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ADOPTED  
BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 5

JUL 1 - 1999

COUNTY OF COOK  
AND STATE OF ILLINOIS

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

RESOLUTION: ADOPT RULES FOR THE MANAGEMENT AND GOVERNMENT  
OF THE  
CITY COLLEGES OF CHICAGO  
1999-2000

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in ICS 805/3-30, that:

"The board of any community college district has the powers . . . that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board."

WHEREAS, the Rules for the Management and Government of the City Colleges of Chicago, as adopted July 2, 1998 (Board Resolution No. 20774) and as amended, state in Article I, Section 1.7:

"At the first Board meeting on or after July 1 of each year, the Board shall adopt rules for the management and government of the Board, the District and the Colleges. . . ."

WHEREAS, the Rules and proposed revisions have been presented to the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the 1999-2000 Rules of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, are hereby adopted as the existing Rules of the Board of Trustees effective July 1, 1999, with said Rules being incorporated in this Resolution by reference; and

BE IT FURTHER RESOLVED that said Rules may be amended, repealed or suspended by the Board of Trustees in accordance with Article I, Section 1.7 of said Rules for the Management and Government of the City Colleges of Chicago.

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## **PREFACE**

### **MISSION OF THE CITY COLLEGES OF CHICAGO**

The City Colleges of Chicago, a system of seven community colleges, provides learning opportunities for Chicago's diverse populations to enhance their knowledge and skills through quality, comprehensive, and affordable educational programs and services.

1.3 COMPENSATION OF BOARD MEMBERS.

Board members shall serve without compensation. Board members may be reimbursed for their reasonable expenses incurred in the performance of their duties in accordance with such guidelines and procedures as the Board may adopt.

1.4 OFFICERS OF THE BOARD.

1.4.1 Officers.

The officers of the Board shall be a Chairman, a Vice Chairman, a Secretary, a Treasurer and such other officers as may be elected, designated or appointed, as the case may be, by the Board. Officers whose authority and duties are not prescribed in these Rules shall have the authority and duties, and shall be compensated, as determined by the Board.

1.4.2 Election and Term of Office.

The Chairman, Vice Chairman, and Secretary shall be elected annually by the Board at the regular meeting of the Board on or following July 1 of each year at which a quorum is present. If the election of such officers shall not be held at such meeting, their election shall be held as soon thereafter as may be convenient. Such officers shall have the authority and duties prescribed by the State Act and by these Rules. The Chairman, Vice Chairman, and Secretary shall hold office for a term of one year and shall serve until their respective successors are duly elected and shall have qualified. If a vacancy occurs during the term of office of any such officers except the Chairman, the Board shall elect or appoint, as the case may be, a successor to serve for the unexpired term of his or her predecessor in office. All other officers designated by the Board may be elected, designated or appointed, as the case may be, at any meeting of the Board and shall serve at the pleasure of the Board on such terms and conditions as the Board may prescribe.

1.4.3 Chairman and Vice Chairman.

The Chairman shall be the principal executive officer of the Board and, subject to the direction and control of the Board, shall be in charge of the business of the Board. The Chairman shall preside at all meetings of the Board and shall be an ex-officio member of all Board Committees. The Vice Chairman shall assist the Chairman in the discharge of his or her duties as the Chairman may direct and shall perform such duties as may be assigned by the Chairman or by the Board. The Chairman, Vice Chairman, and Chairman pro tempore shall be voting members of the Board.

In the absence of the Chairman or in the event of his or her inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman, and when so acting, shall have all of the powers of and be subject to all the restrictions upon the Chairman. In the absence of both the Chairman and the Vice Chairman at a meeting of the Board, or in the event of their inability or refusal to act, the Board shall appoint a Chairman pro tempore from among the members to preside at such Board meeting.

1.5 BOARD MEETINGS AND CONDUCT OF BUSINESS.

1.5.1 Regular and Special Meetings.

The Board shall hold a regular meeting on the first Thursday of each month at a time and location designated by the Chairman of the Board no less than 48 hours prior to each meeting. Special meetings of the Board may be called by the Chairman of the Board or by any three voting members of the Board upon delivery of a notice of special meeting to the Secretary. Such notice of special meeting must state the date, time and place for, and purpose of, such meeting. The Secretary shall cause such notice to be delivered to each Board member no later than 48 hours prior to the special meeting. The Board may reschedule any regular meeting to a date, time and location determined by the Board.

1.5.2 Emergency Meetings or Approvals.

In emergency situations where Board approval or authorization is required, and due to the nature of the emergency, if it is impractical or impossible for a special meeting of the Board to be called, the Chairman of the Board shall make a reasonable attempt to contact all Board members by telephone conference call. A quorum of the Board may adopt required approvals or authorizations by such telephone conference call which shall have the same force and authority as if such approval or authorization were made at a regular or special meeting of the Board.

If the Chairman of the Board and/or the Chancellor cannot contact a quorum of the Board by telephone conference call, emergency authorization or approvals may be given by the Chairman of the Board, or his or her designee, subject to the ratification of such action by the Board not later than the next regular meeting of the Board.

1.5.3 Quorum.

For the purpose of conducting business, a quorum shall consist of four voting members of the Board. The Chairman of the Board, or Board member serving as presiding officer, shall determine whether a quorum is present at all Board meetings. A quorum may include Trustees present via telephone conference call, video conferencing, or other technological systems. If a quorum is not present, the meeting shall stand adjourned and the voting members of the Board present may, by majority vote, adjourn the meeting to a specific date. The act of the majority of the voting members of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Rules. At an adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting.

1.5.4 Parliamentary Procedure.

Except as may be otherwise provided in these Rules and except as the Board may otherwise act pursuant to these Rules, the rules of parliamentary procedure as stated in Robert's Rules of Order, Newly Revised Edition, shall govern the proceedings of the Board.

requested inclusion for the prior fiscal year to determine if they wish to be so included for the upcoming fiscal year.

The Secretary shall annually determine the approximate cost of assembling, reproducing and mailing the materials described above for the next succeeding fiscal year of the Board. The Secretary shall charge a fee equal to such cost at the beginning of each fiscal year.

1.6 **BOARD COMMITTEES.**

1.6.1 **Responsibilities and Authority of Committees.**

Except as otherwise permitted by Section 1.5.5 of these Rules, the Committees of the Board shall consider and review matters prior to the Board giving consideration thereto, as such matters are referred to the Committees, and shall report their recommendations on such matters to the Board. A Committee of the Board may not exercise any power of the Board except where the Executive Committee may be so authorized by the full Board.

1.6.2 **Standing Committees.**

The Board shall have four standing Committees. The Chairman of the Board shall appoint two or more members of the Board to each standing Committee and shall designate one of such members as the Chair of the Committee, all of whom shall serve at the pleasure of the Board.

The standing Committees shall be named and have the jurisdiction and responsibilities as follows:

- a. **Board Executive Committee** -- This Committee shall be comprised of the three elected officers of the Board and the Chair of the Board Committee on Finance and Administrative Services, shall be staffed by the Chancellor, and shall review matters pertaining to: Legislative Relations, District Strategic Planning, District Marketing/Outreach, Resource Development, Legal/Legislative/Public Policy, Public Relations, Board Rules, Trustee Associations, CCC Foundation, and such other matters as the Chairman deems appropriate. The Executive Committee may transfer matters to another standing Committee which can provide input in its jurisdictional area.
- b. **Board Committee on Academic and Student Services** -- shall review matters pertaining to: Student Services, Student Activities and Conduct, Student Organizations, Academic Instruction and Programs, Institutional Accreditation, Program Evaluation, Economic Development, Grants Management, Articulation with other Institutions, and joint educational ventures with community and other organizations.
- c. **Board Committee on Financial and Administrative Services** -- shall review matters pertaining to: Annual Budget, Financial Forecasting, Loans/Investments/Depositories, Accounting and Auditing Policies, Tuition, State/Federal Revenues, Grants/Donations, Collections, District Expenditures/Purchases/Contracts/Insurance, Publications, Physical Facilities/ Operations/Construction, Security, and Computer Support Services.

## 1.8 ADOPTION OF POLICIES, AGREEMENTS AND GUIDELINES.

The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges. Except where otherwise prohibited by law, these Rules, or resolution of the Board, the Board may permit the Chancellor to establish procedures, review and approve appropriate publications prior to their dissemination.

### 1.8.1 Illinois Freedom of Information Act

The District has complied with the Illinois Freedom of Information Act and has established procedures for the inspection and dissemination of public records when requested in accordance with the Act; these procedures are on file in the Office of the Chancellor and the General Counsel.

[REFER TO Appendix 1: Policy on Compliance with Illinois Freedom of Information Act.]

### 1.8.2 Use of Computer and Technology Resources

The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, provides computing and technology resources at each of the City Colleges of Chicago as well as at the District Office to support the educational and administrative activities of the District. These resources include library research tools, electronic mail (e-mail), voice mail, internet access, computer laboratories, student information and registration systems, financial and accounting systems and other computing facilities and related services. The Board encourages faculty, students and staff to explore creative uses of computers and other technologies.

Student, faculty and staff users of these services and facilities have access to valuable District resources and, in some cases, to confidential data. It is important for all users to conduct themselves in a responsible, ethical and legal manner when utilizing these resources. Users must respect the rights of others and must abide by the licenses and other contractual and legal obligations by which the District makes technology resources available to all. In addition, all users have a responsibility to help the District maintain a secure technology network that can be shared by everyone.

[REFER TO Appendix 2: Policies and Guidelines Governing the Use of Computing and Technology Resources.]

This policy applies to all computing and technology services and resources owned or managed by the City Colleges of Chicago. Individual departments or computer labs may have additional policies regarding the equipment held in those departments or labs. Contact the department chair or person in charge for more information about policies in particular situations.

## 1.9 CONFLICTS OF INTEREST.

Board members shall be subject to the conflict of interest provisions of the State Act and of "An act to prevent fraudulent and corrupt practices in the making or accepting of official appointments and contracts by public officers," as such provisions may be amended from time to time. Moreover, each



## ARTICLE II

### DISTRICT ADMINISTRATIVE ORGANIZATION

#### 2.1 DISTRICT ORGANIZATION.

The District shall be organized into a central administrative office and the Colleges. The District Office shall be responsible for providing leadership, coordination, support and service to the Colleges, and for monitoring the operations, programs and services of the Colleges and the District. The Colleges shall be responsible for serving their communities with educational programs and services within their missions and within the authority granted by the Board.

#### 2.2 DISTRICT CHANCELLOR.

##### 2.2.1 Appointment of Chancellor

The Board, by a vote of a majority of voting members of the Board then holding office, shall appoint a Chancellor who will be the Chief Administrative Officer of the District. The terms and conditions of such appointment shall be determined by the Board.

##### 2.2.2 Responsibilities of the Chancellor.

The Chancellor shall be responsible for leadership and administrative management of the operations, programs, personnel and services of the District in conformity with the provisions of the State Act and other applicable law, and for carrying out the policies and rules of the Board regarding the District. The Chancellor prepares and submits to the Board recommendations relative to all matters requiring Board action. The Chancellor makes the decisions which translate policy into action, and shall have the following specific responsibilities:

- a. Recommending to the Board District personnel actions and preparing for the Board evaluations of the District's personnel policies and personnel;
- b. Establishment of policies, procedures and regulations for the administration and management of the District and preparation of evaluations for the Board of such policies, procedures and regulations; development and promulgation of appropriate rules and guidelines for the administration of educational programs and services;
- c. Recommending to the Board changes in its educational programs and services and preparation for the Board of evaluations of the District's educational programs and services;
- d. Fiscal management of the District including preparation of the annual budget and evaluations of the District's fiscal position;

The Vice Chancellors shall assist the Board Committees as may be requested by the Chancellor. The Chancellor may relieve any Vice Chancellor of certain responsibilities and transfer such responsibilities to other District personnel as the Chancellor deems in the best interests of the District.

2.4 COLLEGE PRESIDENTS.

2.4.1 Responsibilities of the Presidents.

Each College shall have a President, appointed by the Board upon recommendation of the Chancellor, in accordance with policies and procedures adopted by the Board.

[REFER TO Appendix 4: Policy and Procedure for the Selection of a College President.]

The College President shall be the Chief Administrative Officer of the College, responsible for the overall performance of the College, student performance, and for leadership and administrative management of the operations, programs, personnel and services of the College in accordance with the policies and rules of the Board regarding the District and the Colleges as determined by the Board. The Presidents shall be directly responsible to the Chancellor and shall have the following specific responsibilities:

- a. Maintaining academic standards, approving the award of degrees, certificates and achievement awards to students meeting academic requirements;
- b. Recommending all College personnel actions to the Chancellor;
- c. Establishing policies, procedures and regulations for the administration and management of the College;
- d. Recommending to the Chancellor all College purchases, including equipment and supplies, contracts and leases;
- e. Establishing rules and regulations for the management of College property;
- f. Fiscal management of the College;
- g. Planning and evaluation of College personnel, services and programs;
- h. Controlling the use of the College facilities and equipment;
- i. Establishing policies relating to students and community relations;
- j. Recommending to the Chancellor a long range plan to carry out the mission of the College after consultation with the College faculty and others, and with the assistance of the District Office;
- k. Acting as College Freedom of Information Officer under such guidelines as the Chancellor or Board may establish; and
- l. Any other responsibilities as may be prescribed by the Board or directed by the Chancellor.

2.7 TENURE OF OFFICERS.

The Chancellor, Vice Chancellors, College Presidents, General Counsel, Treasurer, and Executive Director of Legal Investigations and Internal Audits shall serve at the pleasure of the Board and may be removed at any time, without prejudice to any contract rights, if any, of the persons so removed.

2.8 DELEGATION OF AUTHORITY.

To the extent permitted by the State Act and by other laws, any authority conferred upon the Chancellor by the Board, by these Rules or District policies, and any authority conferred upon the Presidents by the Board, or by the Chancellor, or by these Rules or District policies, may be delegated by the Chancellor or by the Presidents, as the case may be, to their designees in the absence of specific instructions to the contrary from the Board or the Chancellor as the case may be. Any such delegation of authority shall not relieve the Chancellor nor the Presidents, of their responsibilities for what was so delegated.

any full-time employee hired on or after July 1, 1977, who moves out of the City, shall be considered to be in violation of this residency requirement and shall be subject to dismissal by the Board.

The term "actual residence" means the true, permanent home where the employee physically resides and makes his or her principal home. This residency requirement shall not apply to any employee for whom the Board specifies employment responsibilities requiring such employee to maintain his or her actual residence at a location outside of the City.

#### 3.4 APPOINTMENT OF ADMINISTRATORS.

All administrative appointments shall be recommended to the Board by the Chancellor, upon the recommendation of the College President or Vice Chancellor, after the candidate has satisfied all other requirements of the District. The Board shall have sole authority, in its discretion, to appoint and to terminate an administrative employee position at any time.

#### 3.5 APPOINTMENT OF FACULTY.

Candidates for teaching positions shall complete an application and other documents, submit such information and material as may be required by, and satisfy any other requirements of, the District. Upon the recommendation of the Chancellor, the Board shall accept or reject any candidate after that person has been interviewed and recommended by the College President and, if requested, interviewed by the Chancellor or by the Chancellor's designee. In accordance with the Public Community College Act, the District shall develop procedures to assure that all instructional personnel shall be orally proficient in the English language.

[REFER TO Appendix 9: Oral English Proficiency Program.]

##### 3.5.1 Qualifications to Teach.

Qualifications for teaching with the City Colleges of Chicago for full-time faculty and full-time project training specialists shall be determined by the Chancellor or the Chancellor's designee in accordance with the Board-Union Agreement.

##### 3.5.2 Appointment Procedures.

The College President shall interview candidates for teaching positions and shall recommend employment of the candidate to the Chancellor after consultation with the Vice Chancellor for Human Resources as to appropriate placement on the faculty salary schedule.

- a. The College President shall inform a candidate that any recommendation made by the College President is subject to the approval of the Chancellor and the Board.
- b. The College President shall obtain and verify information about the candidate's education, work experience, references, and any characteristic, capacity, skill, or factor which has a bearing on the candidate's aptitude, ability, or general fitness to perform the job for which he/she is being considered. A faculty member shall not be

#### 3.5.4 Continuing Education Instructors.

a. Qualifications.

Qualifications for continuing education instructors shall be those appropriate to the course taught. Determination of the qualifications shall be subject to review and approval by the Chancellor or the Chancellor's designee.

b. Rate of Pay.

b.1 Regularly employed full-time faculty members who teach a continuing education course shall be paid in accordance with the Board-Union Agreement for continuing education courses.

b.2 Instructors who are not regularly employed full-time faculty members shall be paid in accordance with a salary schedule for continuing education instructors established by the Chancellor.

c. Continuing Education Classes Used to Complete a Teaching Program.

Continuing education classes may be used to complete the teaching program of a full-time faculty member, otherwise he/she would be variable light involuntarily. In such instances, one hour of continuing education shall be weighed as equivalent to one hour of load credit.

d. Maximum Hours.

Outside instructors employed full-time elsewhere, may teach no more than four (4) pay hours per week during a semester or term. Outside instructors employed part-time elsewhere may be permitted to teach up to eight (8) pay hours during a semester or eight (8) pay hours during the summer term. Pay hours for such instructors shall be determined by adding the contract and credit hours and dividing the sum by two.

#### 3.5.5 Part-Time Adult Educators.

a. Qualifications.

A baccalaureate degree or its equivalent is required to teach in the Adult Learning Skills Program. In addition, part-time adult educators who teach in the high school credit program must possess a secondary school teaching certificate from an approved teacher certifying agency in their discipline. Additional qualifications for some part-time adult educators shall be those appropriate to the course taught. The determination of the qualifications shall be subject to review and approval by the Chancellor or the Chancellor's designee.

b. All part-time Adult Educators shall be evaluated on a regular basis.

- a.3 Physical Education and laboratory courses will remain at present class size levels.
- a.4 All other classes will have a class size limit of 35 (39 for evening sections).
- a.5 Additional students up to five (5) may be assigned to individual classes provided that the overall number of students enrolled in the classes of a faculty member for his regular teaching load may not exceed the total sum of the size maxima of such classes, except that no more than a total of three (3) additional students may be added to classes under subsections a.1, a.2, and a.3 of this section.
- b. Day classes at Colleges offering both a day and evening schedule are defined as those that start prior to 5 p.m. At such Colleges, evening classes are defined as those that start at 5 p.m. or after.
- c. Class size maximums in the performing arts (band, orchestra, choir, drama, etc.) and in physical education may be exceeded at the option of the department as decided by majority vote of the eligible members thereof.
- d. Two or more courses combined in a single class are permissible if approved by the faculty member and the majority of the eligible members of his department. Such classes shall have a class size maximum of 25.
- e. Where facilities are available, and the members of the department with one or more years of service have granted their approval, lecture-discussion combinations may be scheduled, provided that lecture groups do not exceed 150 students in size and that discussion sections do not exceed 25 students in size. Each lecture-discussion course shall include at least one hour of class contact per week for each discussion section, exclusive of hours of lecture. A faculty member who teaches such a discussion section will receive two hours of his teaching load, at his regular base rate of pay, for each discussion section he is assigned, whether such a discussion section is part of his regular teaching assignment or is part of an assignment beyond the normal course load. A faculty member who accepts assignment to one or more discussion sections of a lecture-discussion course will be responsible for a share of the lectures in proportion to the number of such discussion sessions. The participation of a faculty member in such lecture-discussion courses will be on a completely voluntary basis and shall be indicated in a written agreement signed by the faculty member.
- f. All class size limits referred to in these Board Rules or in the Board-Union Agreement shall be determined as of the end of the eighth school day or the fourth class meeting, whichever comes first, following the end of the registration period.
- g. A single section of an advanced course required for program completion will be retained by the Administration if it has an enrollment of 15 or more students. In courses with multiple sections, if originally scheduled sections are at maximum enrollment, an additional section with enrollment of 15 or more students shall be retained by the Administration. These class size minima shall not limit the Administration's authority to offer classes of smaller size if they are necessary to the educational program.

members to apply for a sabbatical leave for one year at half pay or one semester at full pay to retrain in another teaching field approved in advance by the Chancellor in which there is a full program available.

- e. Any tenured faculty member notified of his layoff while on employed status shall, upon application, be granted a one-year professional leave of absence without pay, under the provisions of Article IX.B.1 of the Board-Union Agreement in lieu of being laid off. A tenured faculty member who becomes qualified in another subject area under the Board-Union Agreement shall have the first right to any position which becomes available in that new subject area at his College during the period in which the faculty member has recall rights.

#### 3.6.4 Extra Work Load for Regularly Employed Full-Time Faculty Members.

Full-time faculty members, if eligible and qualified, can teach up to six (6) additional contact hours of instruction if such assignment consists of one (1) class. However, if a full-time faculty member teaches two or more courses, then the extra work assignment shall not exceed six (6) contact hours.

- a. Regular load assignment shall take precedence over overtime assignments.
- b. Three continuing education classes as part of the MEP (Mid-Term Enhancement Program) shall be counted as the equivalent of one (1) regular college contact hour in determining the maximum extra work assignment as described in the preceding paragraph.

#### 3.6.5 Tenure Policy.

##### a. Full-Time Faculty Members.

The district tenure policy shall be in accordance with the provisions of state law and the Board-Union Agreement for all full-time college credit faculty members.

##### b. Part-Time Faculty, Lecturers and Instructors.

Tenure shall not be granted to part-time faculty, lecturers or instructors.

#### 3.6.6 Evaluation of Faculty and Full-Time Training Specialists.

All full-time personnel shall be evaluated on a regular basis.

#### 3.6.7 Sabbatical Leaves.

Sabbaticals shall be awarded on an academic year basis. No more than forty-two (42) faculty members may be on sabbatical in any semester. The classes of faculty members on sabbatical shall be covered with outside lecturers, other language in the Board-Union Agreement notwithstanding.

- a. The application date shall be March 1 for the Fall and Spring Semesters, and October 1 for the Spring and Fall Semesters.

3.7.1 Disciplinary Suspension.

- a. The Chancellor may suspend any employee for up to and including ten (10) working days, with or without pay, as a disciplinary measure or while Board action on a disciplinary recommendation is pending.
- b. The Chancellor may recommend to the Board the suspension of any employee for any period of time over ten (10) working days, with or without pay, as a disciplinary measure. Only the Board shall have the power to suspend an employee for more than ten (10) working days, except as provided in subsection 3.7.1.c below.
- c. In the event that the continued, active service of the employee is considered by the Chancellor to be an immediate and significant hazard to the ongoing operations and functions of the City Colleges of Chicago, then the Chancellor is authorized to suspend such employee, without loss in pay, until such time as the hearing provided for in subsections 3.7.4 or 3.7.5 below may be held.

3.7.2 Dismissal of Administrative Employees.

Administrative employees serve in their capacity as administrators at the pleasure of the Board, and the Board may terminate the services of an administrative employee at any time without any statement of reasons and without a hearing.

3.7.3 Dismissal of Tenured Faculty Member for Cause.

The dismissal of a tenured faculty member shall be by the Board pursuant to the due process requirement provided by Illinois law. Those procedures shall apply only in situations where the Board adopts a dismissal resolution totally severing the employment of the tenured faculty member.

3.7.4 Dismissal of Other Employees.

All other categories of employees may be terminated by the Board at any time without any statement of reasons and without a hearing, unless provided for by paragraph 3.7.5 below or otherwise by law.

3.7.5 Disciplinary Hearing.

Prior to the imposition of a suspension or discharge for employees who are covered by collective bargaining or other applicable employment agreements, the employee shall be notified in writing of the charges and be afforded the opportunity to be heard before a committee or designee(s) appointed by the Chancellor. The employee shall have the right to know the particulars upon which the hearing is based in advance of the hearing, review the evidence at the hearing, cross-examine witnesses, submit evidence, and have representation of the employee's choice, which could include a Union representative and/or an attorney. The committee or designee(s) shall make its recommendation, which may include any recommended retroactive relief to be afforded the employee to the Chancellor who shall make a decision regarding the length of suspension, if any, in all instances



3.8.5 Proof of Educational Degrees.

Only degrees from regionally accredited institutions will be accepted as proof of educational preparation. The Chancellor shall have discretion to waive this provision.

3.8.6 Vacation.

Designated administrators shall accrue twenty (20) working days with pay each year during the period of January 1 to December 31 inclusive of each year. Vacation shall be taken at a time to be designated by the Chancellor or College President and with the written approval of the Chancellor or his/her designee.

a. Vacation Proration.

a.1 In the event that an employee separates from service during the year, he/she shall receive pay for unused accrued vacation days at the date of separation. In the event he/she has used more days than he/she is otherwise entitled to use on a prorated basis, he/she shall repay those days at the date of separation.

a.2 When a leave without pay is granted to any employee for a period exceeding thirty (30) calendar days during the year when vacation credits are being accumulated, a prorated reduction in the amount of vacation shall be made for each thirty (30) days of any leave granted.

b. Vacation Rollover.

A total of 20 days of accumulated vacation may be rolled-over to the new calendar year by employees in categories 110 and 120 in accordance with subsections b.1 and b.2 below.

b.1 A carry-over of up to 10 days of accumulated vacation days to the following year will be allowed; however, such rolled-over vacation days must be used by March 1 of the subsequent year. At the discretion of the Chancellor and depending upon specific circumstances, such rolled-over vacation may be used past March 1 of the subsequent year.

b.2 In accordance with Board policy, employees in categories 110 and 120 shall be allowed to roll-over a maximum of ten (10) accumulated vacation days to their sick leave bank upon written approval of the College President, Vice Chancellor and/or Chancellor.

[REFER TO Appendix 10: Unused Vacation Roll-Over to Sick Leave Bank.]

c. Holiday During Vacation.

When a holiday is observed on any work day during an employee's regularly scheduled vacation, such holiday shall not be counted as a vacation day.

**3.8.8 Personal Leave.**

Designated employee groups shall receive three (3) personal days with pay each calendar year. Personal leave days are to be requested in advance in writing and may be used upon approval by the employee's immediate supervisor.

**3.8.9 Jury Duty or Court Attendance.**

Employees who are summoned to court to perform jury duty or who are subpoenaed to attend court or administrative hearings to testify in matters which they have no personal or pecuniary interest shall suffer no loss of salary thereby, but they shall be required to remit to the Board any sums of money they receive in compensation for such duty or attendance.

**3.8.10 Bereavement Leaves With Pay.**

- a. The Chancellor may approve short leaves of absence with pay, not to exceed five (5) days, to permit a full-time employee to attend the funeral of a deceased parent, grandparent, parent-in-law, spouse, child, brother or sister. Such absences shall not be charged against sick leave.
- b. The Chancellor may approve short leaves of absence with pay, not to exceed five (5) days to permit a full-time employee to attend the funeral of a close friend or relative. Such absences shall be charged against sick leave.

**3.8.11 Special Leaves of Absence Without Pay.**

The Chancellor shall have the authority, with the approval of the Board, to grant a leave of absence without pay for a period not to exceed five (5) months per twelve (12) month period, to an employee who applies for such leave because of the serious illness of a member of the immediate family or for other good and sufficient cause.

**3.8.12 Other Leaves of Absence.**

- a. The Chancellor may grant, subject to approval by the Board, up to a one (1) year leave of absence without pay to administrators or tenured faculty members for advanced study, research or writing, exchange teaching, travel or any other professional experience related to a field of teaching or employment which will improve professional competence. The Chancellor may grant an additional year, or a part thereof, for special reasons with such additional leave subject to approval by the Board.
- b. The Chancellor may grant to administrators, subject to Board approval, up to six (6) months leave of absence with pay or up to twelve (12) months leave of absence with half pay for advanced study, research or writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to the District and will improve the employee's administrative professional competence ("Professional Advancement Leave" or "Leave"). The conditions of such Leave shall include:

b. Peace Corps Leave.

Personnel who leave their positions to serve with the United States Peace Corps shall be afforded the same benefits as above except that contributions to the retirement system shall not be made by the Board during Peace Corps leaves. Peace Corps leaves may not exceed two (2) calendar years.

c. Other Military Leaves.

Regularly employed full-time personnel may take leaves of absence to perform temporary active duty with Reserve or National Guard units. During such leaves of absence and while engaged in the performance of this military duty, such employees shall be paid their basic salary provided any sums of money paid as compensation for the performance of such military duty are remitted to the Board.

3.8.14 Time Off to Vote.

Time off for voting will be granted in accordance with the Illinois Compiled Statutes.

3.8.15 Evaluation of Administrators and Staff.

All full-time personnel shall be evaluated annually.

3.8.16 Resignations.

All statements of intent to resign shall be in writing and shall be revocable by the employee for a period up to forty-eight (48) hours after submittal. The Board shall act upon the resignation as soon as practicable.

3.8.17 Abandonment of Employment.

An employee will be considered to have abandoned his/her employment and subject to termination if:

- a. The employee is absent for three (3) consecutive work days without prior written approval and without speaking directly with his/her supervisor; or
- b. The employee is on an approved leave or vacation and fails to either return to work on the scheduled date of return or to obtain a written approval for an extension of leave and/or vacation prior to the scheduled date of return.

Such termination will be effective as of the last date of work attended or the last date of the approved leave and/or vacation, whichever applies.

3.8.18 Retirement.

- a. All statements of intent to retire shall be in writing and shall be revocable by the employee for a period up to forty-eight (48) hours after submittal. The Board shall act upon the retirement as soon as practicable.

3.10 WORKING CONDITIONS OF ADULT EDUCATORS & ALSP COORDINATORS.

3.10.1 Filling of Teaching Vacancies in the Adult Learning Skills Program (ALSP).

- a. Assignments to posted vacancies in the Adult Learning Skills Program will be made on the basis of qualifications, availability and seniority in the following manner:
  - a.1 A qualified non-probationary Adult Educator who applies in accordance with the procedures in the posting and who is currently performing satisfactorily but who is assigned fewer than twenty-four (24) hours per week shall be given the assignment unless:
    - a.1.a A new or probationary Adult Educator has prior teaching experience or abilities in that field not possessed by the non-probationary Adult Educator;
    - a.1.b The site provider that has recruited or will recruit the students for the class or classes, on its own initiative, requests in writing prior to the beginning of the module, that a new or probationary Adult Educator be given the assignment. The decision to honor such requests should be made by the ALSP Dean or his/her designee and copies of such requests will be sent to the Union; or
    - a.1.c The site provider declines to accept the non-probationary Adult Educator, provided that any non-probationary Adult Educator who applied for that position and the Union are notified of that fact in writing.
  - a.2 Adult Educators who are hired under subsections a.1.b and a.1.c above shall meet the minimum requirements of the Board.
  - a.3 In the event two or more non-probationary Adult Educators have applied for the same assignment or vacancy, the Board shall select the most qualified Adult Educator. If the qualifications of such Adult Educators are relatively equal, it shall give priority to Adult Educators in the following manner:
    - a.3.a The most senior qualified Adult Educator from the same campus who is working less than twenty-four (24) hours.
    - a.3.b The most senior qualified Adult Educator from any other campus who is working less than twenty-four (24) hours.
    - a.3.c The most senior qualified Adult Educator from the same campus working twenty-four (24) hours seeking a change of job assignment.
    - a.3.d The most senior qualified Adult Educator from any other campus working twenty-four (24) hours seeking a change of job assignment.
    - a.3.e The most senior Coordinator qualified to teach, currently employed, seeking a change of job assignment.

- b. Reduction in force shall be affected by normal attrition where feasible. Relative competence, efficiency or abilities to do the work shall always be factors to be applied by the Colleges when reductions in force are necessary. However, a competent, able and efficient employee in a particular classification affected by curtailment of operations, abolition of a job or reduction in force shall be accommodated in the following order of priority to the extent possible under Career Service procedure:
  - b.1 Placed at the same College in an open position for which the employee is qualified;
  - b.2 Placed at another work location in an open position for which the employee is qualified;
  - b.3 Replace employee with the shortest seniority in the same classification at the same College or work location;
  - b.4 Replace employee with the shortest seniority in the same classification elsewhere in the City Colleges of Chicago;
  - b.5 Replace employee with the shortest seniority in a classification previously held by the affected employee in the order prescribed by subparagraphs b.1 and b.2 above.
- c. Employees replaced by more senior employees as a result of the provisions of subparagraph b above shall in turn have the same replacement rights over other employees with less seniority.
- d. Employees who have acquired career service tenure shall not be replaced by non-tenured employees in the application of these reduction-in-force procedures.
- e. When a College or other educational facility is to be closed or moved to a new location, Union Representatives will be notified concerning the most equitable program for dealing with necessary employee adjustments.

#### 3.11.2 Career Service Employees - Layoff and Recall Procedures.

Once it is determined which unit members are to be laid off, the following procedures shall be followed:

- a. The Office of Human Resources (OHR) will notify each employee of her/his layoff and any rights the employee may have to appeal the procedure used to determine the selection.
- b. OHR will determine whether any of the laid-off employees are qualified to fill other vacant positions in the bargaining unit (i.e. positions in the unit other than those into which the employee has a right to "bump"). OHR will first offer any such positions to laid-off unit employees deemed qualified, in seniority order (most senior first).

- l. Periods of layoff shall not be regarded as breaks in service. After sixty (60) days from the date of layoff, time on layoff until recall or reinstatement shall not be counted in computing seniority and longevity.
- m. A laid-off unit member who accepts a position in a lower classification shall be paid either her/his previous salary (i.e. at time of RIF) or the maximum salary for the new (i.e. lower classification) position, whichever is less.
- n. Any other provisions of this Agreement to the contrary notwithstanding, an employee's recall rights shall expire two (2) years following the employee's layoff.
- o. Time after layoff for more than sixty (60) days prior to reinstatement shall be deducted in computing total longevity.

3.11.3 Career Service Employees – Retention of Seniority After Authorized Leaves of Absence.

- a. In the event an employee's position has been eliminated while the employee is on an authorized leave of absence of one year or less, the employee shall exercise his/her seniority rights in accordance with the provisions of these rules.

3.11.4 Career Service Employees -- Filling of Vacancies.

- a. The filling of vacancies for positions classified as Grade 6 or above shall be considered an upgrade or transfer for qualified current Career Service personnel. Qualified current Career Service employees will fill such vacancies to the extent possible in the following order of priority:
  - a.1 Current qualified Career Service personnel within the department where the vacancy exists;
  - a.2 Current qualified Career Service personnel at the location where the vacancy exists;
  - a.3 If there are no current qualified Career Service applicants, the vacancy shall be offered to the individuals on the recall list.

3.11.5 Career Service Employees -- Elimination of Positions/Classifications.

- a. A College Career Service titled budgeted position will not be eliminated from the bargaining unit without notification with the Union.
- b. A College Career Service classification will not be eliminated from the bargaining unit without notification with the Union.

3.11.6 Project Clerical Employees – Layoff and Recall Procedures.

Once it is determined which unit members are to be laid off, the following procedures shall be followed:

- k. If a laid-off unit member refuses a position for which she/he is qualified for any reason except as stated in paragraphs j.1 and j.2 above, or for valid medical reasons, she/he will be removed from the recall list.
- l. Periods of layoff shall not be regarded as breaks in service. After sixty (60) days from the date of layoff, time on layoff until recall or reinstatement shall not be counted in computing seniority and longevity.
- m. A laid-off unit member who accepts a position in a lower classification shall be paid either her/his previous salary (i.e. at time of RIF) or the maximum salary for the new (i.e. lower classification) position, whichever is less.
- n. Any other provisions of these rules to the contrary notwithstanding, an employee's recall rights shall expire two years following the employee's layoff.

### 3.12 WORKING CONDITIONS OF JANITORIAL EMPLOYEES, GROUP LEADERS AND WORKING SUPERVISORS

- 3.12.1 When it becomes necessary to reduce the working force of janitorial employees, group leaders or supervisors, the last person hired shall be laid off first; and, if the working force thereafter is increased, employees shall be recalled in the reverse order in which they were laid off, subject to the employees' qualification to perform the work for which they are being recalled. Notice of recall shall be made pursuant to the collective bargaining agreement.
- 3.12.2 Union stewards shall have super-seniority for purposes of layoff and recall under paragraph 3.12.1 above.
- 3.12.3 Seniority shall be broken for employees who have been laid off for more than one (1) year.

### 3.13 PRECEDENCE OF UNION AGREEMENTS

In the event of conflict or inconsistency between the language in this Article III and the terms of the Board's collective bargaining agreements, the latter shall be controlling. This provision shall not be interpreted as a waiver or modification of any rights that the Board has under federal, state and local laws.

#### 4.2.3 Admission.

Applications for admission should be sent to the College the student wishes to enter. The Chancellor may, because of special circumstances, authorize "special admission" into any program.

##### a. Testing Requirements

Prior to registration, all prospective full-time students who have never previously attended college will be required to take an entrance examination or an equivalent test for counseling and placement purposes.

##### b. Concurrent Enrollment

Concurrent enrollment within the District is permitted. Concurrent enrollment outside the District is permitted with prior written approval for the multiple enrollments by the College President or designee. Any student who violates this rule shall be subject to exclusion from the City Colleges.

##### c. Additional Criteria for Admission to Specific Programs

The City Colleges of Chicago will accept those best qualified to complete any of their specific programs, using rank in class and ability and achievement tests as guides.

#### 4.2.4 Health Requirements.

a. All students must comply with the requirements of the Department of Health of the City of Chicago as a precondition to their admission or continuance as students of the City Colleges of Chicago and must submit to a health examination when directed to do so by the College President.

b. International/foreign students are required to submit evidence of health insurance coverage in accordance with Board policy.

[REFER TO Appendix 15: Policy Requiring Mandatory Medical/Health Insurance for Foreign/International Students.]

c. A policy on the prevention of chronic communicable diseases has been adopted by the Board. Regulations and guidelines in accordance with this Policy have been published by the District and shall be disseminated on a regular basis.

[REFER TO Appendix 16: Policy on Prevention of Chronic Communicable Disease.]



#### 4.5 NO DISCRIMINATION.

Programs and services of the City Colleges of Chicago shall not subject any person to discrimination because of race, creed, color, national origin, citizenship, sex, sexual preference, marital status, handicap, age, veteran status, or membership or lawful participation in the activities of any organization. The Board shall adopt such rules and regulations deemed necessary to effectuate this policy.

There shall be no sex discrimination in educational programs and employment practices; sex harassment is a form of sexual discrimination. Regulations and guidelines in accordance with Title IX of the Education Amendments of 1972 have been published and shall be disseminated on a regular basis for administrators, staff and students.

[REFER TO Appendix 6: Policy on Sexual Harassment and Complaint Procedure.]

##### 4.5.1 Title IX of the Education Amendments of 1972.

In accordance with Title IX of the Education Amendments of 1972 and the Title IX policy of the Board as adopted, it is the policy of the Board not to discriminate on the basis of sex in its educational programs. The District has developed a grievance procedure for reporting suspected sex discrimination in violation of Title IX.

[REFER TO Appendix 7: Title IX Policy and Grievance Procedure.]

##### 4.5.2 Family Education Rights and Privacy Act of 1974.

In accordance with the Family Education Rights and Privacy Act of 1974 as amended (The Buckley Amendment), and the policies of the Board as adopted by the Board, the following student information is designated by the Board as directory information: name, address, city, state, zip code, birth date, birthplace, City College(s) attended, attendance dates, full or part-time status, and degree or certificate awarded. Directory information shall be disclosed by the Colleges for any purpose at its discretion unless written notification is made by the student requesting that such information not be disclosed. College administration shall be responsible for advising students of the directory information process and procedures.

A student or former student may review his/her educational records by making a written request to the registrar of the College where the student attended. The requested educational records will be made available to the student within 45 calendar days of receipt of the student's written request.

[REFER TO Appendix 21: Buckley Amendment Policy and Procedures.]

##### 4.5.3 Rehabilitation Act of 1973.

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended, it is the policy of the Board not to discriminate on the basis of any handicap in education programs, activities and financial aid. The District has developed a grievance procedure for reporting suspected disability discrimination in violation of Section 504.

[REFER TO Appendix 8: Section 504 of the Rehabilitation Act of 1973 - Grievance Procedure.]

4.7.5 Protection Against Improper Disclosure of Student Opinion and Association.

Information about student views, beliefs and associations and judgments of ability and character that faculty members, administrators or staff acquire in the course of their work shall not be communicated to persons outside the college community without the student's permission.

4.7.6 Off-Campus Activities.

No rule or regulation of the Colleges shall apply to a student's off-campus activities, unless the Colleges' interests as an academic community are distinctly and clearly involved.

4.7.7 College Authority and Civil Penalties.

When the activities of a student result in violation of law, College officials should be prepared to direct the student to sources of legal counsel consistent with the law.

4.7.8 Drug-Free Workplace Policy.

The Board is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis.

[REFER TO Appendix 13: Drug-Free Workplace Policy.]

4.8 DUE PROCESS RIGHTS.

4.8.1 Informal Hearing.

Prior to suspension of a student for any period less than six (6) school days, the student shall be given a written statement of the complaint against him or her, and an opportunity to present his/her version of the facts. The College President on the basis of both the complaint and the student's answer shall make a decision. The College President's decision shall be communicated to the student in writing.

4.8.2 Formal Hearing.

Prior to expulsion of a student, or a suspension for a period of six (6) school days or more, the student shall be accorded a hearing on the charges upon which such disciplinary action could be based. A representative of the student government, and such other persons as the College President designates, shall be entitled to attend the hearing.

- a. The hearing to which the student is entitled shall be conducted by a hearing committee designated as follows: two administrators shall be appointed by the College President, two faculty members shall be appointed by the College Faculty

## ARTICLE V

### BUSINESS AND FINANCIAL SERVICES

#### 5.1 FISCAL YEAR.

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

#### 5.2 PURCHASING AND CONTRACTS.

The Board shall establish a policy regarding the purchasing and contracting function of the District. This policy shall be published in a purchasing handbook or other appropriate document and shall include provisions regarding:

- a. Bid specifications and bid proposals;
- b. Non-bid and personal service contracts;
- c. Commodity purchases; and,
- d. Use of local vendors and minority- and women-owned business enterprises.

[REFER TO Appendix 23: Operations Manual.]

All applications by contractors for payment for work performed must be approved by the Chancellor or the Chancellor's designee prior to payment. Before final payments are made, the Chancellor or the Chancellor's designee shall obtain from the contractors all necessary statements, affidavits and waivers showing that the claims of all subcontractors have been satisfied and all supplies and materials used in the work have been paid.

Contracts costing less than a face value of \$10,000, including such contracts which commit the District to self-insurance or indemnification in excess of \$10,000, may be approved by the Chancellor following legal review. However, the Board shall be regularly informed of such executed contracts.

The Board has adopted a Minority/Women Business Enterprise (M/WBE) Program.

[REFER TO Appendix 24: Minority/Women Business Enterprise Program.]

The Board has adopted a Waste Reduction and Recycled Product Procurement Policy.

[REFER TO Appendix 25: Waste Reduction and Recycled Product Procurement Policy.]

#### 5.3 ALLOCATION, MANAGEMENT, EXPENDITURE OF STUDENT ACTIVITIES FUNDS.

##### 5.3.1 Allocation.

Each fall and spring semester, the Board of Trustees shall grant \$.19 per regular college credit hour per College to be used for allocation by the Student Government for student activities during the academic year. In addition, the Board of Trustees shall provide each

If any Student Government request for expenditure of monies is denied at the College, the College President shall give reasons to the Student Government in writing. The Student Government shall then have the right to appeal that decision to the Chancellor whose decision shall be final.

#### 5.3.5 Authorization of Expenditures.

- a. The Student Government must submit a signed purchase requisition to the College President's designee(s) for approval. The requisition will be checked against the club's original budget.
- b. If the expense is approved (in writing) and involves reimbursement to an individual or an advance for travel but does not involve the purchase of goods or services from vendor(s), the College Business Office shall prepare a Purchase Order which is then signed by the Director of Business and Operational Services and the President, and when necessary, forwarded to the District Office for additional authorizing signatures. A check will then be issued to the appropriate person and/or vendor.
- c. If the purchase of goods or services from a vendor(s) is involved, the rules below apply.
  - c.1 Purchases under \$500 -- The requisition must be submitted to the President's designee for approval. If approved (in writing), the Business Office shall be authorized to make the purchase locally and to send the vendor's invoice to Central Administrative Office for payment along with an approved Purchase Order.
  - c.2 Purchases between \$500 and \$1,000 -- All purchases shall be coordinated through the Director of Business and Operational Services and monitored by the President's designee(s). When purchases exceed \$500, three (3) price quotations are required.
  - c.3 Purchases between \$1,000 and \$10,000 -- Require three (3) written price quotations. This information should be shown on a bid recap form and attached to the requisition. If the requisition is approved, the Business Office will prepare a Purchase Order which must be signed by the Director of Business and Operational Services and President, and forwarded to District Office for additional authorizing signatures. The Purchase Order will then be sent to the vendor.
  - c.4 Purchases over \$10,000 -- Require formal bidding and action by the Board of Trustees. If such an expenditure is anticipated, it must be reviewed by the Director of Business and Operational Services and the College President.

#### 5.3.6 Performing Artists - Payment and Contracts.

Where performing artists and certain other groups expect payment at the time of their performance, a contract shall be signed with the performer and approved by the President's designee (the Student Activities Director or Dean of Student Services). Prior to the performance date, a completed Requisition and a copy of the contract is to be submitted to the Business Office at least one (1) week prior to the event. A Purchase Order will be issued and an imprest fund check will be released on the day of the event

Therefore, each College's Student Government shall develop and approve a Student Activities budget within thirty (30) days after the beginning of the Fall Semester.

The Student Government may allocate no more than ten percent (10%) of the College monies allocated for student activities for its own activities and expenses.

Provisions for the Student Government Finance Committee or other budget/finance committees shall be detailed in the Student Government Constitution and/or Bylaws.

Each Student Government budget shall indicate appropriations in the form of specific line items and shall be developed with consideration given to the total allocation and alternative plans for its use. The Student Government budget shall be submitted to the College President and the President's designee(s) for approval. The President or designee(s) shall notify the Student Government President of budget approval or disapproval within 48 hours.

5.3.11 Relationship with the College Business Office.

The Student Government President and the Student Government Finance Committee shall work closely with the Business Office in the management of student funds and the development of the Student Government budget.

5.3.12 Agency Account.

The Business Office shall establish an Agency Account for each student organization as required. All funds collected during fund raising events, dances, concerts, etc., will be deposited in the appropriate account through the Business Office within 24 hours (or earlier) after the event.

Withdrawals from an Agency Account, if fully covered and justified, shall be made through the use of a requisition signed by the proper club officers and College administrators. If a withdrawal is denied, the Club President shall consult with the Student Government; if the Student Government considers the denial invalid, the matter shall be adjudicated by the College President or the President's designee(s).

5.3.13 Student Government Responsibility for Funds Allocated.

Student Government shall develop budget guidelines for the allocation of activity funds. These budget guidelines should contain provisions for the monitoring and review of each activity's expenditures and for allowing each to question what it may deem unfair or improper allocations.

5.4 INVESTMENT AND DEPOSITORY POLICIES.

At its annual meeting, the Board shall, by Resolution, designate the methodology to be utilized for investments of funds, and other financial matters pertaining to depositories.

- c. Designated Investment Accounts  
[REFER TO Appendix 30: Resolution - Authorized Investment Accounts for Board Funds.]

#### 5.4.5 Certification of Investment Policies

The Secretary or Assistant Secretary of the Board is authorized to certify a copy of the official Board Resolutions and policies enumerated herein in Section 5.4, and the names and signatures of the officers authorized to act in the premises. The investment entity(s) is authorized to rely upon such Board Resolutions or policies until formally advised by like certification of any changes therein.

#### 5.5 BUDGET.

The Board shall adopt an annual budget and any additional or supplemental budget which, at the discretion of the Board, may be published in a budget handbook.

#### 5.6 FINANCIAL REPORTS.

The Chancellor shall present to the Board periodic summaries of appropriations and encumbrances by funds, showing the status of Board finances.

#### 5.7 CHECKS.

The Chairman and the Treasurer of the Board shall be authorized to issue appropriate checks to pay the salaries and wages of all officers, faculty members and other employees of the District without additional approval of the Board.

All checks issued at the individual Colleges shall require two (2) signatures. Checks to be drawn in an amount in excess of \$10,000 shall require the following three (3) signatures: Treasurer, Chairman or Vice Chairman, Vice Chancellor for Finance or Controller. The Board shall adopt rules and procedures regarding the issuance of all other checks.

#### 5.8 TRAVEL AND OTHER REIMBURSABLE EXPENSES.

The Chancellor shall issue guidelines for reimbursement of expenditures incurred for authorized travel or for other matters, by officers, faculty members, students and other employees of the District. These guidelines shall apply to all expenditures where the District is expected to reimburse the person incurring the expense. Such guidelines have been adopted.

[REFER TO Appendix 31: Travel Guidelines.]

#### 5.9 PROPERTY CONTROL.

No fixture, equipment, supply or other property of the Board shall be moved from any District or College building or grounds without the written approval of the Chancellor or President.

5.14 PAYROLL ATTENDANCE REPORTS.

Payroll attendance reports for the Colleges and for the District shall be prepared and certified as to accuracy under the supervision of the appropriate College President or administrative officer.

5.15 NAMING DISTRICT FACILITIES.

The authority to permanently name any of the District facilities rests with the Board of Trustees. The Board may initiate the naming of a facility or may consider recommendations submitted by the Chancellor, with the endorsement of the Officers of the District, accompanied by appropriate written supporting documentation. All recommendations shall comply with these Board Rules.

5.15.1 Criteria governing the naming of facilities may include, but is not limited to:

- a. A deceased individual whose credentials, character and reputation have been carefully evaluated;
- b. Any deceased individual who has rendered significant service to education, has distinguished himself/herself to the College/District, is indigenous to the City of Chicago, and holds a unique place in history;
- c. Any individual who has made a substantial contribution to the College/District as determined by the Board of Trustees.

5.15.2 When naming a District facility, the Board of Trustees shall take appropriate action, by Resolution, at a regular or special meeting of the Board.

APPENDICES [Continued]

App. No.	Reference Document	Adoption/Issuance Date	Rules Reference	
			Page	Section
13	Drug-Free Workplace Policy [Resolution #14088]	7-6-89	31	3.8.19
			44	4.7.8
14	Student Policy Manual - Credit, Pre-Credit, Career Programs, ALSP & Continuing Education [Resolution #20075] [Resolution #20774 - 7-2-98 amendment]	8-7-97	39	4.1
15	Policy Requiring Mandatory Medical/Health Insurance for Foreign Students [Resolution #17223]	6-3-93	40	4.2.4
16	Policy on Prevention of Chronic Communicable Disease [Resolution #13122]	6-7-88	40	4.2.4
17	Student Tuition, Fees, Charges, Refunds & Waivers [Resolution #19396] [Resolution #19632 - 12-5-96 amendment] [Resolution #19819 - 4-1-97 amendment] [Resolution #19866 - 5-1-97 amendment] [Resolution #20528 - 4-6-98 amendment] [Resolution #20774 - 7-2-98 amendment] [Resolution #21131 - 3-4-99 amendment] [Resolution #21194 - 4-14-99 amendment] [Resolution #21414 - 7-1-99 amendment]	7-3-96	41	4.3
18	Academic Scholarships [Resolution #14091 - 7-6-89 - Harold Washington] [Resolution #21062 - 2-4-99 - Harry Crisp]	7-6-89	41	4.3
19	Rules, Regulations and Procedures for Authorizing Charge-Back of Tuition [Resolution #5292]	9-15-77	41	4.3.3
20	Policy on Students Called to Active Military Service [Resolution #15550]	3-7-91	41	4.3.4
21	Buckley Amendment Policy & Procedures [Resolution #5179]	7-5-77	42	4.5.2
22	Guidelines for Student Government Associations [Resolution #18006]	8-4-94	43	4.6



**APPENDICES [Continued]**

App. No.	Reference Document	Adoption/Issuance Date	Rules Reference	
			Page	Section
23	Operations Manual	10-89	46	5.2
	Purchasing Modifications [Resolution #16855] [Resolution #19396 - 7-3-96 amendments] [Resolution #19573 - 11-7-96 amendment] [Resolution #20774 - 7-2-98 amendments] [Resolution #21414 - 7-1-99 amendments]	11-5-92	53	5.13
24	Minority/Women Business Enterprise Program [Resolution #17107]	4-1-93	46	5.2
25	Waste Reduction and Recycled Product Procurement Policy	5-4-95	46	5.2
	[Resolution #18488]		53	5.13
26	Short-Term Investment Policy [Resolution #17993]	7-7-94	51	5.4.1
27	Medium/Long-Term Investment Policy [Resolution #17992]	7-7-94	51	5.4.2
28	Depositories for Board Funds [Resolution #17989]	7-7-94	51	5.4.4.a
29	Authorized Signatures for Depositories of Board Funds [Resolution #17991]	7-7-94	51	5.4.4.b
30	Authorized Investment Accounts for Board Funds [Resolution #17990]	7-7-94	52	5.4.4.c
31	Travel Guidelines	8-89	52	5.8

**1999-2000 BOARD RULES -- APPENDICES**

App. No.	Reference Document	Adoption/Issuance Date	Rules Reference	
			Page	Section
1	Policy on Compliance with the Illinois Freedom of Information Act [Resolution #10141]	7-3-84	8	1.8.1
2	Policies & Guidelines Governing the Use of Computer and Technology Resources [Resolution #20774]	7-2-98	8	1.8.2
3	Ethics Policy [Resolution #16962] [Resolution #18686 - 7-1-95 amendments] [Resolution #20318 - 12-4-97 amendments] [Resolution #20774 - 7-2-98 amendments]	1-7-93	9	1.9.1
4	Policy & Procedure for Selection of a College President [Resolution #17162]	5-6-93	12	2.4.1
5	Affirmative Action Program	DOL/EEO Mandate	15	3.2
6	Sexual Harassment Policy & Complaint Procedure [Resolution #16260]	2-6-92	15 42	3.2 4.5
7	Title IX - Policy & Grievance Procedure [Resolution #4860]	11-2-76	15 42	3.2 4.5.1
8	Grievance Procedure - Section 504 of the Rehabilitation Act of 1973 [Resolution #5616]	5-2-78	15 42	3.2 4.5.3
9	Oral English Proficiency Program [Resolution #18011]	8-4-94	16	3.5
10	Policy on Unused Vacation Rollover [Resolution #14621]	2-1-90	26	3.8.6.b
11	Family Medical Leave Act - US Dept. of Labor [Resolution #18686]	7-1-95	27	3.8.7.c
12	Administrative Voluntary Retirement Program [Resolution #15089] [Resolution #17587 - 12-2-93 amendment] [Resolution #17692 - 2-3-94 amendment] [Resolution #17986 - 7-7-94 amendment] [Resolution #19396 - 7-3-96 amendment]	8-9-90	31	3.8.18

5.10 DEPOSITS AND ESTABLISHMENT OF AGENCY ACCOUNTS.

All funds of the District shall be deposited from time to time to the credit of the District in such banks, trust companies or other depositories upon recommendation of the Chancellor with approval of the Board. In accordance with District procedures, the Colleges and/or may establish agency accounts for any funds collected during events, promotions or activities. All funds collected shall be deposited in the appropriate account through the Business Office within 24 hours (or earlier) after the event.

5.11 GRANTS AND GIFTS.

5.11.1 Grants and Scholarships.

Applications for grants, bequests, contributions and scholarships are subject to prior approval by the Board; and when such approval is granted, the Chancellor is authorized to accept the grants, bequests, contributions or scholarships; and, any such funds shall be governed by the specific restrictions and limitations placed on the Board by the grantors and shall not be expended for any other purpose.

5.11.2 Gifts.

The Board may accept on behalf of the District, any gift, contribution, bequest, devise or grant for general or special purposes of the Board, the District, or the Colleges.

5.12 CITY COLLEGES OF CHICAGO FOUNDATION.

The City Colleges of Chicago Foundation is a separately incorporated not-for-profit organization created to support educational opportunities offered through the City Colleges of Chicago. The Board encourages its continued operation.

5.13 OPERATIONS.

The District shall publish operational rules and guidelines including security and emergency procedures. The District shall publish guidelines for the Colleges regarding the use of facilities. The Chancellor and/or College President may issue permits to individuals, students, student groups, and organizations to use buildings, auditoriums or other college facilities in accord with these guidelines.

[REFER TO Appendix 23: Operations Manual.]

The Board has adopted a Waste Reduction and Recycled Product Procurement Policy.

[REFER TO Appendix 25: Waste Reduction and Recycled Product Procurement Policy.]

#### 5.4.1 Short-Term Investment Policy.

Short-term investments of cash shall be those which are estimated to be needed within twelve [12] months from the date of availability for investment. Such short-term investments shall be made by the Treasurer or other individual(s) designated by the Board, upon recommendation of the Chancellor, in accordance with the Board's Short-Term Investment Policy. In accordance with said Policy, each investment trade shall be subject to approval of the Chief Financial Officer prior to trade date.

[REFER TO Appendix 26: Short-Term Investment Policy.]

In accordance with said Policy, the Treasurer shall submit a written quarterly report to the Board summarizing all transactions in sufficient detail to enable the Board to determine that the transactions are in accordance with its investment policies and state law. The Treasurer shall make an annual presentation to the Board.

#### 5.4.2 Medium/Long-Term Investment Policy.

Medium/long-term investments of cash shall be those which are not estimated to be needed within twelve [12] months from the date of availability for investment. Such medium/long-term investments shall be handled by outside money manager(s) selected by the Board, upon recommendation of the Chancellor, in accordance with the Board's Medium/Long-Term Investment Policy.

[REFER TO Appendix 27: Medium/Long-Term Investment Policy.]

In accordance with said Policy, the Treasurer shall monitor all transactions of the outside money manager(s). Each money manager will submit a written quarterly report to the Board summarizing all transactions by the money manager in sufficient detail to enable the Board to determine that the transactions are in accordance with its investment policies and state law. Each money manager shall make an annual presentation to the Board.

#### 5.4.3 Authorization of Investment Representatives

The Chairman of the Board and the Chancellor are authorized to designate the individuals and outside money managers to fulfill the duties outlined in paragraphs 5.4.1 and 5.4.2 above, subject to formal ratification by the full Board at its next regularly scheduled meeting.

#### 5.4.4 Other Financial Policies

In addition to the Investment Policies outlined above, the Board shall annually adopt Resolutions pertaining to the following:

- a. Board-Approved Depositories  
[REFER TO Appendix 28 Resolution - Depositories for Board Funds.]
- b. Authorized Signatures for Depository Accounts  
[REFER TO Appendix 29: Resolution - Authorized Signatures for Depositories of Board Funds.]

to the person authorized to pay the performing artist, at which time this authorized individual must secure from the performing artist the following: (a) an invoice and (b) a signed tax responsibility form (available from the Business Office). These two documents are to be presented to the Business Office to allow for reimbursement to the imprest fund and proper charges to the Activity Fund.

5.3.7 Petty Cash for Approved Expenditures under \$50.

The Business Office shall maintain a Petty Cash fund to provide a convenient method of reimbursement for small purchases up to \$50 that need to be made on an emergency basis. Student Government officials shall meet with the proper College officials and the Director of Business and Operational Services to review guidelines for approved expenses from the Petty Cash Fund. Receipts must be submitted with the completed Petty Cash form. The expenditure must be approved by the President's designee and the Student Government President and then submitted to the Business Office for reimbursement.

5.3.8 Student Travel.

All travel requests must be submitted to the President's designee for approval. Reimbursements will not be made to students without this prior approval. For trips which require more than a petty cash expenditure or for trips out of the city, a "Request to Attend Professional Meeting" form must be submitted to the President's designee for approval at least two (2) weeks prior to the trip. This request is to identify the nature of the trip, estimated costs, participants, etc. Following the President's approval, a cash advance, if needed, may be requested; a Requisition shall be submitted with the travel request at least one (1) week prior to the trip listing estimated expenditures. Following the trip, all receipts for food, hotel accommodations, transportation, etc., shall be promptly submitted to verify the expenditure. Any unexpended funds advanced must also be returned at this time.

Students must follow the same travel guidelines as City Colleges of Chicago personnel: tourist class air travel, rail or other modes of public transportation shall be used. Travel by personal automobile may be authorized when practicable at a cost not to exceed tourist air travel or rail costs, whichever is lower. Only one person may charge for car transportation when two or more ride in an automobile. Students must occupy reasonably priced hotel rooms at current rates and purchase moderately priced meals. Reimbursements can be made only if expenditures are necessary for official purposes and receipts are obtained for such expenses.

5.3.9 Monitoring of Student Government Funds.

The total amount in the Student Government account shall be reported by the College President or the President's designee to the Student Government President at the end of each month.

5.3.10 Budgeting Guidelines.

By law, Student Government expenditures may not exceed the Student Activities fund appropriations adopted by the Board of Trustees in the annual City Colleges of Chicago budget.

College with funds from the Education Fund for varsity and/or intramural sports, towel services where applicable, College newspapers and/or magazines, and drama/debate activities in amounts to be determined by previous funding and the current operating budget. All monies raised are the property and/or fiduciary responsibility of the Board and shall be deposited in the appropriate account. Unexpended funds from the \$.19 per regular college credit hour allocations shall be reserved for allocation in subsequent fiscal years.

No commitment or obligation may be made on behalf of the College without prior written approval of the College President or the President's designee. Students are personally liable for those commitments or obligations made without such written approval. Failure to obtain approvals can result in the student being held personally responsible for debts incurred.

No reimbursements will be made without receipts; receipts must be obtained and submitted to verify all reimbursable expenditures.

#### 5.3.2 Student Activity Fund.

The Student Government shall determine the allocation of the Student Activity Fund with the approval of the College President or the President's designee(s): Dean of Student Services and/or Director of Student Activities, and in accordance with the rules herein set forth.

Student Government may submit requests to the appropriate administrative office of the College for the expenditure of funds. These requests may be approved if they are expenditures for student activities and if they are consistent with applicable law, Board rules and local college policy. District funds may not be used for charitable, sectarian, religious or political activities at any of the City Colleges of Chicago.

#### 5.3.3 College Newspaper.

Each College may publish a newspaper funded by the Education Fund. The College President and the newspaper staff shall determine the number of copies and issues and the size of the newspaper. A newspaper budget will be established and shall follow customary practice and cost efficient standards. The College President may suspend publication of the newspaper if, in the President's judgment, financial irregularities are taking place. The Student Government is not obligated to assist in funding the student newspaper, however, they may choose to do so.

#### 5.3.4 Board Regulations Regarding Expenditures.

Students may not bind the College to contractual agreements or otherwise authorize the expenditures of College funds. When making purchases, students must follow College procedures outlined in the sections below which require obtaining the authorized College administrator's signature and the issuance of a Purchase Order. Each request for expenditure must be checked against the Student Government's original approved budget.

Council, two student representatives (at least one of which must be an elected officer) shall be appointed by the College Student Government. Prior to such hearing the student shall be advised of the charges against him or her. At the hearing the student shall be entitled to be represented by an attorney or advisor of the student's choice.

- b. The student shall be given an opportunity to testify and to present evidence and witnesses, and shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- c. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The hearing committee's written recommendation to the College President should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- d. After the hearing, the College President shall be advised in writing within five (5) school days of the recommendation of the committee and the substance of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President shall advise the student in writing of his/her decision within five (5) school days of the receipt of the written recommendation of the committee.
- e. The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student shall have a right to a hearing within five (5) school days of the first day of the suspension.
- f. A decision of the College President to expel or suspend the student in excess of six (6) days shall be forwarded to the Chancellor. The Chancellor shall be advised in writing by the College President of the substance of the evidence on which the decision was based. The student shall be notified that the decision has been forwarded to the Chancellor.
- g. In the event the student charged disagrees with the decision of the College President, the student may appeal the decision in writing to the Chancellor. To do so, the student must submit to the Chancellor, within ten (10) school days following the College President's decision, a written statement specifying in what respect the student disagrees with the decision. The Chancellor shall advise the student and the College President in writing of his/her decision on the appeal within five (5) school days after receipt of the student's statement.
- h. The Chancellor may uphold the College President's decision, limit its duration, reverse the decision, or permit the student to enroll in another College in the system.

#### 4.6 STUDENT GOVERNMENT.

The Board shall provide funding to each College for allocation by the Student Government for student activities.

Rules and guidelines for the organization and operation of Student Government Associations are published and disseminated on a regular basis.

[REFER TO Appendix 22: Guidelines for Student Government Associations.]

#### 4.7 STUDENT RIGHTS AND RESPONSIBILITIES.

Students who are citizens of the United States enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens. Foreign students have the same rights and responsibilities, except those limited by law. Among these basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse. The exercise of such rights shall be subject to the necessity for the orderly functioning of the College and are subject to valid and constitutional regulation by the College.

##### 4.7.1 Right to Join or Organize.

- a. A student has the right to join any approved College organization or association.
- b. Students shall also have the right to organize a new association provided that they submit to the appropriate College administrator (1) a statement of purpose for the organization, (2) a standard statement of nondiscrimination and (3) a list of officers or organizers. Such organizations or associations shall be permitted use of College facilities during normal operating hours when such use does not interfere with instructional or other activities at the Colleges. Such organizations or associations shall comply with the rules and regulations of the Colleges.

##### 4.7.2 Student Evaluation of Faculty.

Students will be given the opportunity to evaluate faculty at least once per year.

##### 4.7.3 Improper Academic Behavior.

Dishonesty or cheating in any form, whether in the classroom, tests, examinations or in submitting assignments that are not wholly the student's own, will be dealt with severely. Appropriate action will be taken against students who are found and verified to be cheating.

##### 4.7.4 Protection Against Improper Academic Evaluation.

Students shall have protection through orderly procedures stated in writing against prejudiced or capricious academic evaluation. The development of orderly procedures shall be implemented at the individual Colleges by agreement between students, faculty and administration.



#### 4.3 ACADEMIC TERM, TUITION, FEES, CHARGES, SCHOLARSHIPS, REFUNDS, AND WAIVERS.

The Board shall establish the academic term, tuition, fees and other charges, scholarships, and waiver policies for the Colleges. This information shall be published in official publications of the District or of the Colleges.

[REFER TO Appendix 17: Student Tuition, Fees, Charges, Refunds and Waivers.]

[REFER TO Appendix 18: Harold Washington Academic Scholarships & Harry Crisp Academic Scholarships.]

##### 4.3.1 Other College Credit.

College credit may be granted for successful completion of the College Level Examination Program (CLEP). Credit may also be granted for college-level prior learning acquired outside the college classroom as prescribed by the Chancellor.

##### 4.3.2 Advanced Placement Program.

High school seniors and juniors recommended by their high school principals may be enrolled by the Colleges and permitted to take appropriate courses for college credit, provided that the college credits awarded cannot be used for high school graduation. The Colleges will also give advanced standing to students whose scores on College Level Examination Program (CLEP) tests fall within an appropriate range.

##### 4.3.3 Tuition Charge-Backs.

In accordance with the Illinois Public Community College Act, as amended, the District has published rules, regulations and guidelines for authorizing the charge-back of tuition; these regulations shall be disseminated on a regular basis.

[REFER TO Appendix 19: Rules, Regulations and Procedures for Authorizing Charge-Back of Tuition.]

##### 4.3.4 Students Called to Active Military Service Policy.

The District has a policy of supporting federal initiatives in times of national emergency involving the drafting of individuals and/or the call to active duty of reserve units. Many District students fall within these categories.

[REFER TO Appendix 20: Students Called to Active Military Service Policy.]

#### 4.4 PUBLICATIONS.

Catalogs, manuals, and handbooks will be developed and published providing students and the public with information on programs, services, policies, rights, degree and certificate requirements, facilities, rules, regulations, and other matters pertaining to the City Colleges of Chicago. These materials will be reviewed and approved before publication and disseminated in accord with procedures established by the Chancellor.

## ARTICLE IV

### EDUCATIONAL PROGRAMS AND STUDENT SERVICES

#### 4.1 EDUCATIONAL PROGRAMS.

The Colleges are committed to providing high quality educational programs consistent with the mission of the District, the missions of the Colleges, and the rules of the Illinois Community College Board. The programs will be subject to periodic evaluation by the Colleges and by the Chancellor.

Standards for admission and for acceptable academic performance have been published by the District and shall be disseminated on a regular basis by the Colleges. An educational guarantee policy for all occupational and vocational skills programs has been approved as an addition to the Student Policy Manual.

[REFER TO Appendix 14: Student Policy Manual.]

In consultation with the faculty, the Chancellor may require the successful completion of a comprehensive examination as part of the graduation requirements of a program.

The Presidents shall submit to the Chancellor, for the approval of the Board, any new programs to be offered at the Colleges. Educational programs previously approved by the Board shall not be terminated except pursuant to Board action. The Chancellor, or his designee, is authorized to execute all contracts or memoranda of agreement for customized/special interest training programs provided to businesses and companies. The Board shall be regularly informed of such executed contracts or memoranda.

#### 4.2 STUDENT INFORMATION AND POLICIES.

The District shall publish policies including student rights and responsibilities.

##### 4.2.1 Student Record Retention.

Student records will be retained pursuant to all applicable laws including but not limited to the Illinois Records Act.

##### 4.2.2 Residency.

Illinois Community College District No. 508 is a multi-campus system whose boundaries are co-terminus with those of the City of Chicago. An individual living within the boundaries of Community College District No. 508 is eligible to attend any of the seven Colleges within the District in accordance with current in-district tuition policies and procedures. The District publishes and regularly disseminates its procedures for verification of residency.

- a. The Office of Human Resources (OHR) will notify each employee of her/his layoff and any rights the employee may have to appeal the procedure used to determine the selection.
- b. OHR will determine whether any of the laid-off employees are qualified to fill other, vacant positions in the bargaining unit (i.e. positions in the unit other than those into which the employee has a right to "bump"). OHR will first offer any such positions to laid-off unit employees deemed qualified, in seniority order (most senior first).
- c. OHR will notify the employee of the procedures necessary to maintain her/his insurance or other benefits.
- d. The OHR will notify the employee of her/his rights of recall; this shall include, but is not necessarily limited to, giving a copy of these rules to each unit employee who is laid-off.
- e. The OHR will maintain an up-to-date list, with addresses, phone numbers and seniority dates, of all laid-off unit members. The list will be provided to the Union as updated.
- f. The OHR will notify each unit member on the layoff/recall list and the Union of any clerical or technical position, career service, project, permanent or temporary (i.e. any "vacancy") for which an employee is being sought.
- g. No clerical or technical position shall be filled at any College or other work location, without prior written approval of the OHR, as long as any unit member remains on the recall list.
- h.1 Whenever City Colleges fills a vacancy in a classification that was held, either at the time of layoff or prior to that time, by a laid-off unit employee, City Colleges shall first offer that vacancy to such laid-off employee; if there is more than one such employee, the position shall be offered to the most senior employee first.
- h.2 Laid-off unit employees who apply shall be given priority over other applicants for vacancies in bargaining unit classifications that such employees did not previously hold if they are qualified for the position; these vacancies are to be offered to such qualified employees in order of seniority. City Colleges shall retain the sole discretion to determine whether employees are qualified for such positions.
- i. Project employees who are on layoff may accept a temporary project vacancy without jeopardizing their recall rights to a project position (i.e., remain on recall list).
- j.1 A laid-off unit member may refuse a position that is below her/his classification or which would cause substantial difficulty because of location or work schedule without jeopardizing her/his recall rights (i.e., remain on recall list).
- j.2 If a laid-off employee assumes a position in a lower grade, the employee shall have the right to return to a position equivalent to the one from which he/she was laid-off when a vacancy occurs.

- c. OHR will notify the employee of the procedures necessary to maintain her/his insurance or other benefits.
- d. The OHR will notify the employee of her/his rights of recall; this shall include, but is not necessarily limited to, giving a copy of these rules to each unit employee who is laid-off.
- e. The OHR will maintain an up-to-date list, with addresses, phone numbers and seniority dates, of all laid-off unit members. The list will be provided to the Union as updated.
- f. The OHR will notify each unit member on the recall list and the Union of any clerical or technical position, career service, project, permanent or temporary (i.e. any "vacancy") for which an employee is being sought.
- g. No clerical or technical position shall be filled at any College or other work location, without prior written approval of the OHR, as long as any unit member remains on the recall list.
- h.1 Whenever City Colleges fills a vacancy in a classification that was held, either at the time of layoff or prior to that time, by a laid-off unit employee, City Colleges shall first offer that vacancy to such laid-off employee; if there is more than one such employee, the position shall be offered to the most senior employee first.
- h.2 Laid-off unit employees who apply shall be given priority over other applicants for vacancies in bargaining unit classifications that such employees did not previously hold if they are qualified for the position; these vacancies are to be offered to such qualified employees in order of seniority. City Colleges shall retain the sole discretion to determine whether employees are qualified for such positions.
- i. Career Service employees who are on layoff may accept a temporary career service vacancy or project position without jeopardizing their recall rights to a career service position (i.e., remain on recall list).
- j.1 A laid-off unit member may refuse a position that is below her/his classification or which would cause substantial difficulty because of location or work schedule without jeopardizing her/his recall rights (i.e., remain on recall list).
- j.2 If a laid-off employee assumes a position in a lower grade, the employee shall have the right to return to a position equivalent to the one from which she/he was laid-off when a vacancy occurs.
- k. If a laid-off unit member refuses a position for which she/he is qualified for any reason except as stated in paragraphs j.1 and j.2 above, or for valid medical reasons, she/he will be removed from the recall list.

- b. Assignments to vacancies for which posting is not required will be made by the Board giving priority to Adult Educators in the following manner:
  - b.1 A qualified and available non-probationary Adult Educator selected from the log of availability forms submitted by Adult Educators working less than twenty-four (24) hours. A separate log shall be compiled in each ALSP office.
  - b.2 A qualified new or probationary Adult Educator or an Adult Educator currently assigned twenty-four (24) hours seeking a change in assignment if the Board approves the change.
- c. For vacancies filled pursuant to subsection 3.9.1.b above, the Board shall decide, no later than three weeks prior to the end of either the first or second module or the first semester or its equivalent of that assignment, whether it will post the assignment for the next module, semester or equivalent thereof.

### 3.10.2 ALSP Coordinator Layoff & Recall.

- a. A coordinator whose position is affected by layoff or elimination may replace a coordinator at that College in the same classification with the least seniority, provided that the more senior coordinator possesses the skill and ability to perform the duties of the position. If such employee is the least senior within the classification, she/he may replace a less senior coordinator in the next lower classification at the lower wage rate. Such replacement may not disrupt the efficient operations of the program.
- b. Coordinators who are laid off, placed or moved to lower classifications shall be placed on a recall list of laid off members. Persons on the list are subject to recall for one (1) year.
- c. While subject to recall, coordinators will be notified of all coordinator vacancies which become available at all Colleges. The College with the vacancy will consider the coordinator's seniority, skill and ability when determining who is best suited for the vacancy, however, other applicants who are more qualified may be hired for the vacancy. Coordinators recalled to a position at a College other than the College from which they were laid off shall serve a probationary period of two complete modules or their equivalent in that position. If such employee does not successfully complete this probationary period, they shall be returned to the recall list and shall not suffer a loss in seniority.

## 3.11 WORKING CONDITIONS OF COLLEGE CLERICAL & TECHNICAL EMPLOYEES

### 3.11.1 Career Service Employees.

- a. For purposes of retention of employment or in the event of a reduction in force, seniority shall be Colleges-wide. Seniority shall be used to determine the order of layoffs due to reduced manpower requirements in particular classifications, recalls after layoffs, as between employees of the same classification who are equally competent to perform the work.

- b. Administrators, age 55 and over, who have served continuously for ten (10) years and are eligible for an annuity under the State University Retirement System (SURS) are eligible for consideration in the early retirement plan.

[REFER TO Appendix 12: Administrative Voluntary Retirement Plan.]

- c. Mandatory age 70 retirement of faculty shall end December 31, 1993 in conformity with the law.

### 3.8.19 Drug-Free Workplace Policy.

The Board is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis.

[REFER TO Appendix 13: Drug-Free Workplace Policy.]

## 3.9 WORKING CONDITIONS OF PROFESSIONAL EMPLOYEES.

### 3.9.1 Additional Compensation for Professional Employees.

As set forth in the collective bargaining agreement, Article IX, Section B, the normal work week for full-time employees who are members of the professional bargaining unit of Local 1600 is 37.5 hours per week, including a daily lunch period of 30 minutes. Employees who are members of the professional bargaining unit of Local 1600, by virtue of the nature of their jobs and their professional status, are expected to invest the time and effort required to successfully complete their assigned responsibilities.

In exceptional circumstances, members of the professional bargaining unit of Local 1600 may be called upon by the administration to expend substantial time and effort beyond their regular work week in order to perform their professional obligations. For example, when a quadrennial national convention was recently held in Chicago, members of the professional bargaining unit of Local 1600 were called upon to work substantial excess time including at night and on weekends in addition to their regular week. In such circumstances, members of the professional bargaining unit of Local 1600 will be given additional compensation for hours in excess of forty (40) per week on an hour for hour basis in the form either of compensatory time or extra pay, the form of payment to be at the discretion of the administration.

If additional compensatory time is given, it shall be redeemed within 12 months of the time earned, except that such time may be redeemed beyond 12 months if this is agreed to in writing by the administration and the professional employee. Compensatory time shall be scheduled at a time mutually agreeable to the administration and the professional employee.

An employee who believes that he or she has been treated unfairly or inequitably by reason of any act or condition which is contrary to this policy shall have access to the grievance procedure, up to and including arbitration, as set forth in the collective bargaining agreement, Article XI.

- b.1 To be considered for such Leave, an administrator must have completed six or more years of continuous satisfactory service with the District.
- b.2 Award of a Professional Advancement Leave will be subject to a prior agreement of terms and conditions between the administrator and the District ("Agreement").
- b.3 Upon expiration of the Leave, and upon presentation of evidence satisfactory to the Chancellor showing full compliance with the Agreement, the administrator shall be returned to a position with the District for which he/she is qualified. Such placement will be at the sole discretion of the District.
- b.4 An administrator on Professional Advancement Leave may not accept other full-time paid employment during such Leave, unless such employment is ancillary or a part of the advanced study, research, writing, exchange teaching or other professional service done as a part of the Leave. The amount of any compensation received as a result of such permitted employment will be deducted from compensation paid to the administrator by the District during the Leave.
- b.5 Before any leave is granted, the administrator shall agree in writing that, in the event he/she fails to show satisfactory compliance with the terms and conditions of the Agreement of terms and conditions or fails to return to serve in the City Colleges of Chicago for a period of at least one year, he/she shall refund all sums of money paid him/her by the Board during the Professional Advancement Leave.
- b.6 No more than three (3) administrators per academic year will be awarded Professional Advancement Leaves
- b.7 Nothing herein or in the Agreement shall create an employment contract between the administrator and the District. The administrator is and shall remain an employee at will of the District.

The Chancellor may grant, subject to Board approval, an additional six (6) months, or a part thereof, of leave without pay, for special reasons.

### 3.8.13 Military and Peace Corps Leaves.

#### a. Military Leave.

Regularly employed full-time personnel who are called to active duty, or who leave their positions for extended active duty in the military service of the United States during a state of war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency. They shall be entitled to return to their positions at the beginning of the next semester, but to do same, must pass a health examination given by a physician designated by the Board physician. Application for return to said position must be made within sixty (60) days following discharge from the service.

The return to one's position shall be at the same salary level held at the beginning of military leave plus any advancement in salary that comparable regularly employed full-time personnel would have received if continuously employed and in compliance with requirements for salary increases. Such leave shall not constitute a break in employment continuity.

### 3.8.7 Sick Leave.

#### a. Annual Sick Leave.

All regularly employed full-time persons not covered by a collective bargaining agreement and employed on a twelve (12) month work year basis shall be granted, at the beginning of each academic year, a bank of twelve (12) days of sick leave except that one day shall be subtracted from this total for each thirty (30) calendar days of any leave granted with loss of pay. Any such employees beginning full-time employment subsequent to the beginning of the academic year shall be granted a bank of sick leave prorated on the above basis for the remainder of the year. Sick leave may be used during any period in which an employee is on active employee status.

#### b. Accumulation of Sick Leave.

Each full-time regularly employed person shall accumulate an unlimited number of sick leave days with pay. Regularly employed full-time persons employed on a 12-month pay basis, upon the approval of the Chancellor of the Chancellor's designee, may be advanced up to twenty (20) days of additional sick leave for purposes of catastrophic, unexpected illness or injury. Accumulated unused sick leave is forfeited upon separation from service except as provided in the Board's retirement policy.

#### c. Extended Leaves.

Employees absent from work more than five (5) consecutive work days due to personal illness must submit a physician's statement upon return to work. Employees absent or expecting to be absent from work for more than ten (10) consecutive work days due to personal illness must apply for an "Extended Leave of Absence" for personal illness.

An Extended Leave of Absence form must be submitted by the employee on or before the tenth day of absence; detailed medical information documenting a serious health condition that makes the employee unable to perform the essential functions of his/her job must accompany the Extended Leave of Absence application. A non-tenured faculty member may be given an extended leave for a period not to exceed the duration of his/her current employment contract. Such leave, or any other unpaid leave or absence shall not be counted toward tenure or certification. A tenured faculty member may be granted an extended illness leave of absence not to exceed one (1) year. No illness leave shall be extended beyond one (1) year, except upon approval of the Chancellor.

All provisions pertaining to extended leaves for personal illness shall be in accordance with the Family Medical Leave Act (FMLA).

[REFER TO Appendix 11: U.S. Department of Labor's FMLA Fact Sheet.]



involving a suspension of ten (10) working days or less. In instances where the Chancellor recommends a suspension of more than ten (10) working days or the discharge of the employee, the Chancellor shall so recommend to the Board, which shall act upon that recommendation at its next scheduled public meeting. Where the collective bargaining agreement provides for a hearing on an employee's suspension or discharge, the procedures and rights set forth in the collective bargaining agreement shall govern the proceedings.

3.7.6 Non-Renewal of Regularly Employed Faculty.

Each College President shall ensure that procedures for the evaluation of non-tenured faculty members are in writing and given to each such person at the time of hire. An administrative evaluation shall be the final basis for the recommendation to the Board as to renewal or non-renewal. Such evaluation shall include, but not be confined to, classroom visitation, retention rate, grade distribution, attendance, participation in college and departmental activities, faculty evaluation, and professional growth. All such procedures are to be submitted for review by the Chancellor and are subject to approval by the Board. Where the Board finds a non-tenured faculty member is not to be retained, applicable provisions of the Illinois Community College Act, as amended, are to be followed.

3.8 GENERAL WORKING CONDITIONS.

3.8.1 Physical Examination.

All job applicants offered employment in any position under the jurisdiction of the Board shall be required to pass a health examination to be conducted by the candidate's personal physician or, at the option of the Chancellor, by a physician designated by the Board physician.

3.8.2 Required Medical Examination.

The Chancellor may also require any other medical examination which is deemed necessary to evaluate the health status of a candidate for employment or of any person already employed by the Board. Refusal to comply with such directive shall constitute per se grounds for dismissal of an employed person.

3.8.3 Proof of Age.

All job applicants offered employment must submit satisfactory proof of date of birth.

3.8.4 Child Support Obligations

All persons offered employment by the Board will be required to immediately disclose any unpaid court-ordered child support obligations owed by the applicant or employee. All employees hired after July 5, 1996 must comply with all court-ordered child support obligations as a condition of employment. Noncompliance shall be grounds for discipline.

- b. Faculty members with six or more years of continuous satisfactory active service shall be eligible for sabbaticals.
- c. Forty (40) sabbaticals will be available for award each year according to the following priorities (in order of importance):
  - c.1 Retraining -- from low enrollment to high enrollment disciplines -- through educational programs (not to exceed 10);
  - c.2 Upgrading of educational preparation (not to exceed 10);
  - c.3 On the basis of other criteria in the Board-Union Agreement.
- d. Seven (7) sabbaticals (one per College) will be available each year for research designed to improve instruction in the City Colleges or to support achievement of the research and evaluation goals of the District and/or College strategic plans.
- e. No more than two (2) sabbaticals shall be granted in the same discipline at a College in any two semesters, unless the discipline is in danger of Reduction-in-Force (RIF).

#### 3.6.8 Special Leaves of Absence.

Such leaves may be granted by the Board, upon the recommendation of the Chancellor, and shall not be considered a break in service insofar as seniority is concerned unless the special leave exceeds two years. In the event of the elimination of the position which the faculty member or employee held prior to the leave, the faculty member may exercise seniority rights.

##### a. Part-Time Leave of Absence.

The Chancellor shall have the authority, with the approval of the Board, to grant a part-time leave of absence to tenured faculty members for up to one (1) academic year on a pro rata basis as to both salary and fringe benefits they would receive if employed full time on a regular teaching load.

#### 3.7 SUSPENSION, DISMISSAL AND NONRENEWAL.

The violation of any one or more of these Rules, or any provision in any applicable Board policy statement, guideline, procedure, regulation, handbook, manual, code of conduct, catalog or similar document, or any interpretation of any thereof, as adopted or authorized by the Board, shall be cause for disciplinary action. The phrase "disciplinary action" shall include, but not be limited to, an oral or written reprimand, a suspension with or without pay, and dismissal. No particular disciplinary sanction shall be required in any particular case, and the forbearance by the Board from imposing disciplinary sanctions in any case shall have no precedential value in any future case. Compliance with the formal rules of evidence shall not be required at any hearing provided for by these Rules.

- h. The Dawson Technical Institute and other locations where Training Specialists are assigned for teaching duties will maintain a student-teacher ratio of 23:1 with a maximum overage of three students per class. Exceptions to these limits shall be allowed if the project contract requires a larger number of students per class.

### 3.6.3 Colleges-Wide Retention of Employment.

- a. For the purpose of retention of employment in the event of a reduction in size of the faculty or elimination for one academic year of courses which a faculty member is qualified to teach at his College, seniority shall be colleges-wide. Thus, any faculty member who cannot be employed in his field of qualification at the College of his assignment shall have the right to be employed at any other College where a program he is qualified to teach is available. Colleges-wide seniority shall, under these circumstances, be exercised over the least senior faculty member in his field of qualification. However, his retention rights shall not be exercised over another faculty member if it is possible to provide him with a full-time program through the elimination of part-time lectureships or overtime first at his own College and then elsewhere in the Colleges. A faculty member transferring to another College in the above circumstances shall suffer no loss of seniority for any purpose.
- b. Financial Exigency: Layoff, Recall and Requalification.  
If the Board anticipates a financial exigency and the Board believes it may be necessary to reduce the size of the faculty, it shall so notify the Union at least two months in advance of notification of layoff of any tenured faculty member, unless an emergency occurs in which case the Union will be notified as soon as possible. Following such notification, the Board shall undertake the following steps prior to taking any action to reduce the size of the faculty. The Chancellor shall present to the Union evidence of such financial exigency and consult with Union officers regarding possible alternatives to faculty layoffs. If such action is finally taken, it shall be subject to the following conditions:
  - b.1 The Union shall be given a list of faculty members to be laid off which shall indicate the date employment shall end, seniority status, and subject area of employment of each faculty member. Such a list shall conform to Article VIII.F.2.a and c of the Board-Union Agreement, and Board Rule 3.6.3.a above. Tenured faculty members shall be notified of layoff in accordance with state law, by certified mail, except in an emergency where the faculty member shall be notified as soon as possible. Such notice shall include a statement of the reason therefore.
  - c. Recalls from layoff shall be in inverse order of layoff. The right to recall shall be up to three (3) years for tenured faculty members. Notice of recall shall be sent by certified mail to the faculty member's last known address and the faculty member shall reply within 30 days of receipt of the recall notice. No new faculty members shall be hired in any subject area until all recalls of laid off faculty members in that area shall have taken place.
  - d. A tenured faculty member notified of his layoff whose teaching position is being affected by reduction in force, either because his own position is being eliminated, or because he is junior to individuals whose positions are being eliminated, as an alternative to reduction in force, shall be offered priority over all other faculty

### 3.6 WORKING CONDITIONS OF FACULTY.

#### 3.6.1 Programming of Full-Time Regularly Employed Faculty Members.

##### a. Full-Time Teaching Load.

- a.1 All full-time regularly employed faculty with more than fifty percent (50%) of their assignment commencing prior to 6:00 p.m. shall perform professional duties five (5) days each calendar week. All full-time regularly employed faculty members with fifty percent (50%) or more of their assignment after 6:00 p.m. shall perform professional duties four (4) days each week. In either case, a full-time teaching load shall include at least four (4) days of scheduled classes. However, where professional services are required on a fifth day, faculty members with a four (4) day program are required to perform professional duties on that fifth day.
- a.2 During the Special Session and during Spring Semester, the least senior faculty in reduction-in-force areas shall have priority in completing teaching loads.

##### b. Variable Loads.

Where a regularly employed full-time faculty member is teaching variable load light to balance a previous variable load heavy, the number of mandatory teaching days may be reduced by one (1) day. Variable loads may be carried across academic years.

##### c. Consecutive Classes.

Unless solely in the interest of the students as judged by the Chancellor or the College President, no regular full-time faculty member shall be scheduled for more than two (2) classes or three (3) consecutive clock hours.

##### d. Special Assignments.

Faculty given special educational assignments may be given three (3) hours released time or a stipend of \$1,000. If released time is given, then lecturers may be hired to teach the released classes.

#### 3.6.2 Class Size.

##### a. Class size maximums will be as follows:

- a.1 Maximum class sizes in courses numbered below 101 in English, Speech and Reading shall be up to 25 for day sections and up to 29 for evening sections.
- a.2 Composition and other writing classes in English and Speech classes shall be 25 (29 for evening sections), except in classes in such subjects where the enrollment is 35 (39 in evening sections), in which case the faculty member will receive four class contact hours of credit in his teaching load.

employed until all transcripts, a Memorandum of Understanding, a Declaration of Residency, a Birth Certificate, and other required documents are on file at the College and copies of same have been received by the District Office of the City Colleges of Chicago.

- c. The Chancellor or the Chancellor's designee shall review the file of each candidate recommended for employment by a College President, and may conduct a personal interview of the candidate before deciding whether to recommend the candidate and the proposed employment contract to the Board. The contract recommended to the Board for approval shall include the candidate's proposed rank and placement on the salary schedule.
- d. The Board shall accept or reject each candidate, and authorize the Board Chair, the Chancellor, or other designated persons acting on its behalf, to sign an employment contract subsequent to Board approval of the candidate, the proposed rank, and placement on the salary schedule.
- e. The Chancellor or other designated personnel acting on behalf of the Board are authorized to sign the employment contract on behalf of the Board, which contract is subject to the approval of the Board before it can become a binding and legal contract between the candidate and the Board.

### 3.5.3 Regular College Credit Lecturers.

The rate of pay for part-time outside lecturers for a regular college level education class shall be determined as follows:

- a. Salary.

The President shall recommend, subject to the approval of the Chancellor and the Board, the salary for part-time, outside lecturers. A salary schedule based on the experience and/or educational level of the applicant shall be established by the Chancellor upon recommendation of the Officers of the District.

- b. Qualifications.

Qualifications for part-time outside lecturers shall be appropriate to the course taught as determined by the Chancellor or the Chancellor's designee and approved by the Board.

- c. Maximum Hours.

Outside lecturers employed full-time elsewhere, may teach no more than six (6) pay hours per week during a semester or term. Outside lecturers who are employed part-time elsewhere may be permitted to teach up to 8 pay hours during a semester or 8 pay hours during the summer term. Pay hours for such lecturers shall be in accordance with the number of contact hours taught.

## ARTICLE III

### HUMAN RESOURCES

#### 3.1 AUTHORITY.

The Board may promulgate employment regulations which govern the terms and conditions of employment for its employees. Such regulations may be in the form of interpretations of these Rules and/or legal obligations governing the employment relationship. The District shall publish rules and guidelines for administration and staff.

#### 3.2 NO DISCRIMINATION.

There shall be no discrimination against any applicant for employment, faculty member or other employee because of race, creed, color, national origin, citizenship, sex, sexual orientation, marital status, handicap, age, veteran status or membership or lawful participation in the activities of any organization. The District's Affirmative Action Program shall be adhered to in employment practices.

[REFER TO Appendix 5: Affirmative Action Program.]

There shall be no sex discrimination in educational programs and employment practices; sexual harassment is a form of sex discrimination. Regulations and guidelines in accordance with Title IX of the Education Amendments of 1972 for administrators, staff and students have been published by the District and shall be disseminated on a regular basis.

[REFER TO Appendix 6: Policy on Sexual Harassment & Complaint Procedure.]

[REFER TO Appendix 7: Title IX Policy and Grievance Procedure.]

There shall be no discrimination in educational programs and employment practices based on handicaps. Regulations and guidelines in accordance with the Rehabilitation Act of 1973 have been published by the District and shall be disseminated on a regular basis.

[REFER TO Appendix 8: Grievance Procedure - Section 504, Rehabilitation Act of 1973.]

#### 3.3 RESIDENCE WITHIN THE DISTRICT.

All full-time employees hired on or after July 1, 1977, shall be actual residents of the City. A nonresident of the City may be hired, provided that such person agrees, as a condition of employment, to establish actual residency in the City within six months after the commencement of employment. The Chancellor may extend the time during which a new employee may establish residency in the City up to two (2) additional three-month periods, if warranted, due to individual circumstances and if the Chancellor determines that it is in the best interests of the District to do so.

All full-time employees hired on or after July 1, 1977, shall file with the District on July 1 of each year, a sworn residency form indicating the employee's actual place of residence. Any full-time employee hired on or after July 1, 1977, who fails to establish actual residence within the City, and

2.4.2 College Mission.

Each President, after consultation with the faculty, community representatives and others, shall establish the mission of the College subject to the approval of the Chancellor and the Board.

2.4.3 Community Advisory Council.

Each President shall establish a community advisory council which may include representatives of the College community, faculty, students and staff to assist the College in fulfilling its mission and to advise the President.

2.4.4 Annual Report.

Each President and District Office department shall prepare an annual report regarding the College and/or department activities and accomplishments for the year. This report shall be developed within a format provided by the Chancellor and shall include educational plans and operational goals. This report shall be submitted to the Chancellor following the conclusion of the academic year for review and transmittal to the Board. Based on the goals set forth in each Annual Report, a six-month progress report shall be made by each President and District Office department as directed by the Chancellor.

2.5 GENERAL COUNSEL.

The Chancellor shall recommend to the Board the appointment of a General Counsel [see Section 1.4.6] to assist the Chancellor in his or her responsibilities. The General Counsel shall be responsible for duties as outlined by the Chancellor. The General Counsel shall be responsible to the Chancellor for administrative planning and implementation of programs in his or her assigned areas of responsibilities and shall be involved with the Chancellor in District policy formation and interpretation. The Chancellor is responsible for overseeing the performance of the General Counsel and shall oversee his or her work, request reports and assign projects or additional duties as deemed appropriate. The General Counsel shall assist the Board Committees as may be requested by the Chancellor.

2.6 EXECUTIVE DIRECTOR OF LEGAL INVESTIGATIONS AND INTERNAL AUDITS.

The Chancellor shall recommend to the Board the appointment of an Executive Director of Legal Investigations and Internal Audits [see Section 1.4.7] to assist the Chancellor in his or her responsibilities. The Executive Director of Legal Investigations and Internal Audits shall be responsible for duties as outlined by the Chancellor. The Executive Director of Legal Investigations and Internal Audits shall be responsible to the Chancellor for administrative planning and implementation of programs in his or her assigned areas of responsibilities and shall be involved with the Chancellor in District policy formation and interpretation. The Chancellor is responsible for overseeing the performance of the Executive Director of Legal Investigations and Internal Audits and shall oversee his or her work, request reports and assign projects or additional duties as deemed appropriate. The Executive Director of Legal Investigations and Internal Audits shall assist the Board Committees as may be requested by the Chancellor.

- e. Recommending to the Board purchases, including equipment and supplies, contracts, leases, acquisitions and condemnations of land, erection, construction, maintenance and repair of District facilities and equipment;
- f. Establishment of regulations for the control and management of property of the District;
- g. Recommending to the Board short and long-term plans to carry out the mission of the District after consultation with faculty and others;
- h. Representation of the District to the City, State of Illinois, and the federal government, as well as to the public;
- i. Establishment of District-wide advisory committees;
- j. Approving all College class and time schedules and course offerings for programs approved by the Board;
- k. Approving District publications, except those requiring Board approval by these Rules, a resolution of the Board, or law;
- l. Serving as Freedom of Information Officer to assure compliance with applicable public record disclosure laws and reporting all requests for information to the Board on a regular basis;
- m. Serving as an ex-officio, non-voting member of all standing Board Committees;
- n. Any other responsibilities as may be prescribed by the Board or the State Act.

### 2.2.3 Performance Review.

The Board shall conduct an annual review of the performance of the Chancellor. Such review shall be conducted by such persons, and in such manner, as the Board may deem appropriate.

## 2.3 VICE CHANCELLORS.

### 2.3.1 Responsibilities of Vice Chancellors.

The Chancellor shall recommend to the Board the appointment of Vice Chancellors to assist the Chancellor in his or her responsibilities. The Vice Chancellors shall be responsible for duties as outlined by the Chancellor.

The Vice Chancellors shall be responsible to the Chancellor for administrative planning and implementation of programs in their assigned areas of responsibilities and shall be involved with the Chancellor in District policy formation and interpretation. The Chancellor is responsible for overseeing the performance of the Vice Chancellors and shall oversee their work, request reports and assign projects or additional duties as deemed appropriate.



Board member shall disclose to the Board and to any appropriate Committee of the Board all material facts concerning any personal interest which he or she may have in any matter pending before the Board or any such Committee and shall refrain from voting on any decision on such matter.

1.9.1 Ethics Policy.

The Board shall adopt an additional code of conduct for Board members and other District personnel as deemed appropriate. Such code of conduct shall contain prohibitions against conflicts of interest and shall also contain provisions relating to ethical conduct and disclosure of economic interests.

[REFER TO Appendix 3: Ethics Policy.]

1.10 INDEMNIFICATION.

The Board shall indemnify and protect members of the Board, employees and student teachers as provided in the State Act. The Board shall adopt a policy regarding the additional indemnification and defense of the members of the Board and such officers and employees of the District as it may deem appropriate.

1.11 DISTRICT MISSION.

The Board shall establish the mission of the District and shall review such mission as needed.

- d. Board Committee on Human Resource Services -- shall review matters pertaining to: Personnel Employment/Termination; Collective Bargaining/Labor Relations, Salary Determinations, District Personnel Policies.

1.6.3 Committee Staff.

The Chancellor shall assign staff to assist the Board standing Committees.

1.6.4 Committee Agenda.

The Chairman of the Board or the Chancellor, with the concurrence of the Chairman, may refer any matter to a Committee prior to its consideration by the Board.

1.6.5 Committee Meetings.

Each Committee shall hold regular meetings which shall be held prior to the scheduled meetings of the Board and shall adopt a schedule of such meetings. Each Committee shall keep minutes of its proceedings and prepare a Committee report which shall be presented at the regular meetings of the Board.

1.6.6 Committee Quorum.

For the purpose of conducting Committee business, a quorum shall consist of one-third of the Board members who are members of the Committee. The Chairman of the Board, as an ex-officio member of all Committees, shall be counted for quorum purposes and shall have the right to vote.

1.6.7 Vacancies in Committees.

Vacancies in membership of any Committee may be filled by appointments made in the same manner as provided in the case of original appointments.

1.6.8 Additional Committees.

The Chairman of the Board may, from time to time, create such other ad hoc Committee or Committees, with such jurisdiction and responsibilities as he or she may determine, and the Chairman of the Board may appoint members of the Board and others to serve on any such Committees in accordance with Section 1.6.2 above.

1.7 ADOPTION, AMENDMENT, REPEAL OR SUSPENSION OF BOARD RULES.

At the first Board meeting on or after July 1 of each year, the Board shall adopt rules for the management and government of the Board, the District and the Colleges. The Board may amend or repeal any rule by a vote of a majority of the voting members of the Board then holding office. The Board may suspend the operation of the rules in any particular instance by a vote of a majority of the voting members of the Board present at any meeting, except however, those rules which require action by a majority of the voting members of the Board then holding office shall be suspended only upon the vote of a majority of the voting members of the Board then holding office.

1.5.5 Agenda and Discharge of Matters from Committee.

No matter may be placed on the agenda for consideration by the Board without prior consideration and review by an appropriate Board Committee except as the Chairman of the Board may otherwise determine in the interests of the Board effectively and timely exercising its powers and duties. The Chairman of the Board shall prepare an agenda for each Board meeting in consultation with the Chancellor, and shall determine the order in which matters will be considered by the Board. The Board, by a vote of a majority of the voting members of the Board present at any meeting, may discharge any matter referred to a Board Committee for immediate consideration at a Board meeting.

1.5.6 Open Meetings.

All meetings of the Board and its Committees shall be held in accordance with the provisions of the Illinois Open Meetings Act and other applicable laws concerning the conduct of meetings.

1.5.7 Execution of Documents.

All matters adopted by the Board requiring legal execution shall be executed by the Chairman of the Board and the Secretary in the name of and on behalf of the Board. The Chairman of the Board, consistent with the State Act, may designate one or more persons, including the Chancellor, to affix the signature of the Chairman of the Board to warrants, certificates, contracts or any other written instruments.

1.5.8 Public Comments.

Members of the public shall be afforded time, subject to reasonable constraints, to comment or ask questions of the Board at each regular and special meeting of the Board which is open to the public. Any person who so desires to address the Board concerning any item on the agenda or any other matter shall submit a written request at least 24 hours before the Board meeting at which he or she wishes to speak. Such request shall set forth the subject matter of the remarks to be made. Speakers who wish to make allegations or comments of a personal nature directed towards individual Board members, CCC employees, or any other individual must do so in writing and not as part of public comment. The Chairman of the Board shall allow any such request only upon specified conditions, including a time limitation for such remarks. When directed by the Chairman of the Board or by a majority vote of the voting members of the Board present, the remarks of any member or other person appearing before the Board shall be included in the record of proceedings.

1.5.9 Maintenance of Mailing Lists.

Pursuant to the State Act, the Secretary shall establish and maintain a mailing list of the names and addresses of all persons who annually request inclusion thereon for the purposes specified below. The Secretary shall mail to such persons copies of Board agendas, budgets and audits within ten working days after such documents become available and shall mail copies of minutes of Board meetings within ten working days after approval by the Board.

The Secretary shall update this mailing list annually as of each July 1, coinciding with the fiscal year of the Board. In so doing, the Secretary shall survey those persons who

1.4.4 Secretary and Assistant Secretary.

The Secretary shall be responsible for maintaining the official records of the District and the Board, and shall keep a record of all Board proceedings; sign all official documents; notify all Board members of meetings and provide copies of all available reports and agenda to Board members at least 48 hours prior to a Board meeting; authenticate, attest and certify all Board records and documents; and shall perform all duties usually pertaining to the office of Secretary and such other duties as may be assigned or directed by the Board.

The Board may appoint an Assistant Secretary to act (to the extent permitted by the State Act) in the Secretary's absence, or in the event of the Secretary's inability or refusal to act. Neither the Secretary or Assistant Secretary need be a member of the Board. The Secretary and Assistant Secretary shall serve at the pleasure of the Board and shall receive such compensation as may be determined by the Board. If the Secretary and Assistant Secretary are absent from any meeting or are unable or refuse to act, a voting member of the Board shall be appointed Secretary pro tempore.

1.4.5 Treasurer.

The Board may, upon recommendation of the Chancellor, appoint or designate a Treasurer who shall receive all taxes and other funds of the District and be responsible for giving any required notification thereof to any governmental officials. The Treasurer shall not be a member of the Board. The Treasurer shall report to the Chancellor, shall serve at the pleasure of the Board, be bonded as required by the State Act, shall receive such compensation as may be determined, and shall have and perform such duties as shall be assigned by the Board or the Chancellor. The Chancellor and the Board shall conduct an annual review of the Treasurer.

1.4.6 General Counsel.

The Board may, upon recommendation of the Chancellor, appoint a General Counsel who shall be the chief legal officer of the District. The General Counsel shall report to the Chancellor, shall serve at the pleasure of the Board, and shall have such authority and perform such duties as shall be assigned; the General Counsel shall be compensated as may be determined by the Chancellor and the Board. The Chancellor and the Board shall conduct an annual review of the performance of the General Counsel.

1.4.7 Board Executive Director of Legal Investigations and Internal Audits.

The Board may, upon recommendation of the Chancellor, appoint or designate a Board Executive Director of Legal Investigations and Internal Audits who shall report to the Chancellor, shall serve at the pleasure of the Board, and shall have such authority and perform such duties as shall be assigned by the Board or the Chancellor; the Executive Director of Legal Investigations and Internal Audits shall be compensated as may be determined by the Chancellor and the Board. The Chancellor and the Board shall conduct an annual review of the performance of the Executive Director of Legal Investigations and Internal Audits.

## ARTICLE I

### ORGANIZATION OF THE BOARD OF TRUSTEES

#### 1.1 ESTABLISHMENT OF THE BOARD.

The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (hereinafter referred to as the "Board") is a body politic and corporate established pursuant to the provisions of the Illinois Compiled Statutes, Chapter 110, Act 805 et seq. (hereinafter referred to as the "State Act") with all the powers and duties stated in the State Act. The Board has jurisdiction over Community College District No. 508 (hereinafter referred to as the "District") whose territory is coterminous with the corporate boundaries of the City of Chicago (hereinafter referred to as the "City"). The Board currently operates a community college system known as the City Colleges of Chicago which consists of seven separately accredited colleges (which seven colleges are hereinafter referred to collectively as "the Colleges") located in various areas of the District.

#### 1.2 MEMBERSHIP OF THE BOARD.

The Board shall consist of eight members. Pursuant to the State Act, seven voting members shall be appointed by the Mayor of the City, with the approval of the City Council of Chicago. They shall serve for terms of three years and until their successors are appointed and qualified. They shall have the right to vote on all matters brought before the Board. Any vacancy occurring in the Board of a voting member of the Board shall be filled for the unexpired term of such member of the Board, pursuant to the State Act, by appointment made in the same manner as provided in the case of original appointments.

One non-voting student member from one of the Colleges shall be selected in accordance with the State Act and shall serve for a single term of one year beginning each April 15. The student member of the Board shall have all rights accorded to other Board members, including the right to make and second motions and to attend closed sessions, except however, the student member of the Board shall have no vote on any matters brought before the Board and may not be counted in determining whether a quorum of the Board is present. At the Chairman's discretion, an advisory vote may be solicited from the non-voting student member.

The student member of the Board shall be selected from one of the Colleges on a rotating basis and elected by campus-wide referendum by the students of the selected College. The student member shall be required to meet and maintain the same eligibility requirements as may be established by the Board for student government officers and members. In the event that the student member of the Board becomes ineligible during the term for which such member was elected, the Board shall appoint the student receiving the second highest number of votes in the student Board member election to serve on the Board for the unexpired term of the student member who became ineligible, provided that the student to be so appointed then meets the eligibility requirements for a student member of the Board. If this procedure is not feasible, a special election to fill the vacancy for the unexpired term of the student member of the Board who became ineligible shall take place in the same College at the earliest practicable date.

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