

**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
2007-2008**

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 110 ILCS 850/3-30, 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 (“Rules”), as adopted July 15, 2004 (Board Resolution No. 26280) and as amended, state in Article 1, Section 1.7:

“At the first Board meeting on or after July 1 of each year or as soon thereafter as may be convenient, the Board may 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 2007-2008 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 September 6, 2007, and 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BE IT FURTHER RESOLVED that said Rules may be amended, repealed or suspended by the Board of Trustees in accordance with Article 1, Section 1.7 of said Rules for the Management and Government of the City Colleges of Chicago.

September 6, 2007

28270
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 6, 2007

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

**BOARD RULES
FOR
MANAGEMENT & GOVERNMENT**

**2007-2008
Adopted September 6, 2007**

BOARD RULES AUTHORITY

These Rules and Regulations are promulgated pursuant to the Illinois Public Community College Act, as amended.

These Rules and Regulations apply to all property under the charge and control of the Board and to all persons entering in or on such property. Unless otherwise stated herein, property under the charge and control of the Board referred to as "property" and "public space" includes controlled entrances, lobbies, corridors, theaters, and auditoriums when used for public meetings.

These Rules shall become effective upon their adoption by the Board of Trustees.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois
City Colleges of Chicago
226 West Jackson Boulevard, Chicago, Illinois 60606

James C. Tyree, Chairman
James A. Dyson, Vice Chairman
Terry E. Newman, Secretary
Ralph G. Moore Member
Gloria Castillo, Member
Reverend Albert Tyson, Member
Nancy Clawson, Member
Student Member

September 6, 2007

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ARTICLE 1

ORGANIZATION OF THE BOARD OF TRUSTEES

1.1 ESTABLISHMENT OF THE BOARD.

The Board of Trustees, the 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 Public Community College Act, 110 ILCS, 805/1-1, *et se.* (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 conterminous 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 (hereinafter referred to collectively as "the Colleges") located in various areas of the District.

(Revised August 7, 2003)

1.2 MEMBERSHIP OF THE BOARD.

The Board shall consist of eight (8) members. Seven (7) 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 or 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 voting members of the Board shall be filled by appointment for the remaining time of the term of such member of the Board in accordance with the State Act.

One (1) non-voting student member from among the student body of one of the Colleges shall be selected in accordance with the State Act and shall serve for a single term of one (1) year, beginning each April 15th. The student member of the Board shall have all the same rights accorded to other Board members, including the right to make and second motions and to attend closed sessions. 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 of 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 remainder of the term of the student member who became ineligible, provided that the student to be so appointed 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 rest of the term of the student member of the Board who became ineligible shall take place in the same College at the earliest practicable date.

(Revised August 7, 2003)

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 from among the voting members of 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 these Rules. The Chairman, Vice Chairman, and Secretary shall hold office for a term of one (1) year and shall serve until their respective successors are duly elected and 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 remainder of the 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.

(Revised August 7, 2003.)

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 other duties as may be assigned by the Chairman or by 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 of 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 voting members present to preside at such Board meeting.

(Revised August 7, 2003.)

1.4.4 Secretary and Assistant Secretary.

The Secretary shall be responsible for maintaining the official records of the District and the Board. The Secretary shall: keep a record of all Board proceedings; sign all official documents; notify all Board members of meetings; provide copies of all available reports and agendas to the Board members at least forty-eight (48) hours prior to a Board meeting; authenticate, attest and certify all Board records and documents; and perform all duties usually pertaining to the office of the 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. The Assistant Secretary need not 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*.

(Revised August 7, 2003.)

1.4.5 Treasurer.

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

(Revised August 7, 2003.)

1.4.6 General Counsel.

The Board may, upon recommendation of the Chancellor, appoint a General Counsel who shall be the chief legal officer and the Freedom of Information Officer of the District. The General Counsel shall report to the Chancellor and the Board, shall serve at the pleasure of the Board, and shall receive such compensation and benefits as may be determined by the Chancellor and the Board. The Board, in consultation with the Chancellor, shall conduct an annual review of the performance of the General Counsel.

(Revised August 7, 2003.)

1.4.7 Inspector General.

The Board may, upon recommendation of the Chancellor, appoint or designate an Inspector General. The Inspector General shall have the authority to conduct internal investigations as assigned by the Board or the Chancellor and such other duties and responsibilities as assigned by the Chancellor and/or the Board. The Inspector General shall report to the Chancellor and to the Board, shall serve at the pleasure of the Board, and shall receive such compensation and benefits as may be determined by the Chancellor and the Board. The Board, in consultation with the Chancellor shall conduct an annual review of the Inspector General.

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 forty-eight (48) hours prior to each meeting. Special meetings of the Board may be called by the Chairman of the Board or by any three (3) 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, place, and purpose of such meeting. The Secretary shall cause such notice to be delivered to each Board member no later than forty-eight (48) hours prior to the special meeting. The Board may reschedule any regular meeting to a date, time and location determined by the Board.

(Revised August 7, 2003.)

1.5.2 Emergency Meetings or Approvals.

In emergency situations where Board approval or authorization is required but when it is impractical or impossible for a special meeting of the Board to be called, the Board Chairman 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 in said telephone conference as if such approval or authorization would have been made at a regular or special meeting of the Board.

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

(Revised August 7, 2003.)

1.5.3 Quorum.

For the purpose of conducting business, a quorum shall consist of four (4) voting members of the Board. The Chairman of the Board, or a Board member serving as presiding officer, shall determine whether a quorum is present at all Board meetings. A quorum must be physically present at all Board meetings. 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.

(Revised August 7, 2003) (Revised September 6, 2007)

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 the most current edition of Roberts Rules of Order, (Newly Revised Edition), shall govern the proceedings of the Board.

(Revised August 7, 2003.)

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 is in the interest of the Board to effectively and timely exercise 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 present at any meeting, may discharge any matter referred to a Board Committee for immediate consideration at a Board meeting.

(Revised August 7, 2003.)

1.5.6 Open Meetings.

All meetings of the Board and its Committee 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 Approval and Execution of Documents.

(a) Chairman and Secretary's Execution of Documents.

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, except as specifically provided below. 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.

(b) Chancellor's approval and execution of certain contracts and documents.

Subject to legal review by the General Counsel, the Chancellor may approve and execute the following: 1.) Contracts with a value of ten thousand dollars (\$10,000) or less; 2.) Contracts for repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed fifteen thousand (\$15,000.00) and not involving a change or increase in the size, type or extent of an existing facility; and 3.) Any of the contracts described in subparagraph (c) of this Rule. The Board shall be regularly informed of such executed contracts.

(c) College President's approval and execution of certain contracts and documents.

Subject to approval by the Chancellor and legal review by the General Counsel, College Presidents may approve and execute the following contracts: 1.) Contracts with a value of five thousand dollars (\$5,000.00) or less; 2.) Training agreements and clinical agreements; and 3.) Leases, licenses or equipment leases with a term of one (1) year or less. The Board shall be regularly informed of such executed contracts.

(Revised November 1, 2001.)

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 twenty-four (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, District 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 requests 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.

(Revised August 7, 2003.)

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 (10) working days after such documents become available and shall mail copies of minutes of Board meetings within (10) 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 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.

1.5.10 Freedom of Information Act Procedures.

All requests for information under the Illinois Freedom of Information Act ("FOIA") must be in writing and directed to the General Counsel of the District as follows:

General Counsel
City Colleges of Chicago
226 West Jackson Blvd., Room 1448
Chicago, IL. 60606-6998

The statutory period for complying with or denying a FOIA request shall not begin until the request is received by the Office of the General Counsel.

Pursuant to Section 6 of the FOIA, a fee of twenty-five (\$0.25) cents per page for photocopies, or where applicable, the actual charge incurred for contracting with a vendor to perform the photocopying services, and \$2.50 per page for each certified copy will be

charged. The person requesting the records will be notified in writing of the total fee, after the requested documents have been identified. Any applicable fees must be paid prior to the release of the photocopied documents.

A person or entity requesting a waiver or reduction of fees under Section 6(b) of FOIA must request the waiver or reduction in writing and must explain why a waiver or reduction of fees is in the public interest. Said explanation must be of sufficient detail to allow the Freedom of Information Officer to determine whether the requested waiver or reduction of fees is appropriate.

(Added July 11, 2002; supercedes Board Report 10141, formerly Appendix 1 to Board Rules).

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 meeting 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.

(Revised August 7, 2003.)

1.6.2 Standing Committees.

The Board shall have four standing Committees. The Chairman of the Board shall appoint two (2) or more members of the Board to each standing Committee and shall designate one (1) 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, which shall be comprised of elected Board Chairman, Vice Chairman, and Secretary and the Chair of the Board Committee on Finance and Administration 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 may provide input in its jurisdictional area.
- b. Board Committee on Academic and Student Services, which 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, the District's educational PBS station WYCC-TV and joint educational ventures with community and other organizations.

- c. Board Committee on Financial and Administrative Services, which shall review matters pertaining to Annual Budget, Financial Forecasting, Loans/Investments/Deposits, 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.
- d. Board Committee on Human Resource Services, which shall review matters pertaining to Personnel Employment/Termination: Collective Bargaining/Labor Relations, Salary Determinations, and District Personnel Policies.

(Revised August 7, 2003.)

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 (1/3) 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.

Any Committee vacancies may be filled by appointment made in the same manner as provided in the case of original appointments.

(Revised August 7, 2003.)

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 or as soon thereafter as may be convenient, the Board may 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 at any regular, special or emergency meeting. 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. However, the 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.

(Revised August 7, 2003.)

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.

(Revised August 7, 2003.)

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 Board member shall disclose to the Board and to any appropriate Committee of the Board, all material facts concerning any personal or financial interest which he or she may have in any matter pending before the Board or any such Committee. Said Board members shall not participate in consideration of the matter in which they are so interested and shall refrain from voting on any decision or resolution pertaining to such matter.

(Revised August 7, 2003.)

1.9.1 INDEMNIFICATION.

The Board shall indemnify and protect members of the Board and employees as provided by law. The Board may adopt a policy regarding the additional indemnification and defense of the members of the Board, officers and employees of the District as it may deem appropriate.

(Revised and renumbered September 6, 2001.)

1.10 DISTRICT MISSION.

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

(Renumbered September 6, 2001.)

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, services and activities 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 The Chancellor's Duties.

The Chancellor's duties include:

- a. Recommending to the Board personnel actions and changes, and amendments or modifications or deletions of personnel policies;
- b. Recommending 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;
- c. Developing and promulgating appropriate rules and guidelines for the administration of educational programs and services;
- d. 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;
- e. Managing the fiscal affairs of the District including preparation of the annual budget and evaluations of the District's fiscal position;
- f. 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;

- g. Establishing regulations for the control and management of property of the District;
- h. Recommending to the Board short and long-term plans to carry out the mission of the District after consultation with faculty and others;
- i. Acting as the District representative to elected or appointed officers or other representatives of the City of Chicago, the State of Illinois, the federal government and the general public;
- j. Establishing District-wide advisory committees;
- k. Recommending, as necessary, approval to the Board of all College class and time schedules and course offerings for approved programs;
- l. Approving District publications, except those requiring Board approval by these Rules, a resolution of the Board, or law;
- m. Serving as an *ex officio*, nonvoting member of all standing Board Committees;
- n. Performing any other responsibilities assigned by the Board or prescribed by law.

(Revised August 7, 2003.)

2.2.3 Chancellor's Performance Review.

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

(Revised August 7, 2003.)

2.3 VICE CHANCELLORS.

2.3.1 Appointment and 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. Vice Chancellors shall receive such compensation and benefits as approved by the Board. The Vice Chancellors shall be responsible for duties assigned 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.

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 interest of the District.

(Revised August 7, 2003.)

2.4 COLLEGE PRESIDENTS.

2.4.1 Appointment and 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.¹ The College President shall receive such compensation and benefits as approved by the Board.

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 and awarding degrees and certificates and achievement awards to students who meet academic requirements;
- b. Recommending College personnel actions to the Chancellor;
- c. Establishing policies, procedures and regulations not otherwise mandated by the Board 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 not otherwise mandated by the Board for the management of College property;
- f. Managing the fiscal affairs of the College;
- g. Planning and evaluation of College personnel, services, and programs;
- h. Controlling the use of the College facilities and equipment;

¹ See, Board Resolution No. 17162, "Policy and Procedures for Selection of College President," adopted May 6, 1993 as amended by Board Resolution No. 26858 adopted August 4, 2005.

- i. Establishing policies not otherwise mandated by the Board 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 personnel; and,
- k. Any other responsibilities or duties as assigned by the Chancellor or the Board.

(Revised July 11, 2002) (Revised August 7, 2003.) (Revised August 4, 2005)

2.4.2 College Mission.

Subject to the approval of the Chancellor and the Board, each President, after consultation with the faculty, community representatives and others, shall establish the mission of the College, which shall be consistent with the overall mission of the District.

(Revised August 7, 2003.)

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.

(Revised August 7, 2003.)

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 (6) month progress report shall be made by each President and District Office department as directed by the Chancellor.

(Revised August 7, 2003.)

2.5 GENERAL COUNSEL.

In addition to the duties and responsibilities set forth in Rule 1.4.6, the General Counsel shall assist the Chancellor in his or her responsibilities and shall be responsible for additional duties as assigned 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 may 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.

(Revised August 7, 2003.)

2.6 INSPECTOR GENERAL.

The Inspector General shall be responsible for internal investigations and such additional duties as assigned by the Chancellor or required by these Rules. The Inspector General 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 Inspector General and may request reports, and assign projects or additional duties as deemed appropriate. The Inspector General shall assist the Board Committees as may be requested by the Chancellor.

(Revised August 3, 2006.)

2.7 TREASURER.

The Treasurer shall be bonded as required by the State Act. The Treasurer shall receive all taxes and other funds of the District, shall be responsible for giving any required notification thereof to any governmental officials and shall perform such other duties as shall be assigned by the Board or the Chancellor. The Treasurer shall be responsible to the Chancellor for administrative planning and implementation of programs in his or her assigned areas of responsibilities. The Chancellor is responsible for overseeing the performance of the Treasurer, and may request reports and assign projects or additional duties as deemed appropriate. The Treasurer shall assist the Board Committees as may be requested by the Chancellor.

(Added September 6, 2001.)

2.8 APPOINTMENT OF OTHER OFFICERS.

The Chancellor shall appoint an Equal Employment Opportunity Officer, an Ethics Officer, a Title IX Compliance Officer and a Section 504/ADA Compliance Officer, subject to approval of the Board. Said officers shall be responsible for coordinating compliance with, respectively, Board EEO policies and complaint procedures, Board Ethics Policies, Board Title IX Policies and complaint procedures, and the Board's compliance with the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.² Said Officers shall have other responsibilities as required by law or as

² See, Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," (adopted August 6, 2003 amending Board Resolution No. 22808 September 6, 2001),; Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Report No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted

assigned to them by the Chancellor. Nothing in this Rule shall preclude the Chancellor or Board from appointing the same person to fill one or more or all of the offices created by this section. Nothing in this section shall preclude the Chancellor or Board from recommending that the appointment be made via a professional services contract. The Officers created by this Rule shall report to the Chancellor and the Board. The Officers shall submit an annual report to the Board on significant developments during the prior fiscal year no later than the first regularly scheduled public meeting of the Board following July 1st of each year.

(Added September 6, 2001.) (Revised July 11, 2002)

2.9 DISMISSAL OF OFFICERS.

The Chancellor, Vice Chancellors, College Presidents, General Counsel, Treasurer, and Inspector General, and all other designated officers 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.

(Revised and renumbered September 6, 2001.)

2.10 DELEGATION OF AUTHORITY.

To the extent permitted by the State Act or 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 or the Presidents of their responsibilities for the authority so delegated.

(Revised and renumbered September 6, 2001.)

September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.

ARTICLE III

PERSONNEL

3.1 AUTHORITY/SEVERABILITY.

These Personnel Rules are promulgated in accordance with the provisions of the State Act. If any rule or provision of these rules is determined to be void or unenforceable by a court of law, then such rule shall be excised and the authority to address the subject of the void provision is reserved to the Board.

(Revised August 7, 2003.)

3.2 COLLECTIVE BARGAINING AGREEMENTS.

Except as provided below, Board Rules concerning personnel matters are rules of general application for all District employees. If there is a conflict between any Board Rule and a specific provision of a Collective Bargaining Agreement entered by Board, the provision of the Collective Bargaining Agreement shall control as to those employees covered by the Collective Bargaining Agreement except that any provision of a Collective Bargaining Agreement that is void or voidable by operation of law shall be void, in which case, the applicable Board Rule shall apply. In no event shall Board Rules be construed to enhance or increase benefits or terms and conditions of employment specifically set forth in Collective Bargaining Agreements.

(Revised and Renumbered September 6, 2001; formerly Rule 3.13.)

3.3 THE EMPLOYEE MANUAL.

The Board has authorized the publication and distribution of an Employee Manual to all District employees, which sets forth a statement of all Board personnel policies, employee work rules and general descriptions of employee benefits.³ The Employee Manual shall not be construed as creating any rights to continued employment by any employee or as a guarantee to any employee of a certain level of compensation and/or benefits.

(Added September 6, 2001) (Revised July 11, 2002) (Revised August 3, 2006)

3.4 JOB FAMILIES AND CLASSIFICATION AND PAY PLAN.

The Chancellor and designee shall develop a Classification and Pay Plan, which shall set forth all classifications within each Job Family. Each classification shall be graded to correspond to a Salary Schedule approved by the Board. For purposes of this Rule, the job families set forth below shall be employed. Nothing in this Rule shall be construed to require that employees be hired or retained in these job families and nothing in this Rule

³ Board Resolution No. 22815 adopted September 6, 2001.

shall be construed to limit the Board's discretion to contract for services otherwise performed by these job families.

<u>FAMILY</u>	<u>DESCRIPTION</u>	<u>FAMILY CODE</u>
Administrators	Executives, Managers, Supervisors and Confidential Employees	110
CCCTU, Local 1600 (Full-time Faculty)	Full-time Faculty, Credit Programs	301-303
CCCTU, Local 1600 Full-time Training Specialists		321
Continuing Education Lecturers	Adult Continuing Education Lecturers	351
CNA Lecturers	Certified Nursing Assistant Lecturers	353
Vocational Lecturers		354
Part-time Faculty – Non-Bargained For	Part-time Credit Lectures (not eligible for organizing)	361
Part-time Faculty – Bargained For	Part-time Credit Lecturers (3 or more credit hours/2 consecutive semesters)	365
AFSCME, Council 31, Local 3506 (Adult Educators)	Part-time Adult Education Instructional Staff (GED/ESL Programs)	371
AFSCME, Council 31, Local 3506 (Adult Coordinators)	Part-time Adult Education Administrative Staff	375
Non-bargained for Clerical/Professionals	Full-time staff in management, supervisory or confidential positions.	413,415
FCCTU, Local 1708 (Unit I – Clericals)	Full-time, education funded clerical employees.	421
FCCTU, Local 1708 (Unit II – Project Clericals)	Full-time, grant-funded Clerical Employees	431
CCCTU, Local 1600 (Full-time Professional Unit)	Full-time Professional staff	441
CCCTU, Local 1600 (Part-time Professional Unit)	Part-time Administrative staff	447
Part-time hourly support staff	Part-time staff various clerical and Administrative support	451
IBEW, Local 1220 (Full-time)	Full-time WYCC TV employees	461
IBEW, Local 1220 (Part-time)	Part-time WYCC TV employees	463
CCCTU, Local 1600 (Security Unit)	Part-time Security Personnel	721
SEIU, Local 1 (Janitors)	Full-time janitorial staff.	811
IBOE, Local 399 (Operating Engineers)	Stationary engineers.	821
NCFO, Local 7 (Firemen)	Firemen & Oilers	831
Temporary Janitors	Intermittent substitute janitors.	812
Adult Education – Substitute Training Specialists	Intermittent substitute instructors in Adult Education Program	373
Students – Part-time Employees, Full-time students	Part-time Support staff	611
Students-work study	Part-time support staff receiving Financial Aid	621
Part-time Librarian Bargained for (IEA-NEA)	Part-time librarian	366
Temporary Summer Worker	Part-time support staff	626

(Rev. August 3, 2006; July 11, 2002; added September 6, 2001.)

3.5 HIRING AUTHORITY.

Except for the hiring of military personnel in full-time positions at District facilities outside the State of Illinois and full-time faculty, the hiring of full-time employees is reserved exclusively to the Board. Subject to the provisions of Rule 3.7, the hiring of all other employees, including military personnel in full-time positions at District facilities outside the State of Illinois and full-time faculty, is delegated to the Chancellor or his designees subject to post-employment ratification by the Board, which shall occur no later than the second regular public meeting of the Board following the end of the calendar quarter in which the employee is hired.

All administrative and non-bargained for 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. All candidates recommended for an appointment must meet the minimum qualification requirements established for the position. The selection of a candidate for appointment will be made competitively from among the best qualified candidates, provided however, appointments to positions at a Salary Grade of ten (10) or higher are excepted from competitive selection procedures. The Board shall have sole authority, in its discretion, to appoint and to terminate an administrative or non-bargained for employee position at any time.

(Added September 6, 2001) (Amended October 4, 2001) (Revised August 4, 2005)

3.6 EQUAL EMPLOYMENT OPPORTUNITY.

Except as allowed by law, discrimination with respect to hire, terms and conditions of employment or continued employment, based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability, veteran status or the exercise of rights guaranteed by local, state or federal law is prohibited. Consistent with this Rule, the Board has adopted policies including uniform internal complaint procedures to enable the Board, through its EEO Officer, to detect and eliminate discrimination prohibited by this Rule.⁴

(Revised July 11, 2002)

⁴ See, Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," (adopted August 6, 2003 amending Board Resolution No. 22808 adopted September 6, 2001); Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Report No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.

3.7 HIRING PRE-REQUISITES.

The Chancellor's designee's decision to hire or to recommend that the Board hire a full-time job applicant shall be a revocable offer of employment pending Board approval, or in the case of applicants for part-time positions, Board ratification. Applicants for employment shall be subject to the following pre- and post-offer requirements and all requests for Board approval and ratification of hiring decisions shall certify that the requirements have been met:

(a) Residency.

All full-time employees recommended for hire or hired on or after July 1, 1977 shall be residents of the City of Chicago except for the following employees:

- i. Military personnel employed at locations outside the City of Chicago;
- ii. Full-time employees who marry another full-time District employee hired prior to July 1, 1977 and who actually resides with that employee;
- iii. Full-time employees in janitorial, operating engineer and firemen classifications (Job families 811, 821, and 831) hired prior to January 1, 1980; and,
- iv. Full-time employees of the Washburne Trade School who were transferred to City Colleges employment from the Chicago Board of Education in or about January 1984.

A certificate of residence within the City of Chicago shall be required as part of the employment application process for all new hires. Continued residence within the City of Chicago shall be a condition of continued employment for all employees subject to this Rule. A nonresident of the City of Chicago may be hired, provided that such person agrees, as a condition of employment, to establish actual residency within the City of Chicago within six (6) months after the commencement of employment. The Chancellor may extend the time during which a new employee may establish residency in the City for up to two (2) additional three-month periods, if warranted by the individual circumstances of the employee and if the Chancellor determines that it is in the best interests of the District to do so. The Inspector General shall conduct an annual audit of the District's compliance with this Rule and shall submit a report of audit findings to the Board no later than the first regularly scheduled public meeting of the Board following July 1st of each year.

(Revised and Renumbered September 6, 2001; formerly Rule 3.3.)

(b) Pre-employment drug testing.

The Board has approved a policy and program for the pre-employment drug screening of applicants for full-time and part-time employment at a medical laboratory certified to conduct such testing by the National Institute for Drug Abuse.⁵ Said policy may be amended from time to time as the Board deems in the District's best interest. Usual and customary procedures and protocols for drug screening have been established and may be amended or revised from time to time by the Chancellor or designee, in consultation with the medical laboratory. No applicant for employment subject to drug testing under the policy and program implemented by the Chancellor shall be recommended for hire or hired if the pre-employment drug screen reveals the presence of illegal or non-prescribed controlled substances. Applicants shall not begin work prior to the receipt of pre-employment drug testing results.

(Added September 6, 2001.) (Amended July 11, 2002) (Revised August 3, 2006)

(c) Criminal history verification.

All applicants for employment shall be required to disclose and certify their criminal history and shall be subject to criminal history background verification, excluding current City Colleges of Chicago students applying for non-sensitive student job titles. For purposes of this section "criminal history" shall mean a history of criminal convictions in any State or territory of the United States of America. A program for criminal history verification has been implemented. A policy and procedure by which applicants for employment with criminal histories may be excluded from employment consistent with sensitivity of the job applied for and consistent with the public policy of the State of Illinois has been developed and implemented and may be revised by the Chancellor or designee. Board approval of recommendation for hire shall be conditioned upon compliance with this section. Any employee who commences work prior to verification of his/her criminal history shall have his/her approval to work revoked and shall be terminated if the verified criminal history subsequently received shows that the employee is ineligible for employment under this Rule or the policies promulgated pursuant to this Rule.

(Added September 6, 2001.) (Revised September 6, 2007)

⁵ Board Resolution 22816 adopted September 6, 2001, amended by Board Resolutions No. 23019 adopted on January 8, 2002, No. 23073 adopted February 7, 2002 and No. 27066 adopted December 8, 2005.

(d) Medical examinations.

Applicants recommended for hire may be subject to post-offer medical and/or psychological examinations consistent with the qualifications of the classification for which they have been offered employment. (Nothing in this subsection shall preclude the Chancellor from requiring post-employment medical or psychological examinations to determine an employee's fitness for continued employment consistent with applicable laws)

(Revised and Renumbered September 6, 2001, formerly Rules 3.8.1 and 3.8.2.)

(e) Child and spousal support obligations.

All applicants for employment shall be required to disclose any unpaid court-ordered child or spousal support obligations currently owed by the applicant. As a condition of hire and continued employment, the applicant shall be required to demonstrate that satisfactory arrangements for the payment of the unpaid and current obligation have been made, either through payroll deduction or other means.

(Added September 6, 2001.)

(f) Obligations to City, County and State Agencies.

All applicants for employment shall be required to disclose any past-due debt to the City of Chicago, County of Cook or State of Illinois and, as a condition of hire and continued employment, provide satisfactory proof that arrangements for payment have been made either through payroll deduction or other means.

(Added September 6, 2001.)

(g) Educational Loan Obligations.

All applicants for employment shall be required to disclose any unpaid, past-due obligation for educational loans and, as a condition of hire and continued employment, shall be required to provide satisfactory proof that arrangements for payment of the past-due education loan have been made through payroll deduction or other means.

(Revised August 7, 2003.)

(h) Job Qualifications.

The qualifications to fill any position shall be determined by the Chancellor or his designee and shall be consistent with the duties, responsibilities and goals of the job classification. The Chancellor may establish "minimum" and "desired" qualifications for each classification. No applicant for employment shall be

recommended for hire to the Board, or hired unless they meet the minimum qualifications for the position; provided, however, that upon written justification by the Chancellor, the Board may permit substitute minimum qualifications. In accordance with the State Act, all applicants for full or part-time teaching or instructional positions shall be required to demonstrate their oral proficiency in the English language in accordance with the Board's Oral English Proficiency Program.⁶

(i) Volunteerism

Volunteer programs have emerged as an important component of increasing the capacity of organizations to accomplish their goals. Volunteers may be employees, retirees, current students, alumni, or the general public over the age of 14. Volunteering is done by personal choice, without monetary reward, compensation, personnel benefits or the expectation of future employment. All volunteers must establish proof of identity.

Voluntary participation is for the benefit of the community at large. Volunteer services are generally limited to supporting educational activities of the institution, humanitarian, charitable, or public service. Volunteers are prohibited from performing certain duties and responsibilities as defined by the Chancellor's designee. Volunteers will be appropriately supervised for the duration of their volunteer assignment.

(a) Minor Volunteers

Volunteers under the age of 18 years must have signed legal guardian consent prior to engaging in any volunteer activities or assignments.

(b) Criminal History, Drug Screening and Personal Reference Verification

Volunteer candidates are subject to drug screening, criminal background and personal reference checks. All volunteer candidates will be screened regardless of the work position or responsibilities they are volunteering for. Volunteers must not begin any voluntary assignments prior to completing all verification requirements. Exceptions to verification requirements apply to current employees who have been previously screened. An additional exception applies to City College retirees who begin a volunteer assignment within 30 days of their official date of retirement and have been previously screened.

(c) Volunteer Hours and Scheduling

Volunteer service hours and scheduling are based on mutual agreement between the volunteer and their immediate supervisor.

⁶ Board Resolution No. 18011, adopted August 4, 1994.

(d) Volunteer Recordkeeping

Volunteers must complete a Volunteer Service Application, sign a Volunteer Service Agreement, and if a minor, obtain a signed Volunteer Service Parental Consent.

All District volunteers shall be required to complete and sign a record of their voluntary service attendance in which they verify their hours of volunteer service during each two-week service period.

All volunteer records will be maintained for reference purposes.

(Revised and Renumbered September 6, 2001; formerly Rules 3.4, 3.5.1, 3.5.3, 3.5.4, 3.5.5) (Volunteerism added September 6, 2007))

3.8 EMPLOYMENT STATUS.

Subject only to specific provisions of Collective Bargaining Agreements, District employees are employed at-will and either the Board or the employee may terminate the employment relationship for any or for no reason, with or without notice. District employees are public employees and, as such, shall be subject to the highest standards of integrity, competence and confidence. All District employees have a fiduciary relationship with the Board.

(Revised and Renumbered September 6, 2001, formerly Rule 3.7.4.)

3.9 TENURE POLICY.

- (a) Full-time faculty members may be awarded tenure in accordance with the tenure provisions of the State Act.
- (b) Tenure shall not be granted or awarded to Part-time Faculty, Lecturers or Instructors.

(Renumbered September 6, 2001; formerly 3.6.5.)

3.10 PERSONNEL POLICIES.

The Board has adopted and authorized the publication and distribution of an Employee Manual to all District employees, The Employee Manual is not a contract of employment or a guarantee of continued employment or a certain level of compensation or benefits and shall not alter the at-will status of employees. The Employee Manual contains all of

the employment policies promulgated by the Board.⁷ The Board reserves the right to alter or amend the Employee Manual at any time, by resolution.

(Added September 6, 2001.)

3.11 HOURS OF WORK AND SCHEDULING.

Subject only to applicable Collective Bargaining Agreements, the following shall be the hours of work for District employees:

(a) Full-time, non-academic employees.

All full-time employees who are "non-exempt" as defined under the United States Fair Labor Standards Act shall generally work an eight (8) hour day and forty (40) hour work week exclusive of meal breaks as their regular workweek. These employees shall be afforded a one (1) hour unpaid meal break each eight-hour workday. These employees shall generally work for five (5) consecutive workdays. The Chancellor or his designees may adopt policies for staggered working hours and schedules to ensure adequate staffing during all days and hours of business operation. Nothing in this Rule shall be construed as a guarantee of a certain number of hours of work. The Chancellor or designees may alter the regular work to fewer than forty (40) hours as operational or financial needs dictate.

(b) Part-time, non-academic employees.

Part-time, non-academic employees are employees who are regularly assigned to work less than 35 hours in a workweek but may be assigned more than those hours on a temporary, intermittent or sporadic basis with the prior written approval of their immediate supervisor.

(c) Academic employees.

The Chancellor may adopt and implement policies for minimum and maximum hours of work for academic employees as the Chancellor deems in the best interest of the District. Any such policies shall be published to all applicants for academic employee positions. For purposes of this Rule, "academic employee" means any employee assigned to teach District students.

(d) Public accountability.

Consistent with the Fair Labor Standards Act, the Board adopts principles of public accountability which require time and attendance monitoring of all employees including those employees who are otherwise exempt under the Fair

⁷ Board Resolution No. 22815, adopted September 6, 2001 and amended by Board Resolution No. 26281 adopted July 15, 2004.

Labor Standards Act. All employees shall be required to use accumulated leave time for days or fractions of days that they are absent and shall be accountable to the Board for recording such time accurately.

(e) Compensatory Time.

The Chancellor shall develop a policy for compensatory time off *in lieu* of overtime pay premiums consistent with the Fair Labor Standards Act and the rules and regulations promulgated thereunder.

(Added September 6, 2001.)

3.12 CLASSROOM SIZE, ASSIGNMENTS AND STAFFING.

Decisions with respect to classroom size and classroom assignment and staffing are decisions within the sole authority of the Board. This Rule shall constitute the exercise of that authority as follows: Classroom assignment and staffing decisions shall be made in accordance with applicable collective bargaining agreements provided that the resulting assignment and staffing decision is in the best interest of the District and students. The Chancellor shall determine whether a particular classroom assignment or staffing decision is in the best interest of the District or its students. The Chancellor shall ensure that such best interest determinations are uniformly made at all Colleges and their respective divisions. The Chancellor's best interest determination shall be final. The Chancellor shall establish classroom size policies that are in the best interest of the District. Nothing in this rule or any policies promulgated pursuant to this Rule shall be construed as an offer, promise or guarantee of a classroom assignment.

(Revised, Amended and Renumbered September 6, 2001; formerly Rule 3.6.2- Classroom size.)

3.13 TIME AND ATTENDANCE MONITORING.

(a) Certificates of Attendance.

All District employees shall be required to complete and sign certificates of attendance in which they verify their attendance and hours of work during each pay period. Employees' regular paychecks, including wages and salary for time worked, holiday pay and other paid leaves, shall be generated based upon the certificate of attendance submitted.

(b) Inability to submit certificates of attendance.

Employees who are on leave or who, due to exigent circumstances, are unable to complete the certificate of attendance, shall be paid based upon their supervisors' certification of their attendance or approved leave; provided, however, that said employees shall be required to verify those certificates no later than the first payroll period upon their return to work.

(c) Correction of erroneous certificates of attendance.

Employees, including employees on leave, shall be required to correct any erroneously submitted certificate of attendance no later than the first payroll period in which they actively work following submission of the erroneous certificate.

(d) Other time-keeping methods.

Nothing in this Rule shall preclude the Chancellor or designee from using time-keeping methods such as electronic time-cards, timesheets or other timekeeping methods in lieu of the certificate of attendance.

(e) Time-keeping for Special Assignments.

The Chancellor or designee shall establish policies with respect to certification that special assignments work is being or has been satisfactorily performed. The Chancellor or designee may authorize advance and/or lump-sum payments for special assignments provided that: The employee agrees in writing to return any such payment by payroll deduction if the special assignment is not performed, or, in cases where the special assignment is only partially performed, agrees to return a *pro rata* portion of the advance payment by payroll deduction.

(f) Responsibility for Reporting Absences.

Employees who will be absent from work due to illness or personal business must report their absences to their immediate supervisor prior to the start of their scheduled work day unless exigent circumstances make such reporting impossible

consistent with the provisions of Board Rule 3.22. Employees who are absent from work for more than five (5) consecutive work days due to personal illness or the personal illness of a child, spouse or parent as defined by the Family and Medical Leave Act must submit a physician's statement which verifies the illness upon return to work. Employees who are absent or anticipate that they will be absent for ten (10) or more work days must apply for a family and medical leave or personal leave consistent with the provisions of Board Rule 3.16(e).

(Added September 6, 2001.) (Revised July 11, 2002)

3.14 POST-EMPLOYMENT DRUG AND ALCOHOL TESTING.

Consistent with the Board's Drug Free Work Place Policy (Board Resolution 14088, adopted July 6, 1989), the Chancellor shall develop and implement a program for drug and alcohol testing of employees under the following circumstances:

- (a) Employees for whom there is a reasonable suspicion, as defined by law, that they have reported to work or are conducting the business of the District while under the influence of non-prescribed drugs or alcohol.
- (b) Employees who occupy critical safety positions.
- (c) Employees who have been involved in a motor vehicle accident while operating a vehicle on District business.
- (d) Employees promoted who have never been drug tested.

(Added September 6, 2001.) (Revised July 11, 2002) (Revised August 3, 2006)

3.15 PERFORMANCE EVALUATIONS.

Subject only to specific provisions of applicable collective bargaining agreements entered into by the Board, the Chancellor and designee shall implement a program for performance evaluation for all employees. Said evaluations shall evaluate the employee's performance of the duties of the classification held by the employee. Employees whose performance falls below expectations may be provided a remediation or performance improvement plan, be subject to disciplinary action or a combination thereof. Nothing in this Rule shall preclude the Chancellor from including other elements in employee evaluations.

(Revised and Renumbered September 6, 2001; formerly Rules 3.5.5, 3.8.15, .)

3.16 FULL-TIME EMPLOYEE BENEFITS.

Subject to the terms and conditions of the applicable Collective Bargaining Agreements, all full-time employees of the Board shall be offered certain benefits as follows:

(a) Insurance Program.

Full-time employees shall be offered enrollment in medical, dental, vision and life insurance plans, which shall be in accordance in with terms, policies and procedures adopted by the Board from time to time, pursuant to Board Resolution. Single, couple and family plan options may be offered to the employees. Employees offered enrollment in insurance plans may be required to pay a portion of the insurance costs as determined, from time to time, by the Board.

(b) Flexible Spending Accounts.

Full-time employees shall be eligible to participate in a voluntary, pre-tax flexible-spending program for medical/dental and childcare expenses. The eligibility criteria of said plan shall be consistent with the Internal Revenue Code and regulations promulgated thereunder as they now exist or as they may be amended from time to time.

(c) Retirement Program.

All full-time employees shall be enrolled in the State University Retirement System subject only to eligibility criteria establish by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria thereunder.

(d) Voluntary Tax-deferred Savings.

All full-time employees shall be offered the opportunity to participate in a voluntary tax-deferred savings plan created and maintained pursuant to the authority of Section 403(b)(7) of the United States Internal Revenue Code. The Chancellor or designee shall determine employee eligibility for participation in the plan in accordance with applicable Internal Revenue Service rules and regulations.

(e) Leaves.

Full-time administrators (Job Family 110) and full-time Non-Bargained For personnel (Job Families 411-415) shall be granted or earn paid or unpaid leaves as provided for below. Full-time bargained for employees shall have paid leave days consistent with the terms and conditions of applicable collective bargaining agreements and may be eligible for bereavement leave, jury duty leave, witness leave, voting leaves, personal leaves, and military, reserve or national guard or peace corps leaves set forth below if their collective bargaining agreement does not otherwise provide for such leaves.

(i) Paid Vacation.

- a. Administrators (Job Family 110) shall accrue paid vacation days monthly at a rate of twenty (20) vacation days per fiscal year during the period of July 1st to June 30th. Full-time administrators will be credited with 1.67 days of paid vacation on the second paycheck of each month of employment. Administrators will be allowed to accumulate up to 30 days of paid vacation days in their vacation leave bank. Vacation days earned in excess of 30 days shall be automatically and immediately converted to sick days and credited to the Administrators accumulated sick day bank up to a maximum of ten (10) days per year. Employees may not earn and convert more than ten (10) excess vacation days in a year and any excess vacation days over ten (10) days that are credited to the employee shall be void and forfeited. Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.
- b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. Full-time, non-bargained for employees who accumulate in excess of the maximum number of vacation days shall have those excess vacation days automatically and immediately converted to and credited to their accumulated sick leave bank up to a maximum of five (5) excess vacation days per year. Any excess vacation days over five (5) days shall be forfeited. Full-time, Non-bargained For employees' accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

Years of Service	Paid Vacation Days Accrued Per Month	Annual Accrual Rate	Maximum Accumulation
0 to 6 years	0.834 days	10 days	15 days
7 to 14 years	1.25 days	15 days	22.5 days
15 or more years	1.67 days	20 days	30 days

- (ii) Paid Sick Days. Administrators and full-time, Non-Bargained For employees (Job Families 110, 411-415) shall accrue paid sick days at a rate of twelve (12) days each fiscal year during the period July 1st to June 30th of the following year. Sick days shall be awarded on the second

paycheck of each month of employment during the fiscal year. Eligible employees may accumulate an unlimited number of paid sick days for use during their employment. Unused accumulated sick days shall be forfeited upon termination of employment for any reason except as provided in the Board's early retirement program.

- (iii) Personal Day Leave and Floating Holiday Leave. Full-time Administrators and full-time Non-Bargained For employees shall receive three (3) personal days and two floating holidays per year effective with the first payroll period following July 1st of each year. Except in the case of emergencies, advance approval of personal days is required. Approval must be sought by the employee and granted by the supervisor in writing.
- (iv) Holidays. The Department of Human Resources shall publish a list of building closures annually with the approval of the Board. Full-time Administrators and Non-bargained for employees generally shall have the following paid holidays.

Independence Day
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
Thursday and Friday of College Spring Recess
Memorial Day

- (v) Paid Jury Duty or Witness Leave. All Employees shall be granted leave to fulfill their responsibilities as jurors and granted leave if they are subpoenaed as witnesses in any legal proceeding provided that they have no pecuniary interest in the outcome of the matter in which they are called to testify. Full-time Administrators and Full-time Non-Bargained For employees shall receive paid jury duty leave to fulfill their jury duty responsibilities provided that the jury duty pay will be deducted from the employee's pay. Employees subpoenaed as witnesses must sign over their witness fee pay to City Colleges immediately upon their receipt of the pay in order to be eligible for paid witness leave. Employees summoned to jury duty or subpoenaed as witnesses shall present their summons to their immediate supervisor in advance of the leave.
- (vii) Paid Bereavement Leave. Full-time Administrators and Non-Bargained For employees may be granted paid bereavement leave for a period not to

exceed five (5) workdays. If the leave is granted for the death of a parent, grandparent, parent-in-law, spouse, child, brother or sister, the leave shall be granted in addition to other paid leaves. If the leave is granted for other relatives or close friends, the leave will be charged against the employee's accumulated sick leave bank.

- (viii) Family and Medical Leave. Consistent with the Family and Medical Leave Act of 1993 ("FMLA), employees shall be eligible for a family and medical leave up to twelve (12) weeks under the FMLA provided that (a) the employee has worked for City Colleges of Chicago for at least twelve (12) months; (b) the employee has worked at least 1250 hours in the immediately preceding twelve (12) month period; and (c) the employee does not exhaust the twelve (12) week maximum during any twelve month period. Employees shall be required to submit a Health Care Certification as a condition of leave. Employees may use appropriate paid leave days during the period of the family and medical leave or may elect to take the leave without pay.
- (ix) Voting (Election Day) leave. In accordance with applicable law, all full-time administrators and non-bargained for employees may be granted up to two (2) hours leave on Election Day in order to fulfill their civic responsibilities to vote. Colleges and departments will schedule times for voting leave depending on their operational needs.
- (x) Personal Leaves of Absence. Full-time Administrators and Non-Bargained For employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available.
- (xi) Administrators' Professional Advancement Leaves (paid and unpaid). Full-time administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advance study research, writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full pay, with one (1/2) pay, or without pay within the Chancellor's discretion and subject to approval by the Board of Trustees. Upon conclusion of the leave, full-time Administrators granted this leave may return to their former position or, if not available, any other

position for which they qualify as determined by the Chancellor in the exercise of his discretion.

Leaves with pay under this section will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave the Administrator must agree not to accept any full-time employment during the period of the leave unless the employment is ancillary or part of the advance study, research, writing, exchange teaching or the professional services done as part of the leave. The compensation to be paid to the Administrator during the leave shall be reduced by the amount of pay for full-time employment earned by the Administrator from other sources during the leave.

- (xii) Military Leave. Full-time administrators and Non-Bargained for Employees 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. An employee granted this leave shall be entitled to return to his/her position at the beginning of the semester following his/her discharge from service provided that the employee passes a health examination given by a physician designated by the Board of Trustees. Applications to return to the City Colleges position must be made within sixty (60) days of the discharge from services. The position to which the employee is returned shall be at the same salary level as the position the employee held prior to the leave, including salary increases the employee would have received but for the leave. Employees returning from military leave shall not suffer any break in service or seniority. Services and seniority dates shall be calculated as if the employee was continuously employed.

- (xiii) Reserve or National Guard Leave. Full-time administrators may take leaves of absence to perform temporary active duty with the Reserve or National Guard. During such leaves of absence and while engaging in the performance of this military duty, such employees shall be paid their base salary provided any sum of money paid as compensation for the performance of the Reserve or National Guard duty are remitted to the Board.

- (xiv) Peace Corp Leave. Full-time employees who leave their positions to serve with the United States Peace Corps shall be afforded the same benefits as employees who take active-duty military leave except that no contributions shall be made to the State University Retirement System on behalf of an employee on Peace Corps Leave.

(f) Learning Opportunities Reimbursement.

Employees may be allowed reimbursement of fees paid for outside learning opportunities. Outside learning opportunities are defined as short term seminars, educational and training classes but do not include tuition for credit toward degrees or seminars, educational and training classes provided by the District or that the District requires employees to attend. Costs include tuition, fees, books and supplies. The Chancellor and Designees shall develop a policy for reimbursement of such fees, including eligibility criteria. Employees who resign or are terminated prior to one (1) year of employment shall be required to reimburse the District for any costs reimbursed under the policy so promulgated. An Outside Learning Opportunities Reimbursement Agreement consistent with this Rule must be signed by the employees prior to the employee's attendance or enrollment.

(g) Tuition Reimbursement.⁸

Full-time administrators and Non-bargained for Employees are eligible to apply for tuition reimbursement for colleges and universities accredited by the Higher Learning Commission or vocational/technical institutions licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools. Courses at schools not so accredited may be approved by the Executive Vice-Chancellor of Academic Affairs, if such courses have been authorized by a licensing board and/or professional association. A course will not be reimbursed if a comparable class is offered at City Colleges. Courses of study must be related to the employee's current or probable future work with the City Colleges of Chicago. A maximum of two (2) classes will be reimbursed per semester, quarter or term. Reimbursement is limited to a yearly entitlement amount set annually during the month of July by the Office of Human Resources. Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are NOT reimbursable. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed. All applications must be submitted to the Office of Human Resources within 30 days after the date classes begin. The application must be approved by the employee's College President/Vice-Chancellor and by the Office of Human Resources. Reimbursement will be based on available funds. Individual reimbursement will not exceed \$1,000 per fiscal year. Application procedures and forms are available through the Office of Human Resources and must be followed. Reimbursement is based on grades and granted upon submission of original grade reports and original receipts of payment to the College President or Vice-Chancellor. Carbon photo static or photocopies of payment receipts and grade reports will NOT be accepted. All grade reports and receipts shall be submitted to the Office of Human

⁸ Revised August 3, 2006; see Board Resolution No. 26907 adopted September 8, 2005.

Resources within thirty (30) days of the scheduled ending date of classes. Employees expecting late final grade(s) or for some other reason wishing to hold open the reimbursement request must promptly notify Human Resources in writing. Unless this procedure is followed, reimbursement will not be paid.

Reimbursement Rates

1. Undergraduate School
 - a. Grade "A" – 100%
 - b. Grade "B" and "C" – 75%
2. Graduate and Professional School
 - a. Grade "A" – 100%
 - b. Grade "B" - 75%
 - c. Grade "C" is NOT reimbursable
3. Grades of "Pass" in a course graded on a Pass/Fail Basis reimbursed at 75%

(Added July 11, 2002) (Revised August 3, 2006)

(h) Tuition Waivers.

The Chancellor or designee shall develop policies and procedures for tuition waivers for full-time employees in classes in any College credit curriculum.

(Subsection re-designated July 11, 2002, formerly subsection (g))

(Revised and renumbered September 6, 2001; formerly, Rules 3.6.7, 3.6.8, 3.8.6, 3.8.7, 3.8.8, 3.8.9, 3.8.10, 3.8.11, 3.8.12, 3.8.13, 3.8.14.)

(i) Employer Assisted Housing Program⁹

Eligible employees that are first-time home buyers in the City of Chicago can receive an interest-free, mortgage related loan forgiven at the rate of 1/60th per month over a five-year program, with a commitment to continue employment until the loan terms have been met. The mortgage related assistance is seven-thousand and five-hundred dollars (\$7,500.00) per employee for those who purchase in a new Chicago Housing Authority mixed-income community or three-thousand dollars (\$3,000) for those who purchase in any other location within the City of Chicago that originates from one of the ten housing lender partners.

(a) Eligible Home Buyer

- i. Homebuyer Status – Must be a first time homebuyer. A first time home buyer is defined as someone who has not owned a home for the past 36 months.

⁹ Added August 3, 2006; see Board Resolution No. 27119 adopted January 5, 2006.

- ii. Income – Household income can be no greater than 120% of area median income and homebuyer must qualify for a non-predatory loan from one of the participating lenders identified as part of the program. Additional matching funds may be available from the State of Illinois if the household income is at or below 80% of the area median income, adjusted for family size (see income limits listed below).

INCOME LIMITS FOR ELIGIBILITY

Families with household size and incomes less than the following:

% of Area Median Income	1	2	3	4	5	6	7	8
	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>	PERSON <u>LIMIT</u>
120%	\$63,360	\$72,360	\$81,480	\$90,480	\$97,680	\$105,000	\$112,200	\$119,400
80%	\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,900	\$76,550

- ii. Minimum Investment – Household must meet basic criteria set out by participating lenders. Most participating lenders will look for a minimum investment of \$1,000 or 1% of purchase price, whichever is greater toward the down payment. Proof of investment must be provided prior to closing.
- iii. Principal Residence - Property must be the principal residence of the homebuyer and remain the principal residence until the sale or transfer of the property. Funds will be subject to repayment if it is discovered that the property is not the principal residence.
- iv. Homeownership Workshops – Homebuyer must successfully complete the homeownership workshop with the Rogers Park Community Development Corporation. A certificate of completion will be presented to the homebuyer prior to closing.

(b) Property Eligibility and Location

- i. The home must be located within the City of Chicago. Eligible properties include single family, duplex or multiple use properties, or condominiums.

(c) Recapture Provisions

- i. If the homebuyer refinances their first mortgage within the first five years of the loan and cash is taken out, the balance of the purchase assistance must be repaid. The loan will be forgiven one sixtieth each month from the date of purchase if the employee: remains employed by City Colleges of Chicago, maintains ownership interest in the purchased property, and continuously occupies the purchased property as the employee's principal residence. The recapture period will be secured with a Forgivable Loan Agreement and Promissory Note executed by the employee.

(d) Required Documentation

Employees will be required to qualify for a first mortgage from a participating lending institution. The employee and the participating lending institution will be required to submit the following documentation to the Rogers Park Community Development Corporation to verify eligibility for the program:

- Most current tax return with W-2's for all members of the household.
- Payroll check stubs for the last 30 days for all members of the household.
- Contract for Purchase

Other documents will be required by the participating lending institutions, and as the closing for the property approaches, additional documents will also be needed.

Property Requirements: All properties must have a Home Inspection performed by a company that is a full member of the American Society of Home Inspectors (ASHI). If a Federal Housing Administration (FHA) loan is made the property must conform to all FHA standards prior to closing.

Mortgage Products: Only mortgage products from the participating lenders will be accepted. If an employee accepts assistance from the State of Illinois adjustable rate mortgages will not be acceptable.

3.17 PART-TIME EMPLOYEE BENEFITS.

Subject to the terms of applicable collective bargaining agreements, part-time employees shall be eligible for the following employee benefits.

(a) Retirement Program.

All part-time employees shall be enrolled in the State University Retirement System subject only to eligibility criteria established by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria thereunder.

(b) Unpaid Holidays.

Subject to applicable collective bargaining agreements, all part-time employees shall observe the holidays set forth in Board Rule 3.16 (e)(iv) as unpaid days off.

(c) Family and Medical Leave.

Part-time employees may be eligible for Family and Medical Leave consistent with Board Rule 3.16 (e) (viii), provided however that they have worked 1250 hours in the twelve (12) month period immediately preceding the leave and meet the other eligibility criteria set forth in that rule.

(Added September 6, 2001.) (Revised July 11, 2002)

3.18 PROMOTIONS AND TRANSFERS.

Promotions are appointments of existing District employees to higher graded job classifications. A transfer is a movement by a District employee between Departments, Colleges and work locations with no associated change of pay, salary grade or job classification or title. Rank promotions pertain to honorific titles of full-time faculty. The Board encourages District employees to seek professional advancement by seeking promotions to higher graded positions, transfers within the District and rank promotions. To that end, job opportunity notices shall be published to all District employees on the Board's internet site with instructions on application processes. Nothing in this Rule

shall be construed to afford a preference to current employees in the application process or to prohibit involuntary transfer of District employees based upon operational needs. The Chancellor and designee shall develop standards, criteria and schedules for applications for full-time faculty rank promotions. All rank promotions shall be subject to approval by the Board.

(Revised August 7, 2003.)

3.19 REDUCTION IN FORCE.

- (a) The Board shall approve all reductions in force. Reductions in force may be approved due to lack of funds, lack of work, contracting of functions, reorganizations or other reasons approved by the Board. Except with respect to reductions in force involving full-time faculty and part-time and/or other non-bargained for employees, employees who are to be laid off shall be afforded twenty-one (21) days advance notice of the layoff, or, upon approval of the Board, pay *in lieu* of notice. Reductions in force in full-time faculty or non-renewal of full-time faculty shall not be limited by this Rule. Reductions or non-renewal of full-time faculty shall be implemented in accordance with the provisions of the State Act.
- b. Employees notified of impending layoff or on layoff status will be provided the City Colleges website address where the most current vacancies are posted. The Office of Human Resources will provide resume and interview skill training by appointment if requested. These services will be made available to employees notified of impending layoff or on layoff status for a period of one year after layoff. Employees notified of impending layoff or laid off employees shall have the right to apply for all vacant positions, and shall have priority over all applicants for positions for which they are qualified unless another applicant is, in the judgment of the Chancellor or the Chancellor's designee, more qualified to perform the required work.

(Revised July 11, 2002)

- c. Employees who are rehired within two (2) years after layoff shall not suffer any break in seniority.

(Revised July 11, 2002)

(Revised July 11, 2002) (Revised and Renumbered September 6, 2001; formerly Rules 3.6.3, 3.7.6, 3.10.2, 3.11.1, 3.11.4, 3.12.)

3.20 SUSPENSIONS AND TERMINATIONS.

3.20.1 At Will Employees.

Except as provided by explicit provision of a collective bargaining agreement or the tenure provisions of the State Act, District employees are employed at-will and serve at the pleasure of the Board. At-will employees include administrators, employees who serve in a confidential, supervisory and/or management capacity, part-time, probationary, and temporary employees. The employment relationship between the Board and these employees may be terminated by either the employee or the Board at any time, for any reason, with or without cause. These employees may have their hours reduced or changed within the discretion of the Chancellor or designee. Suspensions, demotions or termination of full-time at-will employees shall be ratified by the Board at its next regularly scheduled public meeting following the suspension, demotion or termination. If the Board declines to ratify the suspension, demotion or termination of a full-time at-will employee, the employee shall be reinstated and made whole for all wages and benefits lost. Board approval for the suspension, demotion or termination of part-time, at-will employees shall not be required and all such authority to implement these actions is delegated to the Chancellor or designee.

3.20.2 Employees covered by Collective Bargaining Agreements with Just Cause Provisions.

(a) Cause.

District employees who are subject to the terms and conditions of a collective bargaining agreement with an explicit "for cause" provision may not be disciplined, demoted or terminated from employment without cause. Disciplinary procedures for suspension, demotion and termination of employment set forth in collective bargaining agreements shall serve as the employee's due process. Collective Bargaining Agreements that do not contain specific disciplinary procedures shall be governed by the provisions of Board Rule 3.20.2(b) or, in the case of a recommendation to terminate full-time, tenured faculty, Board Rule 3.20.2 (c).

(b) Suspensions, Demotions & Termination of Employment – Pre-disciplinary Meeting and Board approval requirements.

Board approval of all suspensions of thirty (30) days or more, demotions or termination of employment is required after recommendation of the Chancellor. All employees whose suspensions (regardless of length), demotions or termination of employment must be for cause shall be afforded pre-disciplinary process as follows:

- (i) Management or supervisory personnel shall recommend disciplinary action of suspension, demotion or termination of employment for employees under their supervision by scheduling a pre-disciplinary meeting with a management representative and provide five (5) business days advance written notice of the disciplinary meeting to the employee

and to the appropriate bargaining representative(s). Said notice shall contain a brief explanation of the evidence in support of the recommendation. The Chancellor or his designee shall appoint the management representative to conduct the pre-disciplinary meeting.

- (ii) At the pre-disciplinary meeting, the employee will be afforded an opportunity to respond to the charges and provide evidence in contradiction or mitigation of the charges. To the extent provided by applicable law, a Union representative may assist the employee during the pre-disciplinary meeting.
 - (iii) At the conclusion of the meeting, the management representative, through the College President or Vice Chancellor, shall recommend to the Chancellor whether, and, if so, what disciplinary action should be taken against the employee. If the recommendation is for a suspension of thirty (30) or more calendar days, a demotion or termination of employment, the Chancellor shall submit the recommendation to the Board for approval at the next regularly scheduled public meeting of the Board. If the recommendation is for discipline of a suspension of less than thirty (30) days and that recommendation is approved by the Chancellor, the Chancellor or designee shall implement the discipline immediately without Board action.
 - (iv) For purposes of this Rule, a "pre-disciplinary meeting" or "disciplinary meeting" shall be synonymous with a "pre-disciplinary hearing" or "disciplinary hearing" or "Chancellor's level hearing."
- (c) Termination of full-time, tenured faculty shall be in accordance with tenure provisions of the State Act. Non-renewal of the regularly employed, non-tenured, full-time faculty shall be in accordance with the State Act.

3.20.3 Suspensions and Leave Pending Investigation, Pre-disciplinary Meetings and Board Action.

(a) Egregious misconduct.

- (i) In cases in which the Chancellor or designee recommends termination of employment of an employee subject to the provisions of Rule 3.20.2, based upon a charge that the employee engaged in egregious conduct, the employee may be immediately suspended without pay pending the completion of the process set forth in Rule 3.20.2 after the Chancellor or designee convenes and concludes an emergency pre-disciplinary meeting with the employee. At said emergency meeting, the employee shall be notified of the charges against him and the evidence upon which they are based and the employee shall be afforded an opportunity to respond to the charges and evidence.

- (ii) The emergency meeting shall be convened immediately or as expeditiously as possible under the circumstances.
- (iii) In the event the charges are determined to be without foundation at the conclusion of the process set forth Rule 3.20.2, the employee shall be paid full back pay. In no event may an employee be suspended without pay under this provision for more than twenty-nine (29) days without Board approval.
- (iv) For purposes of this Rule, "egregious conduct" shall include violence, harassment of any kind, theft of Board, student or co-employees' property, a positive drug or alcohol test, fraud involving the property of the Board, students or co-employees or any other conduct in which the employee's continued presence at the work site poses a risk of imminent harm to the personal safety of District employees or to Board assets.
- (v) For purposes of this Rule, a "pre-disciplinary meeting" or "disciplinary meeting" shall be synonymous with a "pre-disciplinary hearing" or "disciplinary hearing" or "Chancellor's level hearing."

(b) Other cases.

In all other cases in which employees subject to Rule 3.20.2 are being recommended for termination, charged with or suspected of misconduct, the Chancellor may place such employees on paid administrative leave pending investigation, a pre-disciplinary meeting or hearing, or Board action on a recommended termination, if the Chancellor determines that the employee's continued presence at the workplace is detrimental to District operations. In no event may a paid administrative leave under this section exceed ninety (90) calendar days.

(Revised 3.20.3(b), July 11, 2002); (Revised, Amended and Renumbered September 6, 2001; formerly Rule 3.7.)

3.21 TERMINATION DUE TO LACK OF ACTIVE SERVICE AND/OR BREAKS IN SENIORITY.

Employees who have not actively worked for a period of twelve (12) continuous months shall be administratively terminated as District employees and their continuous service or seniority shall be broken unless the Board has approved a leave in excess of twelve (12) months under the leave provisions of this Article or the Employee Manual. Employees who have been administratively terminated shall be eligible for rehire provided they re-apply and re-qualify for Board employment.

(Added September 6, 2001.)

3.22 ABANDONMENT OF EMPLOYMENT.

Consistent with the procedures outlined in the Employee Manual, an employee will be considered to have abandoned his/her employment and shall be subject to termination of his/her employment 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.

Termination of employment under this Rule shall be effective as of the last date of actual work or the last date of the approved leave and/or vacation, whichever applies.

(Renumbered September 6, 2001; formerly 3.8.17.) (Revised July 1, 2002)

3.23 RESIGNATIONS.

District employees are requested, but not required, to give two (2) weeks or more written notice of their intent to resign in writing to the Chancellor and Vice Chancellor for Human Resources as a matter of professional courtesy. Resignations are irrevocable except where the Chancellor determines that revocation of the resignation is in the best interest of the District.

(Revised, Amended and Renumbered September 6, 2001; formerly 3.8.16.)

3.24 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.
- 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 Board's early retirement plan.¹⁰

(Renumbered September 6, 2001; formerly 3.8.18.) (Revised July 11, 2002)

¹⁰ Resolution No. 15089 as amended by Resolutions 17587, 17692, 17986, and 19396.

ARTICLE IV

EDUCATIONAL PROGRAMS AND STUDENT SERVICES

4.1 EDUCATIONAL PROGRAMS AND MISSION STATEMENTS.

4.1.1 Educational Programs.

a. Commitment to high quality 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.

b. New Educational and Training Programs.

The College 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 the Board action. Subject to approval by the Chancellor, the College Presidents are authorized to execute all contracts or memoranda of agreement with a term of one (1) year or less for customized/special interest training programs provided to businesses and companies. The Board shall be regularly informed of such executive contracts or memoranda.

c. Limited Retraining Guarantee for Credit and Certificate Program Graduates.

Upon application by the graduate and his employer, the District shall provide an Associate of Applied Science (AAS) or Career Program Certificate graduate up to nine (9) additional post-graduation credit hours or the equivalent non-credit training hours in a career or certificate program (as determined by the Chancellor or his designee) at no tuition or fees. To qualify under this section, the application must be made by the graduate within ninety (90) days of the graduate's initial employment and the employer must certify in writing to the Chancellor that the employee lacks specified skills to perform in a position for which the AAS degree or career certificate is a required. Employment must have commenced within twelve (12) months of the employee's degree or certificate award, and the achievement of same occurring over a period of no more than four (4) years in the case of a thirty (30) credit hours or more program and two (2) years when the program is less than thirty (30) credit hours.

(Revised August 7, 2003.)

4.1.2 Mission Statements of the Colleges.

As part of the General Institutional Requirements of the Commission on Higher Learning of the North Central Association of Colleges and Schools the City Colleges of Chicago has adopted mission statements for each of the Colleges.¹¹

(Revised July 11, 2002) (Revised August 7, 2003.)

4.2 STUDENT POLICIES.

4.2.1 Student Policy Manual and College Catalogue.

Student Policies, including rules of conduct, shall be published in the College Catalogue, which shall be distributed and/or made available to students. Student policies shall also be published on the District web-site.

(Revised July 11, 2002) (Revised August 4, 2005) (Revised August 3, 2006)

4.2.2 Residency Policy and In-District Tuition.

Illinois Public Community College District No. 508 consists of seven independently accredited Colleges. The District's boundaries are co-terminus with those of the City of Chicago. Individuals living within District No. 508 at least thirty (30) days prior to the time of registration are eligible to attend any of the colleges or their auxiliary divisions in accordance with current in-district tuition policies and procedures. The District has on file with the Illinois Community College Board (ICCB) its procedures for verifying residency as prescribed by ICCB Rules and published in each college's catalog.

4.2.3 Admission.

a. Admissions Policies.

The City Colleges of Chicago are open admissions colleges offering credit, per-credit, adult education, continuing education and career programs for high school graduates and those otherwise qualified to enter the above programs. However entry into certain programs may be restricted due to limitation in space or other considerations, whereupon high school class rank, district assessment and placement test results, district residency and other appropriate criteria shall be utilized to determine entry. Applications for admission to a college and, where applicable, career program, should be sent to the College and program the student wishes to enter. The Chancellor of the City Colleges of Chicago may, because of special circumstances, authorize "special admission" into any program.

¹¹ Board Resolution Nos. 21975, 21976, 21977, 21978, 21979, 21980, 21981, 21982 and 21983, adopted July 9, 2000.

b. Testing Requirements for First Time Students.

Prior to registration, to ensure proper academic placement, all first time credit students shall take appropriate district assessment/placement tests. However, if a student wishes to enroll in a course which does not have a prerequisite, the student may so enroll but shall not be permitted subsequently to enter a course needing a prerequisite without taking appropriate test(s).

c. Transfer Students – Credit Transfers.

Students transferring credit to one of the City Colleges of Chicago shall, upon application for admission, submit official transcripts from all post-secondary institutions previously attended. Such students may be provisionally admitted upon presentation to the Director of Admissions of alternative evidence of satisfactory course completion; but provisionally admitted students must submit official transcripts within thirty (30) days after admission. Failure so to do shall result in removal from class(es) and forfeiture of tuition and all fees paid for same. If the student has not taken and received a grade of “C” or better in prerequisite course(s) for class(es) in which the student intends to enroll, the student shall then take the appropriate assessment/placement test before enrolling in the course.

d. International Students – Requirement for Test of English as a Foreign Language and Waivers.

The City Colleges requires prospective international students whose native language is not English to take the Test of English as a Foreign Language (TOEFL) or, if TOEFL is not available in the student’s country of origin, a substantially equivalent test. A transcript with a test score of at least 450 shall be a part of the completed application process before the Dean of Student Services may issue an I-20 form. The testing requirements of this Rule may be waived by the College President upon recommendation by the College English Department Chair that the international student has proficiency in English as a foreign language.

e. Concurrent Admission/Enrollment.

Students currently enrolled in a secondary school program may be accepted in a program of the City Colleges of Chicago; however if such admission involves taking a course during the hours of the school day as established by the secondary school or can be applied for secondary school credit, prior approval of the chief executive officer of the secondary school must be given in writing and be made a part of the application record.

f. Programs for Special Groups.

Students admitted to a City Colleges of Chicago special group program supported in whole or part by State funds shall be so admitted without regard to race, religion, sex, ethnic origin, membership in any profession, group, organization, or association, or the standards of organizations, groups, fraternities, and associations necessary for employment in a particular field.

(Revised August 7, 2003.)

4.2.4 Health Requirements.

a. Health Examinations.

All Students must comply with any requirement 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. Health Insurance Requirements for International Students.

All International students with F-1, F-2, M-1, or M-2 nonimmigrant students visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board, and such students shall present proof of this insurance upon every registration as well as every enrollment in the City Colleges of Chicago or upon demand.¹²

(Revised August 3, 2006)

c. Chronic Communicable Diseases.

The Board places a high priority on the need to prevent the spread of chronic communicable disease at all of its colleges and facilities. Students with identified chronic communicable disease may attend college if the risk of transmission of the disease, or the risk of injury to the student, is remote and when this risk is less than the detrimental effects resulting from the exclusion of the student from the College. The Colleges are committed to making reasonable accommodation to provide educational opportunity to all students. The procedures established under this Rule shall be published in the Student Policy Manual. Chronic communicable diseases are those defined as such by the Illinois Department of Public Health.

¹² See Board Resolution No. 17223, Policy Requiring Mandatory Medical/Health Insurance for Foreign/International Students, adopted June 3, 1993.

d. Infectious Diseases.

The Chancellor, College President or their designees shall report all incidents of infectious diseases to the City of Chicago Department of Health or other responsible public agency as required by law. Upon report, the Chancellor, College President or their designees shall follow the direction of the responsible public agency.¹³

(Revised August 7, 2003.)

4.3 ACADEMIC POLICIES, TUITION, FEES AND CHARGES, AND SCHOLARSHIPS.

4.3.1 Academic Policies – General Education Comprehensive Examination.

The Chancellor or designee may establish academic policies not inconsistent with these Rules, the State Act, or rules and regulations of State regulatory agencies and accrediting institutions. The Chancellor may additionally require the successful completion of a comprehensive examination as part of a program's graduation requirements and may require the successful completion of a comprehensive uniform examination for each of the general education courses as preliminary to and necessary for passage of said course(s).

(Added September 6, 2001)

4.3.2 Other College Credit.

a. CLEP or Other Credit Examinations.

Credit by examination (College Level Examination Program ("CLEP") or other such examinations) may be awarded to CCC students after they have earned at least twelve (12) hours within the City Colleges of Chicago. The Chancellor shall develop policies with respect to the award of such credit

b. Transfer of Credit from Unaccredited Institutions.

Non-general education credit earned at non-accredited institutions may be placed in "escrow" until the transfer student earns at least fifteen (15) hours of "C" or better credits in transferable courses earned at a City College, whereupon they may be accepted toward the completion of a City College degree or career program. The Chancellor shall establish uniform criteria for determining when such credit may be accepted, consistent with the policies of accrediting institutions.

¹³ See Board Resolution No. 13122, "Policy (and Procedures) on Prevention of Chronic Communicable Diseases," adopted June 7, 1988.

c. Credit for Life or Work Experience.

Credit may be granted for relevant and appropriate life or work experiences and serve *in lieu* of taking equivalent specialized courses, general education courses or elective courses. The Chancellor or designee shall establish a procedure for the awarding of such credit consistent with the policies of accrediting institutions.

(Revised August 7, 2003.)

4.3.3 Advanced Placement Program.

High school students completing advanced placement courses and receiving scores of 3 (Qualified), 4 (Well Qualified), or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations shall be awarded transfer credit for the equivalent college credit course.

(Revised and Renumbered September 6, 2001.)

4.3.4 Tuition, Fees and Charges, Scholarships and Tuition Charge-Backs.

(a) Establishment of Tuition, Fees and Charges.

The Board shall set tuition, fees and charges for all Board programs and establish policies for refunds and waivers of the tuition, fees and charges by Resolution.¹⁴

(b) Scholarships.

The Board may establish policies and standards for the award of any scholarships, by resolution.¹⁵

(c) Charge-back of Tuition.

The Chancellor shall establish and cause to be published in consultation with the General Counsel and the Chief Financial Officer rules, regulations, and procedures for authorizing "Charge-Back of Tuition" for the payment of nonresident tuition for a resident of the District who enrolls in a program in another Illinois community college district when said program is not offered in District No. 508 as required by Section 106.2 of the State Act.¹⁶

(Revised and Renumbered September 6, 2001.) (Revised July 11, 2002)

¹⁴ See Board Resolution No. 23133, "Academic Term Tuitions, Fees and Charges, Scholarships and Waivers," adopted March 7, 2002.

¹⁵ See Board Resolution No. 14091, "Harold Washington Academic Scholarships," adopted July 6, 1989.

¹⁶ See Board Resolution No. 5292, "Rules, Regulations and Procedures for Authorizing Charge-Back of Tuition," adopted September 15, 1977.

4.3.5 Students Called to Active Military Service Policy.

The District supports federal initiatives in times of national emergency involving the drafting of individuals and/or the call to active duty of reserve units. In such event(s) the student shall not be disadvantaged due to military service prior to or after the call to active duty. Upon the presentation of verifiable documentation prior to the mid-term date, the College will initiate a withdrawal process. After said date the student may request of instructors an early final examination or the assignment of an Incomplete (in which instance the activated/drafted shall have one year from the date of deactivation/discharge to complete the undone class work) provided the individual is in good academic standing in affected courses. If the action occurs before mid-term, the student may either receive a full refund or leave such funds on account for use no later than two years after release from the military. After mid-term the student shall have the same options unless the person elects to receive an Incomplete. Any dispute in matters controlled by this policy shall be resolved by the College President after involvement of all parties to the issue.¹⁷

(Revised and Renumbered September 6, 2001.) (Revised July 11, 2002)

4.4 PUBLICATIONS.

Catalogs, employee manuals, and student handbooks developed and to be published providing students and the public with information on programs, services, policies, rights, degree /certificate requirements, regulations, and other matters pertaining to the City Colleges of Chicago (except for the Rules formulated by the Board of Community College District No. 508) shall be reviewed and approved prior to publication and dissemination in accord with procedures established by the Chancellor.

(Revised September 6, 2001.)

4.5 NO DISCRIMINATION IN EDUCATIONAL PROGRAMS, SERVICES, ACTIVITIES OR LEARNING ENVIRONMENT.

Except as allowed by law, discrimination in educational programs, services, activities or learning environment, based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability, veteran status or the exercise of rights guaranteed by local, state or federal law is prohibited. Consistent with this Rule, the Board has adopted policies, including uniform internal complaint procedures to enable the Board, through its EEO Officer, to detect and eliminate discrimination prohibited by this Rule.¹⁸

¹⁷ See Board Resolution No. 15550, "Policy on Students called to Active Military Services," adopted March 7, 1991.

¹⁸ See Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," adopted August 6, 2003 (amending Board Resolution No. 22808 adopted September 6, 2001); Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Resolution No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.

(Revised August 6, 2003)

4.6 DRUG AND ALCOHOL FREE EDUCATIONAL AND LEARNING ENVIRONMENT.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any person or the unauthorized or unlawful consumption of alcohol while on District premises or while participating in District programs or activities is prohibited. Being under the influence of alcohol or any controlled substance while on District premises or while participating in District programs or activities is prohibited. As a condition of enrollment, each student shall agree to abide by this Rule. This Rule shall be published as part of the Student Policy Manual. Violation of these prohibitions may result in disciplinary action without progressive steps up to and including expulsion. For purposes of this policy, "controlled substance" is a drug which is not obtained legally, is used in a manner other than as prescribed, or is legally obtainable but has not been legally obtained by the user.

(Revised and Renumbered September 6, 2001)

4.7 VIOLENCE-FREE EDUCATIONAL AND LEARNING ENVIRONMENT.

Students shall not engage in any acts of violence, intimidation or coercion, including threats of violence, against any person on District property or while participating in District programs and activities. Unless authorized to do so by the Chancellor or the College President, students shall not possess weapons or dangerous instruments of any kind on District property or while participating in District programs or activities. Students in violation of this Rule shall be subject to discipline for misconduct up to and including expulsion.

(Added September 6, 2001)

4.8 FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974.¹⁹

4.8.1 Policy Statement – Privacy and Access to Records and Directory Information.

Community College District No. 508 shall maintain the confidentiality of student education records in accordance with the Family Education Rights and Privacy Act of 1974 and shall annually inform students of the City Colleges of Chicago of their rights of privacy and access to education records through publication in each College's Fall semester schedule of classes as well as posting at the place of registration and in the office of Admissions and Registration. Disclosure of personally identifiable student information from education records shall not be made without prior written consent from the student except when prior written consent is not required by the Act. However, "Directory Information" (see below) may be disclosed at the College's discretion unless written notification by the student is made that such information is not to be disclosed.

¹⁹ See Board Resolution No. 23930, "Buckley Amendment Policy and Procedures," adopted August 6, 2003 (amending Board Resolution NO. 22814).

“Directory Information,” as designated by this Board in conformity with the Act, is as follows: The Student’s Name, Address, Telephone Listing, Electronic Mail Address, Photograph, Date and Place of Birth, Major Field of Study, Dates of Attendance, Grade Level, Enrollment Status (e.g., full-time or part-time), Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Degrees, Honors and Awards Received, and the Most Recent Educational Agency or Institution Attended.

(Revised August 6, 2003)

4.8.2 Student and Parents’ Rights to Inspect Records.

Students, parents of minor students and former students shall be afforded the right to inspect and review their education records by making a written request to the Registrar of the College(s) the student attended. Inspection and review of records shall be in conformity with the procedure prescribed by the Board and made available by the College President for review in the College’s Offices of Admission and Registration, Student Services, and Financial Aid and as published in the Student Policy Manual.²⁰

(Revised August 6, 2003)

4.8.3 Challenges to the Content of Student Records.

Students shall be provided the opportunity to challenge the contents of their education records by seeking amendment or correction, including the opportunity for a hearing in accordance with Family Education Rights and Privacy Act of 1974. The procedure for such challenge shall be developed by the Chancellor and the General Counsel for submission to the Board for adoption and publication as an appendix²¹ to the Rules for Management of Community College District No. 508 and posting by the College President in the offices of Admissions and Registration, Student Services, and Financial Aid. The procedure shall impose reasonable time limits on when such challenges may be made in order to enable the District to intelligently and effectively respond to such challenges.

(Revised August 6, 2003)

4.9 STUDENT RIGHTS AND RESPONSIBILITIES.

4.9.1 Student Rights.

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

²⁰ See Board Resolution No. 23930, “Buckley Amendment Policy,” adopted August 6, 2003 (amending Board Resolution No. 22814).

²¹ See Board Resolution No. 18006, “Guidelines for the Organization of Student Government Associations,” adopted August 4, 1994.

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.

4.9.2 Student Government – Organization, Funding.

Guidelines for the Organization and Operation of Student Government Associations are to be developed by the Chancellor and after approval by the General Counsel as to conformity to applicable law and form shall be published and disseminated. Thereafter they shall be reviewed annually for continued appropriateness and conformity to law. The Board shall provide funding to each of the colleges for allocation by the respective Student Governments.

4.9.3 Improper Academic Behavior by Students.

Dishonesty or cheating in any form, whether in the classroom, on tests, or examinations, including submission of assignments completed in whole or part by someone other than the student, is prohibited. Appropriate disciplinary action will be taken against students who violate this prohibition.

4.9.4 Protection Against Improper Academic Evaluation and Academic Grievance Process.

Instructors shall inform students in writing of the grading requirements of the course at the beginning of each course. A final grade shall reflect the instructor's honest and unbiased professional assessment of the student's mastery of the subject of the course during the term of the course.

This process will normally be accomplished within one semester of the original grade's assignment.

1. A student who wishes to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade. The student should initiate this discussion within thirty (30) calendar days of a student's receipt of the final grade by submitting a Grade Appeal Form to the faculty member with copies to the department chairperson and appropriate Dean.
2. The faculty member shall respond to the appeal by meeting with the student and rendering a decision within seven (7) calendar days after receipt of the appeal.
3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the department chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the department chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer. The chairperson or dean shall investigate the matter

and communicate the outcome of the investigation to the student in writing. Said investigation shall include a meeting with the faculty member to review the criteria applied to the student's performance in assigning the final grade and a meeting with the student to hear the basis of the grievance. When the faculty member and the chairperson or Dean has reached a decision, the chairperson or Dean will communicate that decision in writing to the student. The chairperson or dean shall complete the investigation and issue a decision within fourteen (14) calendar days after receipt of the appeal.

4. If the student does not agree with the department chair's decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the department chair's decision. The Academic Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
5. If the student does not agree with the Academic Dean's decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Dean's decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.
6. If the student does not agree with the Academic Vice President's decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the Academic Vice President's decision. The decision of the College President is final.
7. If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above, the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal.

A grade may be changed by someone other than the instructor of the course or the department chairperson, only in the event there is objective evidence to do so. In that event, another instructor in the discipline shall be appointed by the College President to conduct an evaluation of the student's performance and award the final grade.

(Revised July 11, 2002) (Revised August 4, 2005) (Revised August 3, 2006)

4.9.5 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.

4.9.6 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.

4.9.7 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.

(Revised and Renumbered; September 6, 2001; formerly Rule 4.8) (Revised July 11, 2002)

4.10 STUDENT MISCONDUCT AND DISCIPLINARY HEARINGS.

4.10.1 Informal Hearing.

If, based upon existing evidence, the College President or designee determines that alleged student misconduct should result in discipline of the student or a suspension of five (5) or less scholastic or academic, the student shall be given a written statement of the charges against him or her and afforded an opportunity to present his/her version of the facts in writing no later than two (2) scholastic or academic days after receipt of the statement of charges. The College President shall make a decision based upon the evidence in support of the charge and the student's response, if any. 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 but in no event may such a suspension endure for more than five (5) scholastic or academic days without convening a formal disciplinary hearing under Rule 4.10.2.

The President's decision shall be communicated to the student in writing. The College President may decide that: 1. No discipline should be issued; 2. The student should be disciplined by suspension of up to five (5) scholastic or academic days the student should be deprived of some privilege afforded other students, or a combination of both; or, 3. If evidence and circumstances suggest that discipline of expulsion or a suspension of six (6) or more scholastic or academic days is appropriate, the President shall convene a formal disciplinary hearing as set forth in Rule 10.2. Except where the College President decides to convene a formal disciplinary hearing, the College President's decision shall be effective immediately.

(Revised September 6, 2007)

4.10.2 Formal Hearing.

If a disciplinary hearing may result in the expulsion of a student, or a suspension for a period of six scholastic or academic days or more, the student shall be accorded a formal 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. Formal disciplinary hearings shall be conducted as follows.

- a. 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) scholastic or academic days of the first day of the suspension.
- b. The hearing shall be conducted by a hearing committee designated as follows: two administrators shall be appointed by the College President or designee, two faculty members shall be appointed by the College Faculty Council, two student representatives (at least one of which must be an elected officer) shall be appointed by the College Student Government Association. The College President shall designate a hearing chairperson from among the appointed committee members who shall be charged with ensuring the orderly conduct of the hearing and the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student shall be advised in writing of the charges against him or her. The student shall be entitled to representation of the student's choice at the hearing and to the extent possible under the facts and circumstances of the case, the hearing shall be scheduled to accommodate the student's schedule.
- c. 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.
- d. If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this Rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President or designee without the student's participation.
- e. The hearing committee's written recommendation to the College President shall be based solely upon evidence submitted at the hearing.
- f. After the hearing, the hearing committee shall advise the College President of its recommendation in writing within five (5) scholastic or academic days. The recommendation shall include a summary 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) scholastic or academic days of the receipt of the written recommendation of the committee.

- g. The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the General Counsel for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision has been forwarded to the Chancellor. The College President's decision shall not take effect until approved by the Chancellor after the appeal process set forth in subsection (h) of this Rule has been exhausted.
- h. 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 within ten (10) scholastic or academic days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chancellor shall decide the appeal in writing within ten (10) scholastic or academic days after receipt of the student's appeal or within five (5) scholastic or academic days after the appeal period has expired. The Chancellor may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another College in the system or make such other disposition as the Chancellor deems just and proper in the circumstances. The Chancellor's decision on the appeal shall be final and shall be effective immediately upon issuance.

(Revised and Renumbered September 2001; formerly Rule 4.8) (Revised July 11, 2002)(Revised August 3, 2006 (Revised September 6, 2007))

ARTICLE V

BUSINESS AND FINANCIAL SERVICES

5.1 FISCAL YEAR.

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

5.2 PURCHASING AND CONTRACTS.

a. Policy on Purchasing and Contracts.

The Board has established a policy regarding the purchasing and contracting function of the District, which is published in the Board's Operations Manual²² incorporated herein by reference. The Operations Manual shall contain provisions consistent with the Illinois Community College Act regarding purchasing and bidding as follows:

- a. Bid specifications and request for proposal;
- b. Non-bid and professional contracts;
- c. Commodity purchases; and.
- d. Use of local vendors and minority- and women-owned business enterprises.

The Operations Manual also includes the Board's Waste Reduction and Recycled Product Procurement Policy.

(Revised August 4, 2005)

b. Procedures for Payment of Contractors.

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 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.

²² See Board Resolution No. 22902, "Operations Manual," adopted November 1, 2001, as amended by Board Resolution No. 23731 (April 3, 2003) and as amended by Board Resolution No. 26280 adopted July 15, 2004 and as amended by Board Resolution NO. 26857 adopted August 4, 2005.

c. Chancellor's approval and execution of certain contracts and documents.

Subject to legal review by the General Counsel, the Chancellor may approve and execute the following: 1.) Contracts with a value of ten thousand dollars (\$10,000.00) or less; 2.) Contracts for repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed fifteen thousand (\$15,000.00) and not involving a change or increase in the size type or extent of an existing facility; and 3.) Any of the contracts described in subparagraph (d) of this Rule. The Board shall be regularly informed of such executed contracts.

d. College President's approval and execution of certain contracts and documents.

Subject to approval by the Chancellor and legal review by the General Counsel, College Presidents may approve and execute the following contracts: 1.) Contracts with a value of five thousand dollars (\$5,000.00) or less; 2.) Training agreements and clinical agreements; and 3.) Leases, licenses or equipment leases with a term of one (1) year or less and a value of five thousand dollars (\$5,000.00) or less. The Board shall be regularly informed of such executed contracts.

(Revised November 1, 2001) (Revised July 11, 2002)

5.3 STUDENT ACTIVITY FUNDS - ALLOCATION, MANAGEMENT AND EXPENDITURE OF STUDENT ACTIVITIES FUNDS.

5.3.1 Allocation.

The Board shall, from time to time by resolution duly adopted, establish a sum per regular college credit hour, per College to be allocated to the Student Government for student activities each fiscal year. All monies allocated are the property of the Board and shall be deposited in the appropriate account. Allocated funds that are unexpended at the end of the District's fiscal year 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 which must be 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), the Dean of Student Services and/or the Director of Student Activities, and in accordance with these Rules.

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, it may choose to do so.

5.3.4 Board Regulations Regarding Expenditures.

Students may not bind the College or the District to contractual agreements or otherwise authorize the expenditures of College funds. When making purchases, students must follow procedures outlined in the sections below. Each request for expenditure must be consistent with the Student Government's approved budget. If any Student Government request for expenditure of monies is denied at the College, the College President shall notify 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 Student Activity Expenditures.

- a. The Student Government must submit a signed purchase requisition to the College President's designee(s) for approval. The requisitions will be consistent with its approved budget.
- b. If the expenses are approved in writing, and involve reimbursement to an individual or an advance for travel, but do not involve the purchase of goods or service from vendor(s), the College Business Office shall prepare a Purchase Order, which shall be 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 Purchase 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 the District Office for payment with an approved Purchase Order.

- c.2 Purchases between \$500 and \$999.99– 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 or formal bidding as may be required by the Illinois Community College Act, (110 ILCS 805/3-27.1). This information should be provided 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 the President, and forwarded to the District Office for additional authorizing signatures. The Purchase Order will then be sent to the vendor.
- c.4 Purchases over \$10,000.00 require formal bidding and approval of the Board of Trustees. If such expenditure is anticipated, it must be reviewed by the Director of Business and Operational Services and the College President prior to submission to the Chancellor or Board for approval.

(Revised September 6, 2001) (Revised July 11, 2002)

5.3.6 Petty Cash for Approved Expenditures of \$50.00 or less.

The Business Office shall maintain a Petty Cash fund to provide a convenient method of reimbursement for small purchases up to \$50.00 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.

(Revised September 6, 2001) (Revised July 11, 2002)

5.3.7 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 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 submitted within sixty (60) days of the last day of travel 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 train travel. Students must occupy reasonably priced hotel rooms at current rates and purchase moderately priced meals. Reimbursements shall be made only if expenditures are necessary for official purposes and receipts are obtained for such expenses.

(Revised July 11, 2002)

5.3.8 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.

5.3.9 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. 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 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.

(Revised September 6, 2001)

5.3.10 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.

5.3.11 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. These funds shall be property of the District.

Withdrawals from an Agency Account, if 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).

5.3.12 Student Government Responsibility for Funds Allocated.

Student Government shall develop budget guidelines for the allocation of activity funds. These budget guidelines shall 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 investment of funds, and other financial matters pertaining to depositories.

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 the Policy, each investment trade shall be subject to approval of the Chief Financial Officer prior to trade date.

In accordance with the 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.

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.

In accordance with the provisions of the policy, the Treasurer shall monitor all transactions of the outside money manager(s). Each money manager shall 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.

(Revised July 11, 2002)

5.4.1 Authorization of Investment Representatives.

The Chairman of the Board and 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.

5.4.2 Other Financial Policies.

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

- a. Board-Approved Depositories
- b. Authorized Signatures for Depository Accounts²³
- c. Designated Investment Accounts

(Revised July 11, 2002)

5.4.3 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. 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 the financial condition of the District showing the status of Board finances.

(Revised July 11, 2002)

²³ Board Report 22806, adopted September 6, 2001, "Authorized Signatures for Depositories of Board Funds."

5.7 CHECKS.

The Chairman, the Vice 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 shall require two (2) signatures. Checks to be drawn in an amount in excess of \$10,000 shall require a third signature from among one of the following: the Chancellor, the Vice Chancellor for Finance, Treasurer or other signatory authorized by the Board. The Board shall adopt rules and procedures regarding the issuance of all other checks.

(Revised September 6, 2001)

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.²⁴

(Revised July 11, 2002)

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.

5.10 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 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.

²⁴ See Board Resolution No. 18686, "Travel Guidelines," adopted March 30, 1998.

5.11 GRANTS AND GIFTS.

5.11.1 Grants and Scholarships.

Acceptance of 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. Any such funds received 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.

5.13 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.

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.
- d. A corporate benefactor or organization that has made a substantial contribution to the College/District as determined by the Board of Trustees pursuant to a written naming rights agreement which includes broad termination rights.

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

(Revised August 3, 2006)

- 1 See Board Resolution No. 17162, "Policy and Procedures for Selection of College President," adopted May 6, 1993 as amended by Board Resolution No. 26858 adopted August 4, 2005.
- 2 See Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," (adopted August 6, 2003 amending Board Resolution No. 22808 adopted September 6, 2001); Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Report No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.
- 3 Board Resolution No. 22815 adopted September 6, 2001.
- 4 See Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," adopted August 6, 2003 amending Board Resolution No. 22808 adopted September 6, 2001); Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Report No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.
- 5 Board Resolution 22816 adopted September 6, 2001, amended by Board Resolutions No. 23091 adopted January 8, 2002 and No. 23073 adopted February 7, 2002 and No. 27066 adopted December 8, 2005.
- 6 Board Resolution No. 18011, adopted August 4, 1994.
- 7 Board Resolution No. 22815, adopted September 6, 2001 and amended by Board Resolution No. 26281 adopted July 15, 2004.
- 8 Revised August 3, 2006; see Board Resolution No. 26907 adopted September 8, 2005.
- 9 Added August 3, 2006; see Board Resolution No. 27119 adopted January 5, 2006.
- 10 Resolution No. 15089 as amended by Resolutions 17587, 17692, 17986, and 19396.
- 11 Board Resolutions Nos. 21975, 21976, 21977, 21978, 21979, 21980, 21981, and 21983, adopted July 9, 2000.
- 12 See Board Resolution No. 17223, Policy Requiring Mandatory Medical/Health Insurance for Foreign/International Students, adopted June 3, 1993.
- 13 See Board Resolution No. 13122, "Policy (and Procedures) on Prevention of Chronic Communicable Diseases," adopted June 7, 1988.
- 14 See Board Resolution No. 23133, "Academic Term Tuitions, Fees and Charges, Scholarships and Waivers," adopted March 7, 2002.
- 15 See Board Resolution No. 14091, "Harold Washington Academic Scholarships," adopted July 6, 1989.
- 16 See Board Resolution No. 5292, "Rules, Regulations and Procedures for Authorizing Charge-Back Tuition," adopted September 15, 1977.
- 17 See Board Resolution No. 15550, "Policy on Students called to Active Military Services," adopted March 7, 1991.
- 18 See Board Resolution No. 23929, "Policy on Equal Opportunity in Employment Programs, Services and Activities," adopted August 6, 2003 (amending Board Resolution #22808 adopted September 6, 2001); Board Resolution No. 22809, "Policy on Sexual Harassment," adopted September 6, 2001 as amended June 3, 2004 by Board Report No. 26217; Board Resolution No. 22810, "Policy on Title IX of the Education Amendments of 1972," adopted September 6, 2001; Board Resolution No. 22811, "Policy Prohibiting Discrimination on the basis of handicap or disability," adopted September 6, 2001.
- 19 See Board Resolution No. 23930 "Buckley Amendment Policy and Procedures," adopted August 6, 2003 (amending Board Resolution No. 22814).
- 20 See Board Resolution No. 23930, "Buckley Amendment Policy and Procedures," adopted August 6, 2003 (amending Board Resolution No. 22814).
- 21 See Board Resolution No. 18006, "Guidelines for the Organization of Student Government Associations," adopted August 4, 1994.
- 22 See Board Resolution No. 22902, "Operations Manual," adopted November 1, 2001 as amended by Board Resolution No. 23731 (April 3, 2003 and as amended by Board Resolution No. 26282 adopted July 15, 2004) and as amended by Board Resolution No. 26857 adopted August 4, 2005.
- 23 Board Report 22806, adopted September 6, 2001, "Authorized Signatures for Depositories of Board Funds."
- 24 See Board Resolution No. 18686, "Travel Guidelines," adopted March 30, 1998.