds the limit of ICCB-approved repeat enrollments in a given course, the student will be assessed a course repeat fee equal to the state apportionment for the course rounded to the nearest dollar.

##### **A. Non-Repeatable Courses**

1. For a grade of A, B, or C in first enrollment: Student is assessed course repeat fee for any repeat of the given course.
2. For a grade of D, F, or W (any grade other than A, B, or C) in first enrollment: Student is not assessed the course repeat fee for the first repeat, but is assessed the course repeat fee for the second or any subsequent repeat of the course.

##### **B. Repeatable Courses**

1. The course repeat fee becomes effective as soon as the repeat-enrollment limit has been exceeded for the given course.



2. Exceptions could be recommended by a Department Chair or the Director of Counseling and Advising Center.

Approved: February 15, 1995

## **POLICY 8.26 HARASSMENT/DISCRIMINATION – STUDENTS**

---

*(For information on Sexual Discrimination/Harassment/Misconduct, please refer to Policy 3.01)*

Parkland College values and respects each and every student and is committed to fostering a diverse educational environment that cultivates the best in each student. This harassment/discrimination policy represents a vital part of maintaining a respectful and productive educational environment.

In general, harassment or discrimination based on race, color, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability, or retaliation for complaining about harassment or discrimination is a violation of federal and state law. Harassment is prohibited in all areas of the College, including off-campus sites. However, this policy does not prohibit constitutionally protected expressions.

### **A. Roles and Responsibilities of Faculty and Staff**

Parkland faculty and staff are responsible for maintaining an environment where neither the fair evaluation of a student's academic performance nor the quality of a students' education is diminished by discrimination or harassment from faculty, staff or fellow students.

### **B. Harassing/Discriminating Behavior**

1. Harassment or discrimination is any conduct which is so severe or pervasive that it actually:
  - a. Interferes with an individual's work or education because of expressions based on race, color, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran); marital status, ancestry, disability or retaliation for complaining about harassment or discrimination;
  - b. Creates an intimidating, hostile, or offensive environment through written, graphic, or verbal communications including comments, jokes slurs, or negative stereotyping; or interferes with an individual's performance.

### **C. Retaliation Prohibited**

Students who complain of harassment or discrimination, or provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment and immediate and appropriate disciplinary action, up to and including expulsion shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to:

- (1) poor performance evaluations;
- (2) change in class assignments or other negative decisions;
- (3) laughing at, ignoring or failing to take seriously reports/complaint of harassment;
- (4) continuing/escalating harassing behavior after the student objects.

Revised: March 18, 1998  
Revised: March 29, 2000  
Revised: December 21, 2005  
Revised: February 23, 2011  
Revised: December 14, 2016

## **Procedure**

### **A. Addressing Harassment/Discrimination**

If you feel you are being harassed, discriminated against, or retaliated against, you are encouraged to notify the Vice President for Student Services, the Office of Human Resources, or a trusted faculty or staff member at the College. If you wish to explore your concerns and options related to harassment, you are encouraged to contact

a counselor in the Counseling and Advising Center at the College.

B. Timely Reporting

An objective of this policy is preventing or intervening when such unwelcome conduct occurs before it creates an uncomfortable or disruptive academic environment. Therefore, students who believe that they have been victims of conduct prohibited by this policy are encouraged to report it immediately.

C. Investigation Procedures

In determining alleged harassment/discrimination, the circumstances, the nature of the harassment/discrimination, and the context in which it allegedly occurred will be investigated by the Vice President for Student Services, the office of Human Resources, or a designee as named by the President if there is the potential for a conflict of interest (e.g., the incidents involve either of those offices). The ability of the Vice President for Student Services, the office of Human Resources, or designee, to properly investigate and/or respond to allegations of harassment/discrimination will be limited if the alleged victim is unwilling to provide adequate information, and/or request confidentiality, and/or the time elapsed has compromised the evidence. Complainant as well as alleged perpetrator may request updates as to the general progress of the investigation.

D. Hearing

1. Student to student complaints will be referred to the Vice President for Student Services for disposition. If the charges cannot be disposed of by mutual consent (mediation) or if either party does not adhere to agreed upon sanction(s) or the charges result from a violation of major offense in which suspension or expulsion would be recommended, the Vice President for Student Services will refer the case to a special sub-committee of the student discipline hearing committee. Members of that special sub-committee will be trained to deal with such matters. The composition of the committee will consist of two faculty/staff, two students, and a nonvoting Chair except in the case of a tie vote. At least one member of the voting committee must be of the same gender as the complainant. The Vice President for Student Services will not serve as a member of the committee or as the Chair. The hearing will take place in a timely manner.
1. The response to student complaints against an employee of the College alleging harassment /discrimination will adhere to the procedures as outlined in Parkland College Employee Policy 3.01 "Harassment/Discrimination - Employees".
2. Employee complaints against a student alleging harassment/discrimination will be disposed of by the office of Human Resources and the Vice President for Student Services. If the charges cannot be disposed of by mediation or agreed upon sanctions, the case will be remanded to a special sub-committee of the student discipline hearing committee, as outlined above. The hearing will take place in a timely manner.

E. Hearing Outcome

1. If the charges of harassment/discrimination are found to have merit, sanctions will be imposed. These sanctions may include one or several of the following: a written warning, probation, suspension, expulsion, academic accommodations, separation of harasser and harassed, counseling and/or training. If the offender is an employee of the College, the office of Human Resources will be responsible for sanctioning which could include warning, training or termination.
2. If the charges of harassment/discrimination are found to have no merit, no sanctions will be imposed.
3. Either party may appeal the outcome of the hearing. The appeal process will follow the prescribed procedures as outlined in the Student Conduct Code under Appeals if both parties are students.

F. Rights of the Alleged Victim/Alleged Perpetrator

1. Advocates for both the alleged victim and alleged perpetrator will be allowed during the investigation and/or hearing.
2. The alleged victim may withdraw the charges at any time during the process, however the College may continue with the processes if deemed appropriate.

G. Confidentiality

The confidentiality of all parties who are interviewed or who present information throughout the proceedings shall be maintained to the extent possible. Information about the allegation of harassment/discrimination shall be shared only on a "need to know" basis.

H. Programs

1. The College will make every effort to provide a copy of the Harassment/Discrimination policy to all students.
2. The College will provide educational awareness programs to address the area of harassment/discrimination.

### **POLICY 8.27 STUDENT HOUSING SERVICES**

---

The Office of Student Life assists students locating housing while they are at Parkland. Neither Parkland nor any of its agents or employees assume responsibility for any lease/rental agreements and cannot be held liable for non-payment or damage.

Approved: January 20, 1993

### **POLICY 8.28 COURSE WORK INTERRUPTION DUE TO MILITARY SERVICE**

---

Full tuition and fees refunds will be given to students who are called to active military duty. If appropriate, instead of refunds, students will be awarded grades and credits earned.

Approved: December 19, 1990

### **POLICY 8.29 STUDENT COMPLAINTS**

---

North Central Association of Colleges and Schools Commission on Institutions of Higher Education policy and U.S. Department of Education require institutions to maintain records of student complaints. The Dean of Academic Services and the Dean of Students are responsible for the maintenance of formal, written, signed complaints by students addressed to the President, a Vice President, or a Dean. Such records will include the date and nature of the formal complaint, steps taken to resolve complaint, final resolution by the college, and other actions initiated by the student.

Approved: December 16, 1998  
Revised: February 21, 2007

### **POLICY 8.30 GUIDELINES FOR AWARDING HONORARY DEGREES POSTHUMOUSLY**

---

The awarding of Honorary Degrees posthumously is to recognize the outstanding contributions of students who have died while they were enrolled at Parkland College. A candidate for a posthumous Honorary Degree must have demonstrated personal or academic qualities that are consistent with the Parkland College Statement of Values as written in the Parkland College Catalog.

#### **A. Criteria**

1. Service to the Parkland College Community and/or upstanding personal and moral character.
2. Outstanding success in the pursuit of his/her educational goals. Such success shall be judged by the nominee's peers and faculty on the basis of the nominee's learning endeavor(s).
3. Participation in extracurricular activities, i.e., student assistant, athletics, officially recognized organizations such as Student Government, peer tutoring.
4. Public and/or community service

#### **B. Qualifications**

At the time of death, the student must have been in good standing both in academic performance and student conduct, and completed at least 50% of his/her program of study.

#### **C. Nomination Procedures**

1. A brief letter of recommendation, summarizing the nominee's qualifications for this honor may be forwarded by any member of the College community to the Honorary Degree Committee. Other forms of support such as a student body petition or other declarations may accompany the letter of recommendation.
2. The Honorary Degree Committee will consist of 5 to 7 members. The Chair of the committee will be appointed by the Vice President for Student Services. Committee members will be drawn from a pool of the following positions: Student Government executive Board, Student Trustee, presidents or directors of officially recognized organizations, administrators of any academic or student services department.

Students will constitute the majority of members. The Chair of the committee will not have a vote except in the case of a tie.

3. Recommendations will be forwarded to the President who will present the student candidate to the Board of Trustees for its approval.
4. If approved, an honorary degree may be presented to the family or representative of the family of the deceased student. A mutually agreed upon place and time will be determined on a case-by-case basis.

D. Honorary Memorial

Those students who are awarded a posthumous honorary degree will be acknowledged by having their names placed on a memorial wall as established by Parkland College. The student's family will be notified of other possible recognitions through the Parkland College Foundation.

Approved: June 20, 2000

### **POLICY 8.31 PERMIT TO PEACEFULLY ASSEMBLE**

---

Parkland College recognizes that students have the right to assemble peacefully. Such assembly may include protests and demonstrations against or in support of any topic or cause.

Approved: June 19, 2002

#### **Procedure**

- A. Students wishing to assemble may only do so in one of the designated areas on campus (Flag Lounge, Fountain Area, or Gymnasium) and must complete a permit to do so, available from the Office of Student Life. Only currently enrolled Parkland College students are eligible to file a permit to assemble. The permit to assemble must be approved by the Director of Student Life and the Director of Public Safety at least 48 hours prior to the assembly.
- B. It should be made clear that students choosing to assemble in this manner speak only for themselves and are responsible to ensure that the assembly:
  1. Does not interfere with the individual rights of others
  2. Does not disrupt the normal processes of College life - classes, administration, research
  3. Does not utilize amplification equipment - electric or otherwise (megaphones, bullhorns, etc.)
  4. Does not block entrances to buildings or obstruct traffic in the hallways, on streets, in parking lots, or on sidewalks
  5. Does not pose a safety concern
- C. The Department of Public Safety and/or the Vice President for Student Services has the authority to regulate, and if necessary, disperse the assembly for reasons listed above.

### **POLICY 8.32 COMPLIANCE WITH ILLINOIS STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT**

In compliance with the *Student Optional Disclosure of Private Mental Health Act*, Public Act 99-278, the College has established procedures and a disclosure form providing students with the opportunity to authorize, in writing, the disclosure of certain private mental health information to a designated person, subject to conditions and under the circumstances provided for in the Act.

#### **Procedure**

In accordance with Board Policy 8.33 and the Illinois *Student Optional Disclosure of Private Mental Health Act* (the "Act, P.A. 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws.

### **8.32.01 Disclosure Form**

A student who desires to authorize disclosure of certain private mental health information about himself or herself to a designated person for purposes set out in the Act must complete a Student Optional Disclosure of Private Mental Health Form, which shall be made available on a link included on the College's Student Optional Disclosure of Private Mental Health Act website.

This form must be submitted to the Dean of Students, Room U242. The form will remain valid until the student revokes his or her authorization by notifying the College in writing that he or she is withdrawing this authorization.

### **8.32.02 Qualified Examiners and Determination of Threat of Self or Others**

In the event that a qualified examiner, who is employed by the College in that capacity, determines that a student poses a clear danger to the student or others, the qualified examiner will immediately contact the Dean of Students or designee to determine if that student has completed and provided the College with a Student Optional Disclosure of Private Mental Health Form designating a person to whom the College is authorized to disclose this information.

### **8.32.03 Disclosure of Mental Health Information**

If the student has filed a Student Optional Disclosure of Private Mental Health Form, the qualified examiner shall, as soon as practicable but no more than 24 hours after making the determination described above, attempt to contact and notify the designated person that the qualified examiner has made a determination that the student poses a clear, imminent danger to themselves, or others. The College shall document any and all attempts of the qualified examiner to reach the designated person.

### **8.32.04 Availability of Qualified Examiners**

Although Parkland College employs qualified examiners within the meaning of this Act, there may be times when these qualified examiners are not available on campus, nor is the College required to have such individuals on campus. Therefore, Parkland College cannot assure a student that it will be able to disclose the student's condition to the person that the student has designated to receive confidential mental health information about him or her in the circumstances provided for in the Act.

### **8.32.05 Review of Employment of Qualified Examiners**

The Vice President for Student Services shall periodically review whether the College employs a "qualified examiner" who is in a position to make the determinations provided for in the Act.

### **8.32.06 Health or Safety Emergency**

Finally, consistent with the *Family Educational Rights and Privacy Act*, 20 USC, section 1232g and its regulations at 34 CFR, section 99.36 ("FERPA"), the College may, in situations where a health or safety emergency exists, disclose confidential personally identifiable information about a student without his or her consent, to any individuals the College reasonably determines to be in need of that information for public health and safety reasons, subject to the conditions and limitations set out in FERPA.

Approved: July 20, 2016

## **PROCEDURES FOR OTHER STUDENT ISSUES**

---

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment, and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each College and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards, and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

#### I. Freedom of Access to Higher Education

Parkland College is an open-door institution which, within the limits of its facilities and subject to the prevailing admissions' policy, is open to all students. The facilities and services of the College are open to all of its enrolled students.

#### II. In the Classroom

Faculty in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

##### A. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study, and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

##### B. Protection Against Improper Academic Evaluation

Students are protected through orderly procedures against prejudice or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

##### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which faculty acquire in the course of their work as faculty, advisors, and counselors is considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

#### III. Student Records

Parkland has a written policy as to the information which should be part of a student's permanent educational record, and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are separate, and the conditions of access to each are set forth in an explicit policy statement. No records are kept which reflect the political activities or beliefs of the students. Provisions are also made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members shall respect confidential information about students which they acquire in the course of their work.

#### IV. Student Affairs

The following standards will be maintained:

##### A. Freedom of Association

Students are free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization are determined by vote of only those persons who are bona fide Parkland students.
2. Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.
3. Each organization is free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organization.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules

of procedures, and a current list of officers. They are not required to submit a membership list as a condition of institutional recognition.

5. Campus organizations including those affiliated with an extramural organization are open to all students without respect to race, religion, disability, gender, gender expression, color, age, marital status, veteran status, Vietnam veteran era, ancestry, or national origin.

B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students are allowed to invite and to hear any person of their choosing. The routine procedures required by Parkland before a guest speaker is invited to appear on campus are designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. It should be emphasized to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy, and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government and both its general and specific responsibilities are explicitly stated in the Parkland College Student Association Constitution.

D. Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion, and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large.

The development and interpretation of student publication policies are the responsibility of a publications Board composed of an equal number of students and faculty.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

Parkland students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

VI. Student Conduct Code

*See Student Policies and Procedures Manual*

Revised: December 21, 2005

## **CHAPTER 9 - BENEFITS**

### **POLICY 9.01 STAFF BENEFITS**

---

Benefit provisions are contained in applicable collective bargaining agreements.

Revised: May 15, 1996  
Revised: June 18, 1997  
Revised: June 16, 1999

#### **Credit Union**

Permanent employees are eligible for membership in the Champaign County Schools Employees' Credit Union.

Approved: 1986  
Revised: June 18, 1997

### **POLICY 9.02 RETIREMENT INCENTIVE**

---

The retirement program for the College employees is administered through the Illinois State Universities Retirement System. All continuous employees are required to be members of the System.

An employee requesting participation in Parkland College's retirement incentive plan must do so in writing to their manager in accordance with the deadline date referenced in the appropriate Collective Bargaining Agreement. In the event a retiree dies during the years that he/she is receiving retirement Incentive payments, the balance will be paid to the employee's named beneficiary.

A special provision of the plan is that the retiree may be requested by the President to render a service to the College if a specific situation arises wherein the expertise and assistance of the retiree is desired.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: May 15, 1996  
Revised: June 16, 1999  
Revised: January 17, 2001  
Revised: December 21, 2005

### **POLICY 9.03 TUITION WAIVER FOR SUPERVISORS OF PARKLAND OJT STUDENTS**

---

A. On-the-job supervisors of Parkland students are entitled to enroll free in a credit or noncredit course at Parkland if the supervisors meet the following criteria:

1. The supervising teacher must act as an official representative of Parkland College.
2. The Parkland student being supervised must be enrolled in a Parkland course which requires on-the-job placement.
3. The tuition waiver recipient must directly supervise Parkland students for a minimum of 150 clock hours during a single term. Supervising multiple students does not generate multiple hours toward the 150 clock hours (i.e., supervising more than one student during any particular hour counts as only one hour toward the 150 hours).
4. If individual supervisors in a particular agency do not normally meet the 150-hour criterion, but collectively they supervise Parkland students for at least 150 hours, then a tuition waiver may be granted to the agency. One tuition waiver will be granted for each 150 hours for which the agency's personnel supervise Parkland students. In this case, the individual recipients of the tuition waiver will be determined by the Department Chair of the Parkland program in consultation with the head of the agency involved. For a supervisor to receive a tuition waiver under this portion of the plan, he or she must have supervised Parkland students for a minimum of 45 hours during the semester for which the waiver is given.

B. No more than one tuition-free course shall be granted to any one person per semester of OJT supervision.

C. The course for which tuition-free enrollment is granted may not exceed five semester hours. Only one tuition-free course may be taken for each tuition waiver granted (i.e., the five semester hour free waiver cannot be allocated to two or more courses such as a two-hour and a three-hour course.) Once a tuition-free course is taken, ranging



from one to five hours or equivalent, then the tuition waiver is considered expended.

- D. Special course fees are not waived under this plan.
- E. Revenue sharing workshops do not qualify for tuition waiver under this plan.
- F. The tuition waiver is not transferable to any other person or agency.
- G. The tuition waiver must be used within 12 months after the termination of the semester in which it was granted. The recipient of the tuition waiver shall be informed in writing of the expiration date of the waiver.
- H. The tuition waivers shall not be on a space available basis.

Approved: July 16, 1986  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: February 23, 2011

### **Procedure**

The supervisors who are to receive the tuition waiver shall be designated and informed in writing by the Department Chair of the program in which the student to be supervised is enrolled.

A record of tuition waivers shall be maintained by Parkland Business Office. The record shall include the name of the recipient and the date of expiration of the waiver. It will be the responsibility of the Department Chair to assure that the waiver recipients' names are entered into the record.

If special circumstances warrant, exceptions may be made to this policy by the Department Chair in consultation with the Vice President for Academic Services.

Revised: February 23, 2011

### **POLICY 9.04 ADMINISTRATOR BENEFITS**

---

Administrator benefits can be found in Appendix N.

Approved: January 20, 1993  
Revised: February 18, 2015

### **POLICY 9.05 ADMINISTRATIVE LEAVE**

---

Staff members employed in positions included on the administrative salary schedule may be granted a leave for professional development. The following guidelines shall apply:

- A. Proposals for administrative leave will be considered on the following factors:
  - 1. Merits of the proposal
  - 2. Advantages to the College in terms of subsequent performance of administrative duties
  - 3. Provision for the coverage of administrative duties while on leave
  - 4. Length of service at Parkland
  - 5. Staffing or budgetary considerations
- B. While on leave, the administrator is not permitted any outside employment or professional practice for which compensation is received. This policy, however, does not preclude the administrator from receiving a scholarship, fellowship, or grant which would be in keeping with the intent of the leave. Acceptance of such assistance would require prior approval of the President.
- C. An administrator must return to the College on a full-time basis for at least one year after a leave.

Approved: September 19, 1984  
Revised: January 20, 1993

## Procedure

Staff members employed in positions included on the administrative salary schedule may be granted a leave for professional development. The following guidelines shall apply:

- A. To be eligible, an administrator must have continuous, full-time employment of at least seven years in an administrative capacity at Parkland. Time spent on leave without pay will not be counted when considering the seven years of employment.
- B. An administrator may apply for a leave at full pay for a period of one month to no more than four consecutive months.
- C. Proposals for administrative leave must be submitted in writing to the President by January 15 of the prior fiscal year in which the leave is requested.
- D. Upon return from the leave, the administrator is required to submit a written report to the President outlining the activities and accomplishments of the leave.

Revised: February 23, 2011

## POLICY 9.06 WORKER'S COMPENSATION

---

Worker's Compensation is a system of benefits provided by law to most workers who have job-related injuries or diseases. These benefits are paid regardless of fault, and the amount of benefit is limited by law.

Parkland College will provide the benefit as prescribed by the State of Illinois and the Industrial Relations Commission.

All workplace injuries or illnesses must be reported to the Office of Human Resources immediately.

Approved: 1986  
Revised: June 7, 1989  
Revised: June 18, 1997

## Procedure

Parkland College reserves all rights granted employers under Worker's Compensation laws and all related legislation.

Employees unable to work, who qualify for temporary total disability under Worker's Compensation guidelines, will continue to receive 100% of full pay from Parkland College until all accumulated sick days, vacation days, personal leave days and release time have been used at a rate of 1/3 day per each full day absent. At that time, if the eligible employee is still unable to return work, Worker's Compensation payments will continue to be paid by the insurance carrier at the legislated payment rate.

All questions should be referred to the Office of Human Resources.

Revised: June 1997

## POLICY 9.07 SABBATICAL LEAVE

---

Teaching and learning are the primary missions at Parkland College. Parkland expects to become a stronger, more effective teaching and learning institution as a result of staff development via Sabbatical Leave: the goals of Sabbatical Leave should be professional growth, enrichment, reevaluation, and renewal and reaffirmation of one's commitment to higher education.

Sabbatical Leaves are granted by the Board of Trustees on the recommendation of the President of the College, and subject to available funds.

### A. Purposes and Intent

- 1. Sabbatical Leave is offered as a significant component of professional development for full-time, tenured faculty. The sabbatical is a means of acquiring additional knowledge and competence in fields related to one's profession, or as a time to conduct research, publish, or develop a body of creative work.
- 2. Sabbatical Leave is awarded to faculty members to provide the required time for focused personal and professional growth and renewal. The candidate should see the sabbatical as a period of professional rejuvenation.

3. Sabbatical Leave is differentiated as separate and distinct from college projects and other leaves of absence. In all instances, the guiding principle behind Sabbatical Leave will be the value of such leave for the person receiving it and the appropriateness of the proposed activities.

B. Requirements

1. Eligibility

- a. Full-time faculty, including counselors and librarians, who have achieved tenure status, are eligible for a sabbatical of one semester after six full-time contractual academic years of service to the College. Full-time faculty, including counselors and librarians, who have achieved tenure status are eligible for a sabbatical on one contractual year at full pay after twelve full-time contractual years of continuous service to the College if no previous sabbatical has been taken in those twelve years. Such applications are considered by the Sabbatical Leave Committee on the same basis as all other proposals. If a full-time faculty member has been granted a sabbatical at full pay for one contractual year, that individual is eligible for another one contractual year sabbatical after six years of additional full-time contractual academic service following the completion of the previous sabbatical. An individual is eligible for another one semester sabbatical after three years of additional full-time contractual academic service following the completion of the previous sabbatical.
- b. The period during which sabbatical leave is granted does not apply toward a subsequent sabbatical.
- c. Eligible employees may apply for a Sabbatical either as an individual or as part of a "team" (joint proposal).
- d. Sabbatical Leave normally will not be granted to a faculty member whose retirement request has been accepted by the Board of Trustees.
- e. Members of the Sabbatical Leave Committee are not eligible to submit a sabbatical leave proposal during their term of service on the committee.

2. Length/Workload

- a. Sabbaticals may be of varied length: they may extend from part of a semester - day(s), week(s), month(s) - up to one full academic year dependent on the scope of the activities involved in the sabbatical and the estimated amount of time necessary to complete those activities.
- b. In addition, the recipient's workload may also vary. Based upon eligibility, a recipient of a sabbatical may elect to structure a leave in a variety of ways. Among them are:
  - (1) full-year, no load
  - (2) full-year, reduced load
  - (3) full-semester, no load
  - (4) full-semester, reduced load
  - (5) partial semester, no load
  - (6) partial semester, reduced load

3. Employment status

- a. During sabbaticals employees receive all rights, privileges and benefits including Professional Development funds, normally accorded to them while performing full duties on campus. A modest additional allotment may be available by petition to the Vice President for Academic Services. Sabbatical Leave time is credited as regular employed time with regard to retirement provisions, seniority credit in any category recognized by the College, and all fringe benefits applicable. The recipient must be reinstated in a position equal to or better than the position held when the sabbatical was granted.
- b. Personal responsibilities such as housing, transportation, and visitation will remain with the faculty person.
- c. The employee may not seek employment outside of any proposed in his/her sabbatical without consent of the President.

4. Agreement for Service after Sabbatical

- a. Those awarded a sabbatical that is equivalent to a semester's normal contract load, or more, must agree

in writing to return to service at Parkland College for a one-year term immediately after completion of the leave. If such an agreement is not fulfilled, the recipient is expected to repay Parkland College all funds received for the sabbatical according to a procedure determined by the College. Inability to fulfill this commitment of one year's service to the College upon completion of a sabbatical because of health reasons exempts the recipient from this obligation.

- b. Upon completion of the sabbatical the individual must submit a written final report and give an oral presentation to the PCA and the Board of Trustees. Each should be an evaluation of the sabbatical and both the report and the presentation should be completed within the semester following the sabbatical. A copy of the approved sabbatical proposal and final report are to be provided to the President, Vice President for Academic Services, and the Library Director, within the semester following the sabbatical. The documents will be made available through the Library.

Approved: September 19, 1984  
Revised: June 7, 1989  
Revised: January 20, 1993  
Revised: July 17, 1996  
Revised: February 21, 2001  
Revised: February 17, 2010  
Revised: February 20, 2013

## **Procedure**

### **A. Application Steps**

1. Present initial draft to Department Chair or student service director for consultation and advice. Chair/Director signature only verifies that proposal is distinct from project criteria.
2. Forward signed initial proposal to Sabbatical Leave Committee.
3. Applicant(s) make oral presentation to Sabbatical Leave Committee - receive suggested revisions.
4. Submit final draft to Department Chair or student services director for signature.
5. Forward signed final draft to Sabbatical Leave Committee.

### **B. Proposal Guidelines**

Sabbatical Leave should be granted on the basis of professional need, rather than as the result of a proposal that must directly benefit the institution.

The written statement submitted by the applicant(s) should:

1. Explain how the proposed sabbatical leave will contribute to professional growth and renewal.
2. Explain how the proposed sabbatical leave activities will help achieve the goals of the sabbatical.
3. Justify that the proposed length/workload of the sabbatical leave is warranted by the proposed activities demonstrate the eligibility of the applicant(s) by indicating:
  - a. length of full-time service at Parkland
  - b. the date of the last sabbatical leave

### **C. Selection of the Sabbatical Leave Committee**

The Sabbatical Leave Committee membership will consist of at least five full-time faculty members selected at-large from academic departments with no two members from the same department. Members who have been granted sabbaticals are preferred. Selection of the committee will occur after receipt of statements of intent to file. Departments or non-teaching faculty constituents from which proposals are received are requested to designate a committee member from their area. (The department may elect not to fill the position.)

The Chair of the Sabbatical Leave Committee will be selected by a majority of sitting members of the Sabbatical Leave Committee prior to dissolution. To be eligible, the Chair must be a tenured faculty member and agree to serve an additional term. In the event that the designated Chair is unable to serve, the President of PCA will select the position with consent of the Senate.

#### D. Calendar of Sabbatical Leave Committee Proceedings

1. Prior to October 1 of a given year, the Sabbatical Leave Chair will send out a call for sabbatical proposals and set forth a timeline for:
  - a. Statement of intent to file a sabbatical (to allow timely committee selection)
  - b. Initial Sabbatical Leave Proposals
  - c. Oral Presentations of Sabbatical Leave Applicants
  - d. Final Sabbatical Leave Proposals
  - e. Discussion, Review, and Recommendations for Sabbatical Leave
  - f. Report of Sabbatical Leave Recommendations and Rankings to the Parkland College President and the Vice President for Academic Services
  - g. Written Reports and Oral Presentations of preceding semester/term

#### 2. Sabbatical Leave recipients

Full-time faculty eligible to apply for a sabbatical leave may file a sabbatical leave proposal with the Chair of the Sabbatical Leave Committee on or before the date Initial Sabbatical Leave Proposals are due. Members of the Sabbatical Leave Committee are not eligible to submit a sabbatical leave proposal during their term of service on this committee.

#### E. Procedures for Determining Sabbatical Leaves

In order to conduct the activities of the Sabbatical Leave Committee, a majority of the membership of this committee is necessary to conduct its procedures. Further, all deliberations relating to the consideration and evaluation of each sabbatical leave proposal are confidential.

1. Initial Proposals. The Chair of the Sabbatical Leave Committee will distribute a copy of each of the Initial Sabbatical Leave Proposals to each of the members of the Sabbatical Leave Committee at least four days prior to the first day of Oral Presentations of the Sabbatical Leave Applicants. Each committee member will individually study and review each sabbatical leave proposal before the start of Oral Presentations.
2. Oral Presentations. The Oral Presentation sessions are an opportunity for the sabbatical leave applicants to present their proposals to the members of the Sabbatical Leave Committee.
3. Committee Assessment. Upon conclusion of the oral presentations, the members of the Sabbatical Leave Committee will discuss each of the sabbatical leave proposals and determine those proposals that are acceptable and require no further modification. In addition, the committee members will identify those proposals which require revision. The Chair of the Sabbatical Leave Committee will return to the respective candidates the proposals that require revision and strengthening with an explanation as to those aspects considered lacking.
4. Revisions. Any applicant may revise and resubmit a proposal as a Final Sabbatical Leave Proposal. A revised sabbatical leave proposal is to be filed with the Chair of the Sabbatical Leave Committee on or before the date Final Sabbatical Leave Proposals are due.

The Chair of the Sabbatical Leave Committee will distribute a copy of each of the revised sabbatical leave proposals to each of the members of the Sabbatical Leave Committee at least four days prior to the date of the Discussion, Review, and Recommendations for Sabbatical Leave Meeting.

#### F. Recommendations

Each of the members of the Sabbatical Leave Committee is to study and review each revised proposal, as well as reexamine the sabbatical leave proposals that were initially considered acceptable. Then, in order to apply a standard measure to each proposal, each member of the Sabbatical Leave Committee is to individually evaluate each of these sabbatical leave proposals by scoring the Evaluation Sheet: Sabbatical Leave Proposals. A separate evaluation sheet is to be used for each proposal to serve as a basis for identifying, organizing, and evaluating the merits of each sabbatical leave proposal.

Each member of the Sabbatical Leave Committee should complete scoring the Evaluation Sheet: Sabbatical Leave Proposals in advance of the Discussion, Review, and Recommendations for Sabbatical Leave Meeting.

The procedural sequence in the Discussion, Review, and Recommendations for Sabbatical Leave Meeting will include the following:

1. A discussion of the sabbatical leave proposals.
2. Casting printed ballots to Recommend or Not Recommend among all of the sabbatical leave proposals.
3. Counting the Recommend - Not Recommend ballots. A proposal must receive a simple majority of Recommend of the ballots cast to be recommended for a sabbatical leave.
4. After the results of the Recommend - Not Recommend balloting have been announced to the members of the Sabbatical Leave Committee, the casting of printed ballots to rank-order the Recommend proposals will be conducted and tallied.
5. Then, the sum of ranks of each Recommend proposal will be announced to the committee membership.

Note: In case there is a tie in one or more of the sum of ranks, the sabbatical leave candidate having the longer time in service at Parkland, or having the longer time in service at Parkland since a last sabbatical leave, will be given the higher ranking.

The Chair of the Sabbatical Leave Committee will prepare and submit a confidential report to the Parkland College President and Vice President for Academic Services prior to the end of the Fall Semester in which the evaluation of the sabbatical leave proposals was conducted. This confidential report will include a list of the names of the full-time faculty Recommended for sabbatical leave in rank-order, as well as the individual sums of rank of their proposals. Attached to this report will be a copy of each of the recommended sabbatical leave proposals.

#### G. Notification to Sabbatical Leave Applicants

Sabbatical leaves are granted by the Board of Trustees on the recommendation of the President of the College, subject to available funds. As such, all sabbatical leave announcements will come from the office designated by the Board of Trustees.

The Vice President for Academic Services will notify those applicants which have been recommended for their sabbatical leave proposals.

Neither the Chair nor the members of the Sabbatical Leave Committee are to issue any statement regarding the committee's recommendations.

Since the sabbatical leave process cycles annually, a candidate not receiving sabbatical leave for a current time period is encouraged to apply for one in a future year.

#### H. Guidelines for Sabbatical Leave Proposal Criteria

The Sabbatical Leave Committee will make qualitative distinctions between sabbatical proposals. The guidelines utilized by the committee will include:

1. All evaluations reflect the proposal that has been submitted, not the candidate who has submitted the proposal.
2. Final recommendations reflect the consensus achieved by the committee, not any one member of the committee.
3. The Evaluation Sheet used in conjunction with these guidelines is to be completed by each member of the committee with the understanding that the Evaluation Sheet is to be used as a basis for discussion by the committee in subsequent stages. The Evaluation Sheet, in and of itself, should not be construed as determining which proposals are recommended to the administration for funding. Those proposals result from the discussion and the consensus reached by the committee.

I. Rationale

1. Purpose: To evaluate the value of the proposed activities as to the professional growth of the candidate.
2. Assumptions
  - a. A sabbatical is best understood as an opportunity for professional renewal and growth for the candidate submitting the proposal. The benefits that will accrue to either the institution or to students will be considered secondary to the benefits accrued to the candidate.
  - b. The more closely the sabbatical proposal reflects the professional life of the candidate, the more valuable the proposal will be assessed. That is, the sabbatical proposal should be central, rather than tangential, to the primary professional responsibilities of the candidate.
  - c. A sabbatical proposal that focuses on the content of the candidate's professional area will be assessed as more valuable than those activities which focus on the process and procedures of the candidate's professional area. That is, a sabbatical proposal that demonstrates how the proposed activities will increase the candidate's knowledge in her/his professional area will be assessed as more valuable than one that emphasizes how to use knowledge in the candidate's professional area. Note: A sabbatical proposal that demonstrates primarily institutional benefits is more properly understood as a project and is not considered appropriate for sabbatical leave.

J. Activities

1. Purpose: To evaluate the value of the proposed activities as to their appropriateness for the sabbatical itself.
2. Assumptions
  - a. The proposed activities should augment, deepen, and/or broaden the candidate's knowledge in her/his professional area.
  - b. The more clearly defined and described the proposed activities are, the higher they will be assessed.
  - c. The degree to which the proposed activities are commensurate with the overall goals of the sabbatical proposal, the higher the proposed activities will be assessed. The candidate must clearly explain how the proposed activities will achieve the overall goals of the sabbatical leave.

K. Justification

1. Purpose: To evaluate the specific goals of the sabbatical proposal.
2. Assumptions
  - a. The specific goals of the sabbatical proposal must contribute significantly to the candidate's professional growth and renewal.
  - b. The specific goals of the sabbatical proposal should reflect a realistic outlook. The specific goals must be achievable in and of themselves and within the time line established for the sabbatical.
  - c. The candidate must explain how the original spirit and impetus for the teaching, counseling, or library professional will be revitalized.

L. Evaluation Form (Sheet) For Sabbatical Leave Proposals

The Sabbatical Leave Committee will utilize the following criteria utilizing a scale of 0-10 (0=least, 10=most) when evaluating proposals.

1. Rationale
  - a. Contribution to professional growth
  - b. Central to professional responsibilities
  - c. Emphasis on acquiring additional knowledge, conducting research, publishing, or developing a body of creative work.

2. Activities
  - a. Clearly defined specific goal(s)
  - b. Clearly described proposed activities
  - c. Appropriate to overall goal(s)
3. Justification
4. Value of specific goal(s)
5. Achievability of specific goal(s)
6. Appropriateness of time line
7. Recapture spirit/impetus

M. Sabbatical Leave Proposal Format (Application)

1. The Sabbatical Leave Proposal Format (Application) will consist of:
  - a. Applicant's Name
  - b. Department
  - c. Description of current job responsibilities: (25-50 words)
  - d. Indication of the length of time that is necessary to accomplish the objectives
  - e. Semester, proposed date of intended leave, and any alternate plans
  - f. Length of time proposed
  - g. Dates of leave
  - h. Alternate date of leave
  - i. Proposal Summary (a brief description, 50-100 words)
  - j. Signature of Department Chair or Director (The signature indicates that this person has knowledge of the sabbatical leave applicant's proposal and acknowledges its general validity.)
  - k. Additional considerations
2. Major emphasis the members of the committee will use to evaluate the proposal.
  - a. Ways the proposed sabbatical leave contribute to professional growth and renewal.
  - b. Identify the specific goals of the proposed sabbatical leave.
  - c. Explanation of how the activities of the proposed sabbatical leave will help achieve the goals of the sabbatical.
  - d. How the proposed length and workload of the sabbatical leave is justified by the proposed activities.
  - e. Description of the plans for sharing the results or impact of the proposed sabbatical activities.
  - f. Ways the proposed sabbatical leave will recapture the applicant's original spirit and impetus for selecting teaching/counseling/library as a profession.



3. General information

- a. Length of applicant's full-time service at Parkland College.
- b. Date of applicant's last sabbatical leave at Parkland College.
- c. Description of any expenses the College should consider supporting which are in addition to the salaried amount the applicant will be receiving if on sabbatical leave.
- d. Other items for additional consideration that the applicant would like included in this proposal.

Revised: October 2000  
Revised: February 2011

## **POLICY 9.08 FACULTY/STAFF EXCHANGE LEAVE**

---

- A. Faculty and staff may participate in an exchange leave with other institutions allowing the recipient to trade responsibilities with a person in a similar position to his/her own. Three kinds of exchanges are allowed:
  1. One for one exchange
  2. Parkland receives personnel and sends no one
  3. Parkland sends personnel and receives no one
- B. If the exchange is not a one for one exchange of comparable personnel, the two participating institutions must in advance settle the financial differences involved.
- C. For faculty exchange leave, the faculty person received by Parkland must be of acceptable competence as determined jointly by the department involved and the Vice President for Academic Services. Particulars will be arranged through the office of Human Resources.
- D. For faculty/staff exchange leave, Parkland will pay the faculty/staff member's salary during the leave exactly as if that person were not on leave. While on exchange leave, the faculty/staff will adhere to Parkland's policies and procedures except in such cases as where those policies and procedures may be in conflict with those of the receiving institution. In such cases, the faculty/staff person is to make arrangements for resolution of the conflict with the Vice President for Academic Services at Parkland.
- E. The International Education Council will be responsible for screening and evaluating applications from Parkland faculty/staff for exchange leave and will forward its recommendations and rankings to the Parkland College President and the corresponding Vice President.

Approved: January 20, 1993  
Revised: June 18, 1997  
Revised: July 20, 2011

### **Procedure**

An invitation for applications will be sent by the Chair of the International Education Council to all eligible (full-time) faculty and staff, allowing at least three weeks for submission of applications prior to deadline.

Interested faculty/staff must first consult with their direct supervisor to discuss their desire to participate and the feasibility of the exchange on a departmental level. All applications must be accompanied by a cover sheet provided with the invitation for applications to include a) applicant's name; b) department and employment status; c) years of service at Parkland; d) information regarding prior exchange participation, if any; e) name and dates of exchange program applying for; f) signature of direct supervisor. In addition, all applications must include a one-page essay addressing the employee's reasons for applying, including specific information as to how the exchange will benefit the applicant, the host institution (if relevant), and Parkland College.

Individual applications will be hand-delivered by the faculty or staff member to the office of the Vice President for Institutional Advancement for recommendation and ranking by the International Education Council and subsequently forwarded by the Chair of that committee to the College President and the corresponding Vice President for final recommendation/approval.

All applicants will be notified of the status of their application and any applications approved by Parkland College will be sent to the relevant exchange organization in time to meet their deadline. Approval on the internal level does not presume selection by the exchange organization.

In the fall semester following completion of their exchange, participants will make a short presentation to the Board of Trustees.

## **PROCEDURES FOR OTHER BENEFIT ISSUES**

---

### **TUITION WAIVER**

Obtain a Staff Tuition Waiver Form from the Human Resources Office, and return it with the top portion completed. After the Human Resources Office verifies eligibility, present the completed form at the time of registration to the Office of Admissions and Records. The student should then take the enrollment and waiver forms to the Business Office which will authorize and code the waiver form. The Business Office will give a copy of the waiver to the student, and send the original and one copy of completed waiver form to the Human Resources Office. Student takes authorized enrollment form to the cashier for receipting.