



# **BOARD POLICY MANUAL**

Community College District #503

ADOPTED NOVEMBER 16, 1982  
(Board Report #3108)

REVISED  
APRIL 20, 1989  
(Board Report #4470)

JANUARY 23, 1992  
(Board Report #5015)

MARCH 2, 1995  
(Board Report #5486)

MARCH 10, 2011  
(Board Report # 8079)

September 18, 2014  
(Board Report #8723)

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## **PREFACE**

This manual incorporates appropriate Statutory references and the policies adopted by the Board of Trustees of Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall and Henderson, State of Illinois, for the operation of Black Hawk College.

A policy is defined as "a plan or course of action as of a government, political party, or business intended to influence and determine decisions, actions, and other matters" (The American Heritage College Dictionary, Copyright 1993).

The policies adopted by the Board of Trustees are intended, within the framework of the State law, to assert the mission of the College and establish the commitment of the Board of Trustees to the accomplishment of that mission. Board policies contained herein should afford direction to the College staff for the establishment of programs and the formulation of procedures for accomplishment of the institutional mission.

Policy statements contained in this manual are intentionally terse and are not intended to include detailed procedural information. Such detailed procedural information is reflected in other official publications of the College.

This Black Hawk College Board Policy Manual supersedes and rescinds the policy manual previously adopted by the Board of Trustees on February 19, 1974, revised November 16, 1982, April 20, 1989, January 23, 1992, and March 2, 1995. Revisions and amendments made subsequent to this date are noted within the text.

## **CODE OF CONDUCT FOR TRUSTEES FOR THE BLACK HAWK COLLEGE DISTRICT**

As a trustee of my community college board, I shall do my utmost to represent the public interest in community college education as set forth in the Illinois Statutes, the guidelines of the Illinois Board of Higher Education, the Illinois Community College Board, and the adopted policies and the approved guidelines, rules and regulations of the Black Hawk College Board of Trustees.

1. I shall represent all community college district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I shall avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my Board membership for personal gain or publicity.
3. I shall recognize that a trustee has no legal authority as an individual and that decisions can be made only by a majority vote at a regular or special meeting.
4. I shall take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information.
5. I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I shall encourage and respect the free expression of opinion by my fellow trustees and others who seek a hearing before the Board.
7. I shall be involved in and knowledgeable about not only local educational concerns, but also about State and national issues.
8. I shall adhere to the legal and fiscal duties required of the Board by its institutional charter and applicable statutes, regulations, bylaws, and Board policies.
9. I shall prepare for, attend and actively participate in Board meetings.
10. I shall strive for a positive working relationship with the College President, respecting the President's authority to advise the board, implement board policy, and administer the district.
11. I shall model lifelong learning to ensure good governance by taking advantage of board member development opportunities.

(Adapted from Illinois Association of School Boards' "Code of Conduct.")

ADOPTED 5/10/77, B.R. #2024  
AMENDED 3/2/95, B.R. #5486  
AMENDED 2/19/03, B.R. #6752  
AMENDED 9/18/2014, B.R. #8709



## **1.0 FOUNDING OF THE COLLEGE**

Black Hawk College is a pioneer among Illinois community colleges. Founded in 1946, the College existed for two years as an extension center of the University of Illinois. Moline School District No. 40 took over its operation in 1948, and it existed as Moline Community College until 1962.

Following a successful referendum, Black Hawk College became the first area junior college district in the State on July 1, 1962.

It became the first multi-campus, downstate junior college in 1967 with the opening of the East Campus in Kewanee, Illinois.

The College has been accredited by the North Central Association of Colleges and Schools since 1951. Following passage of the Illinois Public Junior College Act in 1965, the Illinois Junior College Board certified the College as a comprehensive junior college and gave it Class I status in the statewide system of junior colleges. Under the numbering system of the State Office, it was known officially as "Junior College District No. 503."

During the 1973 session of the State legislature, the old law was re-codified and the term "community college" was substituted in place of "junior college" throughout the Act. The Illinois Junior College Board took action to re-designate itself as the Illinois Community College Board. Thus, under the new system of the Illinois Community College Board, Black Hawk College is now officially known as "Community College District No. 503."

## **2.0 LEGAL BASES FOR GOVERNANCE OF THE COLLEGE**

The legal bases for governance of Black Hawk College are contained in appropriate Statutes of the State of Illinois, including but not limited to Chapter 110, Higher Education, and Chapter 110, Act 805, Public Community College Act.

STATUTES, Ch. 110

### **2.10 Authority of the Illinois Board of Higher Education**

The authority of the Illinois Board of Higher Education relative to the public community colleges is established in the Illinois Compiled Statutes (ILCS), Chapter 110 - Higher Education Act.

STATUTES, Ch. 110

### **2.20 Authority of the Illinois Community College Board**

The authority of the Illinois Community College Board in the governance of the public community colleges is established in the Illinois Compiled Statutes, Chapter 110, Public Community College Act.

Additional statements relative to authority of the Illinois Community College Board are set forth in the publication "Administrative Rules of the Illinois Community College Board.

STATUTES, Ch. 110

### **2.30 Authority of the Board of Trustees of Black Hawk College**

The authority of the Board of Trustees in the governance of Black Hawk College is established in the Illinois Compiled Statutes, Chapter 110, Public Community College Act.

STATUTES, Ch. 110  
5 ILCS 805/3-22

### **2.40 Responsibilities of the Board of Trustees of Black Hawk College**

The responsibilities of the Black Hawk College Board of Trustees fall into five categories. These categories and the duties in each are as follows:

#### **2.41 Policy Making**

- o Adopt and provide for the enforcement of all necessary policies, rules and regulations for the management and governance of the College
- o Ensure that College policies are consistent with the provisions of the Illinois Board of Higher Education Act, the Illinois Public Community College Act, and other pertinent Statutes
- o Adopt policies that ensure the development of meaningful program objectives for the College
- o Review policies and objectives annually to ensure their applicability to local educational needs
- o Review policies periodically to determine their consistency with the education-related policies and goals of other local, state and federal institutions and agencies

#### **2.42 Community Relations**

- o Ensure that the community is provided with information regarding College programs, research, and other activities
- o Ensure that specific opportunities are provided for individuals and groups within the District to assist the College in the furtherance of its programs
- o Ensure appropriate representation of views on College programs among differing segments of the District population

#### **2.43 Personnel and Organizational Administration**

- o Set basic policy regarding compensation, performance appraisal, and term of employment for all

College staff members

- o Appoint and fix the salaries of the chief administrative officer who shall be the executive officer of the Board.
- o Approve the administrative organization of the College
- o Establish the President's compensation and approve the compensation of all other College employees

STATUTES, Ch. 110, ILCS 805/3-26  
Amended 9/18/2014, B.R. #8723

#### **2.44 Financial Administration**

- o Approve annual operating budget and multi-year financial plans
- o Adopt policies for the award of contracts in accordance with appropriate Statutes
- o Monitor annual operating budget and ensure that appropriate procedures are initiated to correct budget variances
- o Provide for the revenue necessary to maintain and operate the College
- o Provide for the cash resources necessary to operate the College
- o Provide for an annual audit of the College financial operation

#### **2.45 Program and Curriculum Administration**

- o Authorize the establishment of new units of instruction, research and public service designed to meet institutional goals and objectives
- o Monitor progress toward accomplishment of institutional goals and objectives
- o Ensure that institutional goals and objectives are consistent with local needs and with goals and objectives established by the Illinois Board of Higher Education and the Illinois Community College Board
- o Adopt policies for the admission of students

AMENDED 9/18/2014, B.R.#8723

### **3.0 MISSION OF THE COLLEGE**

Black Hawk College enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

APPROVED 1/15/87, B.R. #4031  
REVISED 2/18/93, B.R. #5193  
REVISED 12/19/96, B.R. #5767  
REVISED 12/17/98, B.R. #6113  
REVISED 8/23/01, Minutes  
AMENDED 3/10/11, B.R. #8079  
REVISED 9/19/13, BR#8531

#### **3.10 Institutional Objectives**

The administration has the responsibility annually to identify both long-term and short-term institutional goals and objectives and to develop a plan for attainment of such. The current organizational goals and goal statements can be found in the College's Strategic Plan.

Black Hawk College seeks to provide continuous institutional evaluation of success in attaining identified objectives by establishing the concept of accountability at all levels of activity.

AMENDED 3/10/11, B.R. #8079

### **4.0 ORGANIZATION FOR MANAGEMENT OF THE COLLEGE**

#### **4.10 Basic Organization Principles**

Before anything else, the College exists to serve the general society which created it and which supports it; it does not belong to a particular group of persons within that society or within that institution.

The College serves many constituencies - faculty, staff, students, alumni, community, and the taxpayers of District 503. All of these constituencies have a stake in the institution and its development, and all should be provided with an opportunity to be informed and heard.

Legally defined, the College does not consist of any one or combination of these constituencies. In the eyes of the law, the Governing Board, officially known as the Board of Trustees, is the College.

The major functions of the College are teaching, student learning, public service, and appropriate research, as determined ultimately by the Board of Trustees. These functions cannot be interfered with or eliminated except at the risk of destroying the institution.

AMENDED 11/16/82, B.R. #3108  
AMENDED 1/26/95, B.R. #5486  
REVISED 3/2/95, B.R. #5486  
AMENDED 3/10/11, B.R. #8079

#### **4.20 Orderly Institutional Processes**

The Black Hawk College Board of Trustees acknowledges the value of dissent as an element of learning in higher education. It believes, however, that dissent should find expression within the framework of orderly institutional processes. It is the policy of the Black Hawk College Board of Trustees that the orderly conduct of the College programs and services shall be of paramount importance to all individuals and groups who are part of the College community.

The College Board of Trustees charges the College administration with the responsibility and the authority to establish and to implement rules and regulations to insure the orderly conduct of the College programs and services. It further decrees that such rules and regulations shall be consistent with the approved philosophy, aims and purposes of the College and shall apply to all campuses of the College District.

AMENDED 3/2/95, B.R. #5486

#### **4.30 Role of the President**

The College President serves as chief administrative officer of the College District and executive officer of the Board as provided by the Illinois Compiled Statutes, Chapter 110, Act 805.

STATUTES, Ch. 110

The philosophy and educational goals of the College are personified in the role of the President.

The President serves as chief executive officer of the Board. In this capacity, the President reports and recommends directly to the Board of Trustees. Although the President listens to the voices of all constituent groups, it must be recognized that the primary function of the President is as the executive arm of the Board and that all legal governing authority resides with the Board.

The selection of the President is the Board of Trustees' most important decision. Having once made that selection, the Board must insure that the President is vested with all the authority necessary to carry out the duties and responsibilities for which this office is held accountable. The Board must operate in a manner which does not erode the authority of the President but which enhances the autonomy of the institution.

AMENDED 11/16/82, B.R. #3108  
AMENDED 3/10/11, B.R. #8079

#### **4.40 Administrative Organization**

The President shall have the responsibility to develop an appropriate administrative organization for the management of the College District.

AMENDED 11/16/82, B.R. #3108

#### **4.50 Finance**

The College's educational services and facilities must be developed, maintained, and utilized within the resources available to the College. Adequate long-range planning and priority setting for the College District's financial resources are the responsibility of the President with the approval of the Board of Trustees.

The financial program of the College District shall be set forth in the annual budget which, when approved by the Board of Trustees, shall serve as the plan for management of the financial resources by all members of the College District staff.

It is the responsibility of the administration to develop and adhere to an annual budgetary planning schedule.

AMENDED 11/16/82, B.R. #3108  
AMENDED 3/2/95, B.R. #5486

#### **4.51 Purchasing of Supplies, Materials and Equipment**

It is the policy of the Black Hawk College Board of Trustees to provide needed supplies, materials, equipment and work to support the educational programs of the College District through the use of sound, efficient, and effective purchasing procedures, which (1) requires Board approval for award of contracts for supplies, materials, equipment, or work involving an expenditure in excess of the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1, and (2) authorizes the College administration to award contracts involving the expenditures up to and including the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; the Board charges the administration with the responsibility and delegates the necessary authority to develop appropriate guidelines, regulations, and procedures which adhere to statutory requirements, for implementation of this policy.

ADOPTED 3/18/75, B.R. #1563  
AMENDED 11/16/82, B.R. #3108  
AMENDED 5/15/86, B.R. #3878  
AMENDED 9/17/92, B.R. #5144

#### **4.52 Designation of Depository**

The Board will designate depositories for College District funds effective January 1 for a minimum term of three years. Those designations are to be considered at the September regular meeting immediately prior to the effective date.

ADOPTED 4/22/80, B.R. #2584  
AMENDED 11/16/82, B.R. #3108

#### **4.53 Conflict of Interest**

1. General Statement. It is the intention of Black Hawk College to avoid any real or apparent conflicts

of interest on the part of its employees and Trustees. All College employees and Trustees serve a public interest role and, thus, have a clear obligation to conduct all affairs of the institution in a manner consistent with this concept. All decisions made in the capacity of a Trustee or employee of Black Hawk College are to be made in the interest of Black Hawk College and the public good. In accordance with this expectation, all College employees and Trustees are expected to avoid improper outside influences on their work-related decisions or activities.

2. Definitions. The following definitions apply to this policy:

(a) The phrase "transact(s) College business" means the purchase of real or personal property, goods, services and the entry into contracts of any kind or nature by the College. This policy is not applicable to the hiring or retention of College employees.

(b) The phrase "family member" means the employee or Trustee and a spouse, child, parent, brother sister, grandparent, parent-in-law, a significant other or other relatives residing with the employee or any individual for whom the employee or trustee has legal responsibility or guardianship.

(c) The phrase "entity in which the employee or Trustee has an interest" means a corporation, partnership or other form of business enterprise in which any family member owns, in whole or in part, an interest, but does not include a corporation whose stock is traded through a public stock exchange.

3. Specific Conflicts Prohibited. No Black Hawk College employee or Trustee shall, in whole or in part, approve or transact College business with any entity in which the employee or Trustee has an interest or with any family member of the employee or Trustee. This prohibition also applies to any College employee or Trustee who, in whole or in part,

(a) is designated by College policy or job description to transact the business in question,

(b) reviews or has responsibility for reviewing the business in question,

(c) supervises an employee included in subparagraphs (a) and (b) above, or

(d) attempts to influence the decision to transact the business in question.

This prohibition applies regardless of whether a decision to transact College business requires the approval of the College Board or supervisory personnel.

After full disclosure in writing by any employee or Trustee of his or her interest that would preclude a particular business transaction under this Section 3, the College Board may, nonetheless, determine that it is in the best interest of the College to enter into the transaction and waive the prohibition of this section. Where such a waiver occurs, the employee or Trustee making the disclosure shall suffer no penalty and shall not be disciplined.

4. Gift and Gratuities. No College employee or Trustee shall accept any gift or gratuity greater in value than twenty-five dollars (\$25.00), with the exception of textbooks and examination copies, from any person or entity which transacts College business or which seeks to transact such business where that employee or Trustee, in whole or in part, (1) approves or transacts that business with the person or entity, or (2) would occupy such a position if the person or entity seeking to transact such business was successful in obtaining that business, or (3) occupies or would occupy with respect to that person or

entity one of the positions described in paragraphs (a) through (d) in Section 3 of this policy.

5. **Violations and Discipline.** All College employees who violate Sections 3 or 4 of this policy are subject to disciplinary action up to and including termination of employment. An employee who is subject to disciplinary action based on an allegation of a violation of this policy shall be entitled to full due process rights provided under the appropriate grievance process for his/her classification.

6. **Certification.** College employees who are subject to the provisions of this policy shall certify on a written form provided by the College that he/she has received, read and understands the provisions of this policy including the potential disciplinary action for violation of the policy.

7. **Independent Contractors.** This policy has no application to independent contractors who maintain a business or professional relationship with the College but who are not College employees or Trustees.

8. **Board of Trustee Enrolled as Student.** To avoid the appearance of impropriety and to uphold the educational objectives of the College, if a member of the Board of Trustees is simultaneously enrolled in classes at the College, the Board member shall not vote on employment issues affecting current instructors, including but not limited to, hiring, discipline, termination of employment, promotions, and tenure.

ADOPTED 12/20/90, B. R. #4814  
REVISED 5/16/91, B.R. #4897  
AMENDED 3/10/11, B.R. #8079  
AMENDED 9/18/2014, B.R. #8710

#### **4.54 Annual Audit Certification**

On an annual basis, the President, as Chief Executive Officer, and the Chief Financial Officer will deliver a written certification to the Board of Trustees. This certification will include, but not be limited to, the following:

- 1) The President and the Chief Financial Officer have reviewed the financial statements and agree with the basis for all estimates, reserves, compliance with grantor restrictions and requirements.
- 2) The financial statements, as certified by the College auditors, are a fair presentation of the financial condition of the College as of the date of the audit.
- 3) All necessary information has been provided to the College auditors.
- 4) There is nothing that has been identified subsequently that now needs to be disclosed.

This certification will be delivered to the Board of Trustees no later than five months after the end of each fiscal year.

A Board of Trustee Audit committee of two Trustees will be appointed by the Chair every two years for the purpose of reviewing the scope of the audit.

ADOPTED 12/19/02, B.R. #6750



#### **4.55 Investment of College Funds**

The Treasurer shall serve as chief investment officer of the College and has the authority to determine the base mix of investments for liquidity, safety, yield, diversification, and marketability. The Treasurer, or designee, is responsible for maintaining adequate cash balances to pay current obligations and for determining when funds are temporarily available for investment to accrue interest to the College. When it has been determined that funds are available for investment, the following criteria must be met:

1. The various forms of investment will be reviewed to determine the highest yield.
2. In-district, FDIC insured financial institutions shall be designated as depositories and be given priority with regard to the opportunity to provide investment options.
3. Out-of-district, FDIC insured financial institutions may be utilized when in-district institutions are unavailable or when the rate of return to the College would exceed that offered by in-district institutions.
4. Financial institutions utilized must collateralize all deposits in excess of FDIC limits to 100% of market value and collateral held by a third-party custodian.
5. Using prudence as a guiding principle, all College deposits and investments shall be fully protected from risk of loss and comply with all applicable statutes and regulations.
6. The Treasurer, or designee, shall have no real or perceived conflict of interest with any financial institution the College is currently using or may utilize in the future.

ADOPTED 3/6/97, B.R. #5786  
REVISED 12/16/99, B.R. #6288  
AMENDED 1/20/00, B.R. #6288 A  
AMENDED 11/15/12 B.R.#8416

#### **4.56 Ethics**

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

ADOPTED 5/13/04, B.R. #6926  
AMENDED 3/10/11, B.R. #8079

#### **4.57 Fund Balance**

This policy will illustrate the institution's commitment to strong fiscal management and responsibility by

- Maintaining an Unrestricted General Fund Ending Fund Balance of an amount between seventeen (17) and twenty-five (25) percent of budgeted expenditures in these funds. This amount shall be considered a "target" and may fluctuate from year to year depending on financial condition and needs of the College;
- Adopting a plan, if the Ending Fund Balance falls below the target range, to replenish the Ending Fund Balance within two (2) years. In the event that the Ending Fund Balance exceeds the target range, the College shall first, allow the President to expend the excess funds on capital expenditures upon recommendation from the President's Cabinet and second, review additional investment options that would allow the College to earn a greater rate of returns. The Board of Trustees shall approve all expenditures from an unreserved fund balance;
- And, automatically reviewing and adjusting as necessary the levels set by this policy if the total Ending Fund Balance falls to levels that require short-term borrowing.

ADOPTED 6/17/10, B.R. #7933

#### **4.58 Health Benefit Plan Trust Fund Balance**

The purpose of the Health Benefit Plan Trust is to buffer against sudden increases in insurance costs. Premiums paid by the College and by the employees will be deposited to the Health Benefit Plan Trust and all claims will be paid from the fund, as a flow through. If at any time there is insufficient money in the fund to pay claims, it shall be the College's responsibility to deposit sufficient money to pay those claims. This policy will illustrate the institution's commitment to strong fiscal management and responsibility by:

- Establishing and maintaining a College-wide Health Insurance Trust Fund with a balance of no less than 25% of the average of the claims paid during the three (3) most recent complete plan years. The fund shall have no stated termination date.
- Annually, within ninety (90) days after the end of the plan year, the balance of the fund shall be compared to the standard of 25% of the average claims paid during the three (3) most recent complete plan years.
- Should the balance of the fund fail to meet the fund balance standard by an amount in excess of fifty (50) thousand dollars, the College shall, at a minimum, deposit an amount equal to 1/24 of the shortfall over each of the next twelve (12) months. This amount is in addition to premiums and not subject to cost sharing. Should the balance fail to meet the standard by an amount less than fifty (50) thousand dollars, the College may opt to make the 1/24 payments in order to avert a greater shortfall in subsequent years, but shall be under no obligation to do so.
- Should the balance of the fund exceed the fund balance standard by an amount in excess of fifty (50) thousand dollars, the College may opt to reduce its share of monthly premiums by an amount equal to

1/24 of the excess over the next twelve (12) months or allow the excess to carry over into the next plan year.

- Monies in the Health Benefit Plan Trust shall be used only for payment of medical, dental and vision claims and health insurance related administrative costs.

ADOPTED 11/10/11, B.R. #8232

#### **4.59 Debt Policy**

The Board of Trustees authorizes the incursion of debt for the purposes of funding major investments in technology, equipment, and infrastructure in accordance with the College's mission and in support of achievement of institutional strategic priorities. The College will strive to minimize the impact of debt service requirements on the local property tax payers of the District and will proactively manage debt repayment requirements. The College will implement and maintain appropriate administrative procedures governing the use, limits, repayment, and disclosure of debt issuances as well as ensure timely expenditure of debt proceeds and subsequent repayment of debt service in a financially responsible manner.

ADOPTED 10/18/12 BR#8409

#### **4.60 Planning and Development**

Current and long-range planning are essential to the attainment of established goals and objectives and to the effective utilization of College resources. It is the responsibility of the President to provide leadership to assure the preparation of multi-year plans that establish goals and objectives and outline plans for attainment of these goals and objectives.

#### **4.70 College Processes**

The College shall utilize both internal and external advisory committees as needed to provide communication channels between the College and its various constituencies. The College will strive through these communication channels to foster the collegial process among its several internal components and to afford through its external advisory committees a continuing awareness of changing educational needs of the community and its residents, and thus be enabled to respond to these needs with appropriate educational programs.

#### **4.80 Community Relations**

It is the policy of the Black Hawk College Board of Trustees that an effective community relations program shall be initiated and maintained in order to determine community needs and to foster community understanding and support of College programs. The College administration is assigned responsibility and authority for maintenance of such a program through appointment of qualified personnel and use of appropriate means and media.

## **4.90 Evaluation**

The College shall be accountable for the attainment of established goals and objectives. It is the responsibility of the President to provide for the systematic assessment of the outcomes in the programs of the College.

In addition, it is the responsibility of the President to provide appropriate evaluation processes for every employee of the College.

AMENDED 10/21/80, B.R. #2696  
AMENDED 1/23/92, B.R. #5015  
AMENDED 3/2/95, B.R. #5486

## **5.0 PERSONNEL MANAGEMENT**

### **5.10 Instructional Services Staff**

The instructional services staff has the responsibility of providing quality instruction to the student. To aid in the retention of a competent faculty, an academic rank and tenure policy have been adopted.

AMENDED 1/23/92, B.R. #5015

### **5.11 Academic Rank**

Academic rank exists to encourage excellence in teaching, to provide recognition of professional contribution and service to the College, and to provide recognition for the attainment of professional growth and competence. There is a corresponding increase in responsibilities with promotion in rank.

The system of academic rank for instructional services personnel is to encourage full-time faculty growth, inspire efforts toward excellence in teaching, promote retention of capable staff members and provide recognition for meritorious service to the College and its students. The system will provide for four levels - instructor, assistant professor, associate professor and professor. Administration of the system will be as set forth in administrative guidelines and procedures developed jointly by the College faculty and administration and approved by the President.

AMENDED 11/16/82, B.R. #3108  
AMENDED 12/03/83, B.R. #3346  
AMENDED 1/23/92, B.R. #5015  
AMENDED 3/2/95, B.R. #5486  
AMENDED 3/10/11, B.R. #8079

### **5.12 Tenure**

Purpose

The purpose of this policy is to implement Chapter 110, Illinois Compiled Statutes, 805/3B.

AMENDED 3/10/11, B.R. #8079

### **5.13 Faculty Assignment**

Faculty assignments are not meant to be static from semester to semester, but may fluctuate with the needs of the College. The final decision on faculty assignments rests with the Board or its designee.

AMENDED 1/23/92, B.R. #5015

### **5.14 Professor Emeritus/Emerita Privileges**

The rank of Professor Emeritus/Emerita exists to honor those faculty members who have given outstanding service to Black Hawk College and who have retired from the College. It expresses the College's gratitude for this service and entitles those so honored to certain privileges, as indicated in administrative guidelines.

In order to be eligible for the rank of Professor Emeritus/Emerita, an individual must have served a minimum of ten (10) years as a full-time faculty member of Black Hawk College and must be nominated for the honor by members of the department from which he or she is retiring. If the person retiring is serving in an administrative position at the time of retirement, he or she must be nominated by the members of the department in which the individual spent the majority of his or her teaching career.

The department should discuss any such nominations at a department meeting and, if a motion is made to recommend a retiring faculty member for the rank of Professor Emeritus/Emerita, the tenured members of the department must take a formal departmental vote on the motion.

In the event that a majority of the tenured members vote to support the motion, the department chair should forward the recommendation to the appropriate Senate along with a brief explanation of the reasons why the department feels that the retiring faculty member should be thus honored. The chair should indicate the number of tenured members in the department eligible to vote on the nomination and the number voting in favor of the action.

In the case where a majority of the tenured members votes not to recommend that a faculty member be considered for this honor, tenured faculty supporting the recommendation shall have the right to forward a written request to the Senate recommending that the emeritus/emmerita rank be awarded.

In those cases where the Senate votes to recommend that the faculty member be awarded emeritus/emmerita status, the President of the Senate will forward the recommendations to the College President. The President of the College will forward the recommendation to the Board of Trustees. The Board of Trustees must vote to approve the nomination. If the Board of Trustees approves the nomination, the President will send a letter to the individual notifying them that they have been awarded Emeritus/Emerita rank and inform them of the privileges to which they are entitled.

ADOPTED 4/15/93, B.R. #5205  
AMENDED 2/17/11, B.R. #8058  
AMENDED 9/18/2014, B.R.#8711

### **5.15 Adjunct Faculty Emeritus/Emerita Privileges**

The rank of Adjunct Faculty Emeritus/Emerita exists to honor those adjunct faculty members who have given outstanding service to Black Hawk College and who have retired from the College. It expresses the College's gratitude for this service and entitles those so honored to certain privileges, as indicated in administrative guidelines.

In order to be eligible for the rank of Adjunct Faculty Emeritus/Emerita, an individual must have served a minimum of 20 years (a total of 40 spring or fall semesters) (does not need to be consecutive semesters) as a part-time faculty member of Black Hawk College and must be nominated for the honor by members of the department from which he or she is retiring.

An adjunct faculty member who meets the eligibility requirement must be nominated for the honor by members of the department from which he or she is retiring. If the person retiring is serving in an administrative position at the time of retirement, he or she must be nominated by the members of the department in which the individual spent the majority of his or her teaching career.

The department should discuss any such nominations at a department meeting and, if a motion is made to recommend a retiring adjunct faculty member for the rank of Adjunct Faculty Emeritus/Emerita, the tenured members of the department must take a formal departmental vote on the motion.

In the event that a majority of the tenured members vote to support the motion, the department chair should forward the recommendation to the appropriate Senate along with a brief explanation of the reasons why the department feels that the retiring faculty member should be thus honored. The chair should indicate the number of tenured members in the department eligible to vote on the nomination and the number voting in favor of the action.

In the case where a majority of the tenured members votes not to recommend that a faculty member be considered for this honor, tenured faculty supporting the recommendation shall have the right to forward a written request to the Senate recommending that the emeritus/emmerita rank be awarded.

In those cases where the Senate votes to recommend that the faculty member be awarded emeritus/emmerita status, the President of the Senate will forward the recommendations to the College President. The President of the College will forward the recommendation to the Board of Trustees. The Board of Trustees must vote to approve the nomination. If the Board of Trustees approves the nomination, the President will send a letter to the individual notifying them that they have been awarded Emeritus/Emerita rank and inform them of the privileges to which they are entitled.

ADOPTED 5/26/11, B.R. #8132  
AMENDED 9/18/2014, B.R. #8712

### **5.20 Staff Emeritus/Emerita Privileges**

The Staff Emeritus/Emerita recognition exists to honor those staff members who have provided commendable service to Black Hawk College and who have retired from the College. It expresses the College's gratitude for their service and entitles those so honored to privileges, as indicated in administrative guidelines.

**Eligibility:** An individual must have served a minimum of ten (10) years as a full-time staff member

of Black Hawk College and retire from the College.

**Nomination Procedure:** Nominations from the current employee community must be submitted in writing to the Director of Human Resources. The Director of Human Resources will bring all nominations forward to the President's Cabinet for consideration. Nominations should describe how the positive example set by the individual supported the College's mission, vision, and continuous improvement efforts and why the individual's work contributions merit special praise.

If the President's Cabinet supports the nomination, the Director of Human Resources will notify the individual who submitted the nomination, in writing, that the President of the College will forward the recommendation to the Board of Trustees. The Board of Trustees must vote to approve the nomination. If the Board of Trustees approves the nomination, the President will send a letter to the individual notifying them that they have been awarded Emeritus/Emerita rank and inform them of the privileges to which they are entitled.

ADOPTED 2/17/11, B.R. #8060  
AMENDED 9/18/2014, B.R. #8713

### **5.50 Professional Development Leave**

The College will provide opportunities for professional development leave for members of the instructional services staff and for professional members of the support services staff. Such leaves are encouraged within the constraints imposed by the financial condition of the College and/or the financial resources of a faculty or support staff member's grant (for grant funded employees) and within guidelines established in the collective bargaining agreement(s) and/or developed by the College administration and approved by the Board. Professional Development Leaves will be granted by the Board at its discretion. Any such Professional Development Leave is conditional upon compliance with the terms and conditions on which it was granted, modifications of which may not be made without Board approval. The College reserves the right to impose conditions upon any Professional Development Leave.

AMENDED 1/23/92, B.R. #5015  
AMENDED 3/2/95, B.R. #5486

### **5.60 Nepotism**

There is no prohibition against the simultaneous employment of persons related by blood or marriage or otherwise in close, personal relationships. In the event of such a relationship, if establishing compensation or other substantial discretionary responsibilities vis-a-vis the other employee is essential to one employee's position, responsibilities and reporting relationships will be reviewed to determine whether the employee is able to effectively handle such responsibilities and, if so, to assure appropriate oversight of such decisions. If an employee in such a relationship is serving on a personnel review committee, such as the faculty promotion committee, and the status of the other employee comes before the committee, the member must excuse himself or herself from the decision affecting the other employee in such relationship.

ADOPTED 11/16/82, B.R. #3108  
AMENDED 1/23/92, B.R. #5015  
AMENDED 3/2/95, B.R. #5486

## **5.70 Equal Opportunity**

Neither Black Hawk College nor any of its employees will discriminate or permit discrimination in employment practices, educational programs, or services provided to the community. Neither Black Hawk College nor any of its employees will exclude any person from participation in or deny to any person benefits of any program or activity funded in whole or in part by the federal or state government because of protected class status. The College will administer all educational programs and determine or implement the terms, conditions, and privileges of employment without regard to any status or condition protected by federal, state, or local statute, ordinance, or regulation.

In addition, the College will strive to maintain an atmosphere free of harassment, intimidation and insults based on race, sex, sexual orientation, marital status, parenthood, national origin or religion.

The College administration must also establish a positive, goal oriented, equal opportunity affirmative action program; to establish specific objectives and timetables; and to ensure that any employee or student who feels that he/she is being discriminated against has the opportunity to seek relief within the College system.

The Affirmative Action Office will investigate complaints and assist in correcting any discriminatory practices in the College. All administrators and representatives of the College are charged with the responsibility to take appropriate action to ensure compliance.

Any employee of the College who engages in any action or conduct constituting discrimination or harassment will be subject to appropriate disciplinary actions up to and including termination.

College equal employment and affirmative action requirements will also be applied to contractual services, vendors, or any purchasing done by Black Hawk College.

ADOPTED 7/24/73, B.R. #1209  
AMENDED 12/10/74, B.R. #1500  
AMENDED 9/15/81, B.R. #2891  
AMENDED 11/13/86, B.R. #4006  
AMENDED 7/19/90, B.R. #4728  
AMENDED 5/21/92, B.R. #5066  
AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8714

## **5.71 Affirmative Action Plan**

The Board of Trustees will maintain an operative equal opportunity/affirmative action plan which has stated goals and objectives for remedying under-representation of protected class individuals and increasing the cultural diversity of the College workforce and student community, as well as stated policies against sexual and other forms of harassment.

The Board authorized the College administration to annually review and update the plan for Board approval, provide training on the various components of the plan and make copies available to the general public upon request.



ADOPTED 3/2/95, B.R. #5490  
AMENDED 3/10/11, B.R. #8079

### **5.72 Non-Harassment**

Black Hawk College is committed to fostering a positive learning and working environment. The College will not condone harassment or related retaliation of or by any employee or student. Individuals who violate this Policy will be disciplined and subjected to corrective action, up to and including termination or expulsion.

The College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Black Hawk College expects that all relationships among employees or students will be free of bias, prejudice, and harassment.

APPROVED 7/19/90, B.R. #4728  
AMENDED 4/16/92, B.R. #5066  
AMENDED 10/21/99, B.R. #6272  
AMENDED 3/9/06, B.R. #7194  
AMENDED 2/17/11, B.R. #8065

*Zero Tolerance on Terror and Violence in the Workplace policy can be found in section 8.61.*

### **5.80 Student Teaching and Internship Training**

Black Hawk College will make an effort to provide student teaching and internship training experiences whenever these experiences will not interfere with the effective and efficient operation of the College. All such arrangements must receive prior approval.

AMENDED 1/23/92, B.R. #5015

### **5.90 Retirement – SURS**

For employees hired prior to January 1, 2011, the following applies.

To be eligible to retire, an employee must be:

- At least 62 years of age with 5 or more years of service;
- At least 55 years of age with 8 or more years of service; or
- Any age with 30 years of service credit

Service credit years may include time employed with one of the State of Illinois reciprocal retirement systems to meet the above requirements. A member cannot qualify for a retirement annuity or other benefits based on service credit purchased as Other Public Employment.

For employees hired after January 1, 2011, early retirement eligibility is age 62 with 10 years of service credit and normal retirement is age 67 with 10 years of service credit. See [www.surs.org](http://www.surs.org) for specific details on this legislated benefit.

AMENDED 1/23/92, B.R. #5015  
AMENDED 1/26/95, B.R. #5486  
AMENDED 3/10/11, B.R. #8079

## **6.0 EDUCATIONAL PROGRAMS**

The educational program of the College shall be designed to reflect the mission statement of the College.

### **6.10 Career Program**

The Career Program shall consist of a variety of curricula, courses, and experiences designed to assist the student in preparing for employment, in upgrading skills, or in retraining for a new job. A student may elect to follow any of three programs:

- (1) one of several associate's degree curricula designed to assist the student by developing competence in a career and to further his or her intellectual development through selected general education courses,
- (2) one of several certificate programs, and
- (3) specific courses to meet personal or employment needs. The associate in applied science degree or a certificate may be awarded to the student who successfully completes an appropriate pattern of career program studies.

Whenever possible, the College enables the student to combine the practicality of on-the-job programs established in conjunction with local businesses and industry with classroom instruction. Citizen advisory committees assist the College in maintaining/updating career programs which are geared to the needs of business and industry.

The College also participates in training programs tailored to meet the specific needs of certain businesses and industries for purposes of upgrading or retraining employees.

AMENDED 11/16/82, B.R. #3108  
AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8723

### **6.20 Outreach Program**

The Outreach Program shall respond to the needs of individuals, of business, of industry, and of governmental agencies in the College District by initiating programs or by cooperating with individuals or groups in undertaking programs for which there is a demonstrated need. It shall serve the communities through adult basic education, adult continuing education, special needs programs, economic development activities such as customized training, procurement assistance, small business development and other educational and service experiences.

Education for adults is an integral part of the Outreach Program. Non-transfer credit courses are offered in adult education, adult basic/secondary education, English as a second language,

remedial/developmental courses, general studies and vocational skills. Non-credit courses are offered in community education/public service. The program is open to all adults, regardless of their previous formal education.

The College shall provide leadership in planning new courses and programs which respond to the educational needs of the community.

AMENDED 11/16/82, B.R. #3108  
AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8723

### **6.30 Academic Standards**

Appropriate academic standards will be established and maintained in order to assure the quality of the educational programs of the College. It is the responsibility of the College administration to develop standards relating to, but not limited to, admission to courses and programs, academic achievement, graduation, credit by examination, assessment of student learning, and grading. It is a further responsibility of the administration and the faculty to collect data related to student learning and to use it for continuous improvement of instruction.

AMENDED 9/18/2014, B.R. #8716

### **6.40 Transfer Program**

The Transfer Program shall consist of classes designed to offer the student intellectual skills and background to pursue a four-year degree. The student who completes this program receives an Associate in Arts or an Associate in Science degree and is eligible to transfer to an institution which grants the baccalaureate degree. Students who successfully complete this program may be eligible for junior standing at selected four-year institutions. To assure transferability, the College continually reassesses its curricula so that freshman and sophomore courses parallel those of the four-year institutions most frequently attended by Black Hawk College graduates.

In addition to the AA and AS degrees, the associate in liberal science (ALS) degree provides students the opportunity to selectively take courses which appeal to them, and not necessarily to prepare for a baccalaureate degree or for immediate employment. Since these students may already be employed and are simply seeking to broaden their understanding of world perplexities, the ALS program is designed to be flexible, not prescriptive. The student may receive the degree upon successful completion of the requirements as outlined in the College catalog.

AMENDED 11/16/82, B.R. #3108  
AMENDED 3/2/95, B.R. #5486  
AMENDED 2/17/11, B.R. #8056  
AMENDED 9/18/2014, B.R.#8723

### **6.60 Citizen Advisory Committees**

Citizen advisory committees will be reviewed and approved annually by the Board of Trustees on the

recommendation of the President to provide a communication channel between the College and the leaders in various professional and vocational fields. The Board of Trustees and staff of Black Hawk College will through this communication channel maintain continuing awareness of the changing educational needs of business, industry, and government, and thus respond to these needs with appropriate educational programs.

AMENDED 3/30/76, B.R. #1768  
AMENDED 10/21/80, B.R. #2672  
AMENDED 3/10/11, B.R. #8079  
AMENDED 9/18/2014, B.R. #8717

## **7.0 SERVICE TO THE STUDENT**

The College is committed to providing those services necessary to enhance the probability of student success in the academic programs of the College and to offer the opportunity for personal development of the student by participation in a program of co-curricular activities. It is the responsibility of the College administration to provide for such services.

### **7.10 Establishment of Rules and Regulations**

The College administration has the responsibility to establish and implement rules and regulations pertaining to students to insure the orderly and safe conduct and the efficient functioning of the College's educational and co-curricular programs.

It is the policy of the College to facilitate student participation in the policy development process when policies affecting students are being considered. Appropriate College committees may have student representation, and students may appear before any other groups which decide matters that directly affect students. The College expects that when such opportunities to participate are given, concomitant adult responsibility will be shown. The main vehicles through which students participate in policy development with faculty and administrators are the Student Leadership Council on the Quad-Cities Campus, the Student Government Association on the East Campus, and the elected student trustee.

It is the policy of the College that the health and safety of its students be fostered through implementation of appropriate rules, regulations and procedures.

AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8718

### **7.20 Student Services**

The College will provide such services as are deemed necessary to enhance the probability of student success in the academic programs of the College including but not limited to counseling, academic advisement, tutoring, structured study groups, ADA accommodations, admission and registration, financial aid and placement.

AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8723

### **7.30 Co-curricular Program**

The College supports and encourages student participation in a program of social, cultural, educational and recreational activities which complement classroom instruction. These activities are intended to foster independent and creative thinking and to develop initiative, responsibility, leadership, poise and a sense of loyalty to the College. Such activities include the following: student government, student clubs and organizations, honor societies, intercollegiate athletic and non-athletic competitive activities, intramural and competitive activities, internships, student teaching and/or observation, student publications, dramatic and musical productions, exhibits, lectures and concerts.

Recognized organizations and opportunities shall be governed by the policies of the Board of Trustees and the administrative rules and regulations of the College. Recognized student organizations are posted on the college website.

AMENDED 3/2/95, B.R. #5486  
AMENDED 9/18/2014, B.R. #8719

### **7.40 Student Charges and Financial Assistance**

#### **7.41 Financial Aid**

It is the policy of the Black Hawk College Board of Trustees to provide an educational opportunity for students within the Black Hawk College District No. 503. The College shall strive to assist in providing such opportunity by establishing and maintaining a financial aid program that includes scholarships, loans, grants and employment made available by State and federal programs, District residents and organizations. The College administration is charged with the responsibility and authority to promote the College's financial aid program in accordance with the philosophy, aims and purposes of the College.

#### **7.42 Achievement Awards**

Tuition may be waived for students who have distinguished themselves through outstanding accomplishments and achievements. This waiver will be known as an Achievement Award.

APPROVED 3/12/80, B.R. #2562  
AMENDED 1/23/92, B.R. #5015

#### **7.43 Tuition Assessment to Out-of-State Students**

It is the policy of the Black Hawk College Board of Trustees to assess out-of-state students who attend Black Hawk College a semester hour tuition charge based on the per capita cost as specified by the Illinois Statutes. It shall be the responsibility of the College administration to determine the amount of the charge to be assessed and to establish the amount which will constitute the out-of-state tuition charge at the appropriate time each year.

#### **7.44 Tuition Assessment to Out-of-District Illinois Students**

It is the policy of the Black Hawk College Board of Trustees to assess out-of-district Illinois residents who attend Black Hawk College a semester hour charge based on the per capita cost as determined for

the preceding fiscal year. This charge shall be in addition to the regular tuition charged for each semester hour and may not exceed the per capita cost for the preceding fiscal year, less certain deductions as set forth in the Illinois Public Community College Act. This out-of-district charge may be billed to the district of the residence in accordance with appropriate Statutes and the policies, rules and regulations of such district.

It shall be the responsibility of the College administration to determine the amount of the charge to be assessed and to establish the amount which will constitute the out-of-district charges at the appropriate time each year.

#### **7.46 In-District Tuition for Employees of In-District Employers**

It is the policy of the Black Hawk College Board of Trustees to assess in-district tuition for all classes beginning on or after January 1, 1982, to full-time employees (35 hours or more per week) of businesses located in Black Hawk College District No. 503.

ICCB Administrative Rules, Section 1501.505b  
APPROVED 10/20/81, B.R. #2915  
AMENDED 1/23/92, B.R. #5015  
AMENDED 9/18/2014, B.R. #8723

#### **7.47 Payment of Chargeback for Black Hawk College Residents Attending Another Illinois Community College**

The Illinois Public Community College Acts provides that a resident of Illinois may attend any Illinois public community college. When a person attends an Illinois public community college other than the one in whose district that individual resides, he/she must pay the tuition established by the community college of attendance and must further pay the difference between per capita cost and State apportionment less tuition unless otherwise provided for in agreements between Black Hawk College and other community colleges. This difference may be paid by the community college district of residence when the student attends another community college in order to take a program of instruction which is not offered by the community college of whose district he/she is a resident. Application by residents of the Black Hawk College District for such arrangement must be made to the Vice President for Student Services at the Quad-Cities Campus at least 30 days prior to the beginning of any semester in accordance with rules, regulations and procedures established by the Black Hawk College District. The Vice President for Student Services shall have final responsibility for approval or disapproval of the application.

Illinois Public Community College Act, 110 ILCS 805/6-2  
AMENDED 11/16/82, B.R. #3108  
AMENDED 3/2/95, B.R. #5486

#### **7.48 Senior Citizen Tuition Waiver Policy**

Tuition waivers may be granted for those senior citizens who qualify as defined in Illinois Senior Citizen Courses Act (110 ILCS 990).

ICCB Administrative Rules, Section 1501.505

ADOPTED 2/21/84, B.R. #3390  
AMENDED 3/10/11, B.R. #8079

### **7.50 Maintaining a Record of Student Complaints**

To comply with federal regulations and the North Central Association Higher Learning Commission, Black Hawk College will maintain records of the formal, written student complaints filed with the offices of the President, Executive Vice President/Vice President for Instruction/ITS, Vice President for East Campus, Vice President for Student Services (Quad-Cities Campus), or Assistant Dean (East Campus). The records will contain information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available to the next NCA Higher Learning Commission comprehensive evaluation team for review.

ADOPTED 11/19/99, B.R. #6086  
AMENDED 3/10/11, B.R. #8079  
AMENDED 9/18/2014, B.R. #8723

## **8.0 FACILITIES, SAFETY AND SECURITY**

College facilities have been provided from public funds; therefore, the Board of Trustees encourages maximum utilization by the College and the community. College facilities include classrooms, lecture rooms, science laboratories, special laboratories, physical education and recreational specialty areas, food service, lounge areas, and offices.

### **8.10 Utilization**

The allocation of College facilities will be based on the following priority listing with the most important being first:

#### **1. College Programs**

- a. Credit and credit hour equivalency programs shall receive first priority regarding the resources of the College.
- b. Special funded programs which are supported wholly or in part and approved by the Board shall receive second priority regarding the resources of the College.
- c. Non-credit programs not approved by the Illinois Community College Board shall receive third priority regarding resources of the College.
- d. Non-credit lecture and seminar programs shall receive fourth priority regarding the resources of the College.

#### **2. Non-College Groups**

- a. Other public or state institutions or agencies
- b. Private, non-profit institutions, agencies or organizations

c. Private, profit institutions

AMENDED 3/2/95, B.R. #5486

### **8.20 Charges for Use**

The facility expenses for College programs are provided for by tuition and fees. Non-College groups may use classrooms, lecture rooms, science laboratories, special laboratories, lounges, and Student Center and athletic facilities at costs established from time-to-time in a fee schedule maintained by Hospitality Services, Division Director of Athletics at the Quad-Cities Campus, and the Division Director of Educational Services at the East Campus. Space in the Student Centers is scheduled on a first-come, first-serve basis.

AMENDED 11/16/82, B.R. #3108

AMENDED 3/2/95, B.R. #5486

### **8.40 Traffic Safety**

Provision will be made and the College administration is charged with the authority and responsibility to implement a traffic safety program as necessary.

AMENDED 3/2/95, B.R. #5486

### **8.50 Traffic Code**

The Board of Trustees makes provision for implementing an appropriate traffic safety program for each campus through creation of a traffic code containing all necessary and appropriate rules and regulations, and has established this code by resolution of the Board at a regular meeting.

ADOPTED 11/16/82, B.R. #3108

AMENDED 5/17/83, B.R. #3222

AMENDED 7/17/86, B.R. #3965

AMENDED 7/21/88, B.R. #4354

AMENDED 4/19/90, B.R. #4669

AMENDED 1/23/92, B.R. #5019

AMENDED 8/24/95, B.R. #5592

AMENDED 1/25/96, B.R. #5644

AMENDED 8/26/99, B.R. #6240

AMENDED 9/20/01, B.R. #6560

AMENDED 5/25/06, B.R. #7219

### **8.60 Safety and Security**

In order to promote both the safety and the security of staff and students of the College, a Police Department is to be maintained. The personnel of this Department are to be appropriately trained in law enforcement and emergency response techniques. Members of the Department other than clerical staff are to be properly deputized and are to have the same authority as police officers of any other unit of local government. Properly trained and certified members of the Police Department may bear standard firearms and tasers.

ADOPTED 11/16/82, B.R. #3108

AMENDED 5/17/83, B.R. #3222



AMENDED 7/17/86, B.R. #3965  
AMENDED 8/26/99, B.R. #6239  
AMENDED 9/26/06, B.R. #7288  
AMENDED 3/10/11, B.R. #8079

### **8.61 Zero Tolerance on Terror and Violence in the Workplace**

Black Hawk College recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers and hereby adopts a Zero Tolerance Policy on Terror and Violence in the Workplace. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the College, its employees, students, or which occur on Black Hawk College property will not be tolerated.

ADOPTED 3/4/99, B.R. #6120

### **8.62 Registered Sex Offenders on Campus**

Black Hawk College maintains a commitment to provide a safe work and educational environment in accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974. This act requires higher education institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. It is the responsibility of the Human Resources Department and the Vice President for Student Services to develop and implement procedures which are consistent with this policy and prevailing statutes. The Black Hawk College Police Department is responsible for enforcement of this policy.

ADOPTED 3/10/11, B.R. #8089

### **8.63 Concealed Carry Policy**

Black Hawk College (hereafter referred to as “BHC” or “College”) hereby establishes the BHC Concealed Carry Policy (hereafter referred to as “Policy”) pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. BHC is committed to providing a safe and secure environment for the BHC Community and its guests. In support of this commitment, BHC establishes restrictions on the ability to carry firearms or weapons on any BHC campus or property in accordance with the Board of Trustees’ authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

ADOPTED 1/16/14, B.R. #8574

### **8.70 Drug-Free College Policy**

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Illinois Drug Free Workplace Act of 1986.

The unlawful manufacture, distribution, dispensation, possession and use of a controlled substance

is prohibited (1) in and on property owned or controlled by Black Hawk College, or (2) as part of College-sponsored functions. The unlawful possession, use, or distribution of alcohol on College premises and/or as part of College-sponsored functions is prohibited. No employee or student will report to the College while under the influence of alcohol or illegal drugs.

For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable (i.e., prescription drug) but which is not legally obtained, is not being issued for prescribed purposes and/or is not being taken according to prescribed dosages.

It is the responsibility of the Human Resources Department and the Vice President for Student Services to develop and implement procedures which are consistent with this policy and prevailing statutes.

ADOPTED 1/25/90, B.R. #4622  
AMENDED 12/19/91, B.R. #5007  
AMENDED 3/2/95, B.R. #5486

### **8.80 Smoke and Tobacco Free Environment Policy**

As of July 1, 2015, smoking and the use of any tobacco or smoking related products is prohibited on all campus property owned or controlled by Black Hawk College, both indoors and outdoors, in college-owned vehicles, and in vehicles parked on campus property.

ADOPTED 7/18/91, B.R. #4944  
AMENDED 3/10/11, B.R. #8079  
AMENDED 5/22/15, B.R. #8836

### **8.90 Computer Security and Responsible Use**

1. General Statement. Automated information and information resources owned or managed by Black Hawk College provide access to information technology and resources for students, faculty members, staff members and other authorized users within institutional priorities and financial capabilities. Although Black Hawk College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources. Black Hawk College disclaims liability for the unauthorized interception, use, misuse, damage, or destruction of information resources. No student, faculty member, staff member, trustee or other authorized user shall seek to hold Black Hawk College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Black Hawk College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage or destruction of information resources, or by his/her violation of this Policy.

It is the policy of Black Hawk College to take all reasonable measures to protect its information resources and to ensure these resources are used for their intended purposes. The administration of the College will develop and implement guidelines and procedures to ensure responsible use of its information technology resources and to protect automated information and information

resources against accidental or unauthorized disclosure, modification or destruction, as well as to assure the security, reliability, integrity and availability of information at the College.

Black Hawk College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources as well as to monitor the utilization of information resources by authorized users.

2. Definitions. The following definitions apply to this policy:

(a) "Information Resources" include, but are not limited to, all College owned or managed:

- information processing and telecommunications hardware, software and computer media;
- security access codes including passwords and;
- information that is transmitted, stored, printed, and/or processed by a computer system.

(b) An "Authenticated User Account" is an account established on an information resource which includes a user name and password and is designed to uniquely identify a specific individual to the information system for the purpose of providing resources to that user.

(c) "Confidential Information" maintained by the College is exempt from disclosure under provisions of the Freedom of Information Act or other applicable state or federal laws. Programs and files are confidential unless they have been explicitly made available to other authorized individuals.

(d) "Sensitive Information" may be either public or confidential and requires a higher than normal assurance of accuracy and completeness. Sensitive information requires special precautions to ensure integrity and to protect it from unauthorized access, modification, or deletion.

3. Responsible Use.

(a) As a learning organization, it is within the scope of responsible use to utilize College information resources, including e-mail, for personal and professional development activities, subject to the provisions that these activities: 1) do not interfere with College operations, 2) do not interfere with the ability of an employee to meet all job expectations, 3) do not unduly interfere with ability of other students to accomplish coursework, 4) do not impose a burden on College resources, and 5) are not among the prohibitions listed in Section 4 below.

(b) Users and Administrators for systems which perform college related functions take all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided. This includes separation of duties where necessary to insure data integrity.

(c) Any college Confidential or Sensitive Data must be encrypted when transmitting over an Internet connection. Strong encryption should be utilized for these cases and shall utilize SSL or similar encryption of at least 128 bit or stronger.

4. Prohibitions. The following activities are specifically prohibited by this policy:

(a) Use of College information resources to originate, view, disseminate, or store material that: is libelous; violates copyright or other intellectual property law; intimidates, threatens, or harasses individuals or groups in violation of law or College Policy; endangers the security of information resources; or violates other state or federal law or College Policy.

(b) Use of College information resources in the operation of a commercial business or service. Exempted from this prohibition are scholarly and academic endeavors which are allowed subject to provisions of bargaining unit agreements and/or handbooks. Also exempted is the occasional posting of articles for sale on electronic "bulletin boards."

(c) Use of College information resources to gain access to sensitive or confidential information which is not required to perform job duties.

(d) Attempting to circumvent system guidelines or security or invade the privacy of individuals.

(e) Deliberately attempting to degrade the performance of a college system or information resource; damage hardware, software or data; or to deprive authorized personnel of resources or access to any College technology system.

(f) Allowing another to use an assigned authenticated user account or using the authenticated user account of another individual without appropriate prior supervisory approval. Specifically prohibited are:

- revealing passwords either verbally or in writing;
- negligent disclosure of passwords such as posting passwords on or about workstations;
- and attempting to learn the password of another user.

(g) Exporting of encryption technologies banned by United States law.

(h) Storing, disclosing, or exporting Sensitive or Confidential Information Resources outside of college supported systems or partner systems such as government entities.

(i) Downloading or entering confidential information electronically without protecting it appropriately. e.g. Downloading Student or Employee Information to a spreadsheet and posting on the N: drive. Upload or entry of Student or Employee information into a website that is not secure.

(j) Extending the college wired or wireless network by any means other than measures performed only by BHC ITS.

5. Violations and Discipline. All College employees who violate Section 4 of this policy are

subject to disciplinary action up to and including termination of employment. An employee who is subject to disciplinary action based on an allegation of a violation of this Policy shall be entitled to full due process rights provided under the appropriate grievance process for his/her classification.

All students who violate Section 4 of this Policy are subject to disciplinary action consistent with the student handbook.

Violations of this policy must be reported to the College Chief Information Officer or the Risk Management department who will conduct an investigation.

6. Certification. All users, by accessing any College information resources are certifying that they understand and accept the provisions of this Policy and may be subject to disciplinary action for infringements of this policy. "Users" may be defined as students, employees, or community members.

ADOPTED 4/17/97, B.R. #5788  
AMENDED 5/26/05, BR#7074  
AMENDED 10/16/2014, B.R. #8737

### **8.91 Information Security**

It is the policy of the Black Hawk College Board of Trustees to maintain the security of confidential and sensitive information as required by law and as in the best interests of students, faculty, staff, and constituents of the College. The College Administration is assigned responsibility and authority for maintenance of an Administrative Guideline which details the procedure for maintaining such a program through the use of qualified personnel and the use of appropriate resources.

ADOPTED 3/12/2009 B.R. #7684

### **8.92 Risk Management**

The Black Hawk College Board of Trustees shall endeavor to proactively set policy for administration to manage physical, legal, operational, political, social, economical, and cognitive risks associated with the programs and services offered at the College. The College Administration is assigned the responsibility and authority for maintenance of an Administrative Guideline which details the Risk Management Plan. Furthermore, the College Administration shall be responsible for ongoing management and performance of the Risk Management Plan through the use of qualified personnel and the use of appropriate resources.

ADOPTED 6/17/10 B.R. #7939

### **8.93 Purchase of Institutional Insurance Coverage Policy**

Insurance coverage shall be purchased utilizing the Request For Proposal (RFP) process with funding provided from the College tort fund to provide the type and amount of insurance needed to adequately protect all property and assets at the most economical cost to the College.

The necessary type and amount of insurance will be purchased to protect the College as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or property damage within or without the college buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

ADOPTED 6/26/14 B.R. #8642a

### **8.94 Performance of Construction Vendors**

The performance of construction contractors providing services at Black Hawk College will be evaluated at the completion of each project or more frequently as necessary. The College's administration will establish appropriate criteria, conduct evaluations and take any appropriate actions as a result of the evaluations. Construction vendor performance shall be reported to the Board in a timely and effective manner so as to support effective decision-making and construction contract award processes.

ADOPTED 5/22/14 B.R. #8637

## **9.0 OTHER**

### **9.10 Receipt of Donations**

The Board of Trustees may accept both restricted and unrestricted donations to augment the resources of the College when such donations tend to support the established purposes of the College. Unrestricted donations may be allocated to and shall thereby become the property of the Black Hawk College Foundation or the Black Hawk College East Foundation. Restricted donations shall be administered in accordance with the conditions attached to the donation. The College administration shall develop appropriate administrative guide-lines, regulations and procedures for the implementation of this policy.

Gifts may be given to the Black Hawk College Foundation for the Quad-Cities Campus or to the Black Hawk East College Foundation according to procedures established by the Foundations. The Board of Trustees shall appoint a Trustee for each campus foundation to establish a formal relationship between the foundations.

AMENDED 11/16/82, B.R. #3108  
AMENDED 9/18/86, B.R. #3990  
AMENDED 1/23/92, B.R. #5015  
AMENDED 3/2/95, B.R. #5486

### **9.11 Commemorative Opportunities**

The naming of a physical structure or portions of Black Hawk College facilities in honor of an individual, business, or organization shall be conservative in order to preserve the integrity of the honor and to designate wisely the finite number of suitable commemorative opportunities available at both campuses and other college sites. Commemorative opportunities will be offered as an acknowledgment of a gift received concurrent to the naming opportunity or accorded for past financial contribution(s) according to a monetary scale of giving to be established in the Administrative Guidelines that reflects specific naming opportunities at each level, in order to insure consistency and fairness to all donors.

In addition to the naming and commemorative opportunities noted above, the Board of Trustees may approve the naming of a physical structure or portions of Black Hawk College facilities in honor of a former Black Hawk College employee without any donation or contribution. All naming and commemorative opportunities shall be approved by the Board of Trustees.

ADOPTED 4/16/98, B.R. #5977  
AMENDED 4/19/07, B.R. #7378  
AMENDED 7/7/09, B.R. #7752  
AMENDED, 3/10/11, B.R. #8079  
AMENDED 9/18/2014, B.R. #8720

### **9.20 Sponsored Research and Grant Programs**

The Board of Trustees shall foster an aggressive resource development program to augment the existing resources of the College. The College administration shall have the authority and responsibility to plan and initiate appropriate efforts and prepare proposals designed to secure grants from both public and private sources for the support of existing programs or for the inauguration of new programs. Such proposals and the grants made in response thereto shall support the established mission of the College. Administrative guidelines, regulations and procedures shall be developed for the implementation of this policy.

AMENDED 3/2/95, B.R. #5486

### **9.30 Records Management**

The Board of Trustees shall authorize administration to establish consistent record retention practices with College records. All College records are governed by the State of Illinois and the Local Records Act (50 ILCS ACT 205).

AMENDED 3/10/11, B.R. #8079

### **9.40 Copyright Ownership**

The College retains all rights to copyrightable materials and revisions completed with the use of College equipment, resources or financial support. The College, at its sole discretion, may allow employees the right to use copyrightable materials and revisions outside of the College if written

permission is granted through the office of the President, 6600 34th Avenue, Moline, Illinois. The regular office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday, excepting legal and College holidays, Saturdays and Sundays.

The above policy applies to all College employees except faculty who are covered under the IFT (Illinois Federation of Teachers), Local 1836, AFL-CIO and the Adjunct Faculty Union IFT (Illinois Federation of Teachers), Local 4939 agreements between the Board of Trustees and the Black Hawk College Teachers Unions.

ADOPTED 9/17/87, B.R. #4186  
AMENDED 1/23/92, B.R. #5015  
AMENDED 12/16/93, B.R. #5338  
AMENDED 3/2/95, B.R.

### **9.50 Chronic Communicable Disease**

Students or employees with a chronic communicable disease may attend or be employed at the College whenever, through reasonable accommodation, they do not constitute a direct risk to the health or safety of themselves or other individuals. Academic placement decisions will be made by the Vice President for Student Services using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Students who are concerned about being infected with a chronic disease by a fellow student or employee should convey this concern to the Vice President for Student Services.

Employees afflicted with a chronic disease are to inform the Director of Human Resources of their condition as soon as possible. Employees will, if possible, and through the employee's request, be provided with reasonable accommodations or be provided with information regarding available benefits.

Employees concerned about being infected with a chronic disease by a co-worker or student should convey this concern to the Director of Human Resources. Employees who refuse to work with or perform services for a student who is known or suspected to have a chronic disease, without first discussing their concern with the Director of Human Resources will be subject to discipline, up to and including termination.

The College shall respect the right to privacy of any student or employee who has a chronic communicable disease. Individual cases involving either a student or employee will not be prejudged; rather, decisions will be made upon the facts of the particular case. The individual's medical condition shall be disclosed only to the extent necessary to avoid a health and safety risk to the student and/or employee, their own health, or that of other students and/or employees.

Persons deemed to have "a direct need to know" will be provided, subject to applicable laws with the appropriate information; however, these persons may not further disclose such information. The President shall designate persons deemed to have "a direct need to know."

ADOPTED 9/17/92, B.R. #5118 REVISED  
AMENDED 3/2/95, B.R. #5486



## **9.60 Computer Software**

Black Hawk College is committed to a legal and ethical work environment. To that end, College employees, students, and guests may use only authorized computer software within the College. The College will cooperate fully with any appropriate outside agency investigating the use of unauthorized software. Those not following this policy may be subject to disciplinary action.

ADOPTED 6/22/95 BR#5556

## **10.0 BOARD PROCEDURES**

### **10.10 Trustee Election and Qualification**

Nonpartisan elections for community colleges shall be held in conjunction with the nine county clerks in the Black Hawk College District and in accordance with all applicable statutes and regulations. The election of members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the College district, for at least one year immediately preceding the election. Change of residency from the district by any member constitutes a resignation and creates a vacancy on the Board. The College Board shall consist of seven members, publicly elected at the time and in the manner provided in the Illinois Public Community College Act.

STATUTES, Ch. 110, 805/3-7  
AMENDED 3/10/11, B.R. #8079

### **10.20 Membership**

#### **10.21 Student Board Member**

A student member of the Board of Trustees is selected annually on an alternating basis from each campus as provided by Chapter 110 and in accordance with local procedures established by the College. The Student Board member will be seated at the Board's reorganization meeting following the annual student election. The student Board member may cast an "advisory vote" on all matters presented to the Board, may second motions, and attend closed sessions; however, they may not move or second motions on any financial matters requiring formal filings with the State or County Clerk offices. A student may serve as a student trustee only one time regardless of the length of time served.

ADOPTED 2/21/84, B.R. #3388  
AMENDED 3/2/95, B.R. #5486  
AMENDED 3/10/11, B.R. #8079

#### **10.22 Authority of an Individual Member of the Board of Trustees**

No member of the Board shall at any time act or purport to act in behalf of or in the name of the Board of Trustees of the district without prior authority from the Board of Trustees.

### **10.23 Vacancies**

Whenever a vacancy occurs, the remaining members shall fill the vacancy and the person so appointed shall serve until a successor is elected in the next regular election of Board members. If the vacancy occurs within four months of the next regular election for Board members and the term is not scheduled to expire at the election, then the term of the person so appointed is extended through that election until the succeeding regular election for Board members.

STATUTES, Ch. 110

### **10.30 Organization**

#### **10.31 Organizational Meeting**

The county in which the College's principle office resides shall have 14 business days to canvass and certify election results. No organizational meeting shall be held before certified results are received and must be held on or before the 28th day after the election in accordance with state election procedures.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

#### **10.32 Officers of the Board of Trustees**

Officers of the Board of Trustees shall be a Chair and a Vice Chair who shall be members of the Board of Trustees, and a Secretary.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

#### **10.33 Term of Office**

Each officer of the Board of Trustees shall be elected to serve a term of two (2) year(s) except that the Board by resolution may establish a policy for the terms of office to be one year, and to provide for the election of officers for the remaining one year period.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

#### **10.34 Duties of Officers**

##### **A. Chair**

It shall be the duty of the Chair of the Board of Trustees to preside at all meetings and to perform such other duties as are imposed by law or by action of the Board of Trustees.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

##### **B. Vice Chair**

It is the duty of the Vice Chair to serve in the absence of the Chair of the Board of Trustees. In the absence of the Chair and Vice Chair, the Board of Trustees shall appoint a Chair pro tempore.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

#### C. Secretary

The Secretary of the Board of Trustees shall perform the duties usually pertaining to this office and such other duties as are imposed by law or by action of the Board of Trustees. In the absence of the Secretary, the Board of Trustees shall appoint a secretary pro tempore.

STATUTES, Ch. 110  
AMENDED 3/10/11, B.R. #8079

### **10.35 Other Appointments of the Board of Trustees**

#### A. Treasurer

The Board of Trustees shall appoint a Treasurer who shall serve at the pleasure of the Board of Trustees in accordance with the provisions of the Public Community College Act and whose compensation shall be fixed by the Board of Trustees. The treasurer shall not be a member of the Board of Trustees.

STATUTES, Ch. 110

#### B. Attorney

The Board of Trustees shall employ the services of an attorney who will act as its counsel on legal matters by direction of the Board of Trustees.

#### C. Auditors

The Board of Trustees will cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the Board. The auditor shall audit the financial records and status of the community college district in accordance with provisions of the Public Community College Act.

STATUTES, Ch. 110

#### D. Audit Committee

Since it was the intent of the legislature that the Board causes the audit to be done, it follows that the Board, or representatives therefore should be an integral part of the audit process and audit reporting along with the Board Treasurer. Therefore, each re-organization meeting in April the Board Chair will appoint two Trustees as an audit committee. The audit committee will meet periodically with the auditors to review the scope of the audit, to be made aware of the audit progress and any problems or anomalies encountered. The audit committee will in turn report to the full board.

### **10.36 Trustee Emeritus/Emerita**

The rank of Trustee Emeritus/Emerita exists to honor those former Trustees who have given outstanding service to Black Hawk College based on the criteria listed below. It expresses the College's gratitude for their service and entitles those so honored to certain privileges. The range of privileges may be reviewed from time to time by the Board of Trustees. A separate Board report will be prepared for each "retiring" Trustee meeting these criteria.

- Serve a minimum of six years.
- Devotion and commitment to Black Hawk College in particular, and community colleges in general at the local, state, and national level.
- Commitment to the unique and special role of community colleges in education.
- Advocacy for Black Hawk College in the community.
- Dedication to the long-term core values of Black Hawk College.
- Recognition as a leader for Black Hawk College and for community colleges in general.

Candidates need not excel in all five areas, but they will have excelled in most of the areas and will have demonstrated a commitment to all five areas.

Nominations for Trustee Emeritus/Emerita should be accompanied by three letters, one from a present or former trustee and two from members of the community who may or may not be affiliated with the college.

A Trustee Emeritus/Emerita will receive any or all of the following upon his or her request to the Office of the President:

1. Business card clearly marked with the status of Trustee Emeritus/Emerita.
2. College publications sent to Trustee Emeriti who wish to receive them. Emeriti should contact the Director of Marketing who will ensure they remain on appropriate college mailing lists.
3. Invitations to all College functions to which faculty and staff emeriti are invited.
4. Identification card enabling rights to obtain reduced rate or free tickets for College events, dinners, etc. when appropriate.
5. Certificate for one free credit or one free non-credit course per semester for the Emeritus/Emerita and their spouse (need not be taken consecutively); all lab and/or auxiliary fees will be paid by the Emeritus/Emerita and/or their spouse.
6. Trustee parking tag.
7. 75% of the cost for a lifetime membership (only) to either the Association of Community College Trustees or the Illinois Community College Trustees Association, if so desired.

8. Email through myBlackhawk may be retained unless notification is received in the President's office to be removed.
9. Listing with the College Speakers' Bureau through arrangement with the Director of Marketing.
10. Library Privileges by requesting a library card from the circulation desk of either campus library.

ADOPTED 3/10/05, B.R. #7040  
REVISED 2/17/11, B.R. #8055  
AMENDED 9/18/2014, B.R.#8721

## **10.40 Operation of the Board of Trustees**

### **10.41 Regular Meetings**

The regular meetings of the Board of Trustees shall be held in accordance with a calendar of meetings to be adopted annually at the organizational meeting of the Board of Trustees.

STATUTES, Ch. 110

### **10.43 Preparation for Meetings**

The President shall meet with the Agenda Committee of the Board of Trustees (Chair, Vice Chair or Secretary) to review items to be included on the agenda prior to the agenda being delivered to each Board member. The President or Secretary of the Board shall mail or deliver to each member of the Board seven (7) days prior to each regular meeting, a written agenda of business to be considered. The President will enclose copies of minutes, Board Reports, and necessary supplemental information for the business to be considered. Not later than ten (10) days preceding a regular meeting, any member of the Board may inform the Chair of the Board or the President of items to be included on the agenda. Items of business which arrive between the sending of the agenda and the meeting date may be introduced by either a member of the Board of Trustees or the President. At the beginning of the meeting, items may be added to the agenda or the order of business altered, with the consent of a majority of the Board members present.

### **10.44 Conduct of Meetings**

#### **10.44.1 Parliamentary Procedure**

Unless in conflict with these rules of procedure, the laws of the State of Illinois, or the rules and regulations of the Illinois Community College Board, Robert's Rules of Order as revised shall govern the procedure of all meetings of the Board of Trustees.

#### **10.44.2 Authority to Conduct Business**

No business shall be conducted by the Board of Trustees except at a regular meeting or adjourned meeting thereof, or at a duly called special meeting.

### **10.44.3 Meetings to be Open**

The Open Meetings Act requires that all meetings of public bodies of which Black Hawk College is one, shall be open to the public unless accepted in accordance with Section 2(c) of the Act.

The Open Meetings Act requires the Board to review minutes of Closed Sessions every six months and take action in Open Session on minutes that will be opened to the public and those that will continue to be closed to the public. The minutes that remain closed contain one or more of the following:

- Litigation settlement that requires confidentiality as part of the settlement.
- Real estate matters still active.
- On-going collective bargaining.
- Personnel matters still active.

Beginning January 1, 2004, the Open Meetings Act also requires the Board to maintain a verbatim record of Closed Sessions through an audio or video recording. The audio recordings can be destroyed 18 months or later after the Closed Session assuming the following conditions are met:

- At least 18 months have passed since the date of the meeting.
- The Board of Trustees has approved adequate written minutes of the Closed Session meeting.
- There is no lawsuit pending regarding the legality of the Closed Session.

No final action may be taken in Closed Session except the approval of Closed Session minutes.

STATUTES, Ch. 110, Act 120  
AMENDED 3/10/11, B.R. #8079

### **10.44.4 Public Comment**

Anyone who wishes to address the Board under the Public Comment Section of the agenda shall make a written request of the Chair or of the Secretary of the Board prior to the beginning of the meeting. Such written request may be conveyed through the President's office. Such request will indicate the general subject to be addressed. Individuals will be invited to speak for up to three minutes on a single topic. If requested, additional time may be granted at the discretion of the Chair. Efforts will be made to accommodate each individual who has signed up to speak. However, given time constraints, there is no guarantee that all who have signed up will be able to address the Board.

AMENDED 8/16/90, BOARD MINUTES  
AMENDED 1/23/92, B.R. #5015  
AMENDED 9/18/2014, B.R. #8722

### **10.44.5 Quorum**

Four (4) members of the Board of Trustees physically present shall constitute a quorum for the transaction of business. A majority of those voting on an issue shall determine the outcome thereof. Less than a quorum may adjourn any meeting to a future date.

STATUTES, Ch. 110

#### **10.44.6 Electronic Attendance At Meetings**

Any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws. A quorum of members must be physically present at the location of an open or closed meeting of the Board of Trustees.

The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:

1. The member cannot attend because of personal illness or disability;
2. The member cannot attend because of employment purposes or the business of the College;
3. The member cannot attend because of a family or other emergency.

The member shall notify the Secretary at least 24 hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. The notice shall include an explanation of why the member cannot attend, with reference to one of the three categories specified above. The Board allows electronic attendance for qualifying reasons, as a matter of standing policy.

If the member who is attending electronically would normally chair the meeting, a Chair pro tempore who is physically present may be appointed. The meeting minutes shall reflect and state specifically whether each member is physically present or present by electronic means. The member attending electronically shall be heard, considered, and counted as to any vote taken.

Illinois Public Act 094-1058  
Adopted 7/23/12 B.R. #8359

#### **10.44.7 Adoption or Amendment**

##### Policies

The policies shall be adopted or amended only upon a majority vote of the members of the Board of Trustees present at a meeting in the call for which the proposed policy or amendment has been described in writing.

##### Bylaws

Any bylaws shall be adopted or amended only upon a majority vote of all the members of the Board of Trustees present at a meeting in the call for which the proposed policy or amendment has been described in writing.

#### **10.44.8 Suspension**

##### Policies

Any policy shall be subject to suspension only upon a majority vote of the members of the Board of

Trustees present at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all the members of the Board of Trustees when no such written notice has been given.

#### Bylaws

Any bylaw adopted by the Board of Trustees shall be subject to suspension only upon a majority vote of all the members of the Board of Trustees present at a meeting in the call for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the Board of Trustees when no such written notice has been given.

#### **10.44.9 Conflict of Policies**

The provision of the Public Community College Act and the policies and regulations of the Illinois Board of Higher Education and the Illinois Community College Board shall govern in any case of conflict with any of the policies stated herein.

#### **10.45 Trustee Candidates and Orientation of New Trustees**

The Board of Trustees and the College administration will, upon request, provide to candidates for the Board of Trustees information about Black Hawk College available to the general public. The candidate will be invited to attend the Board of Trustees meeting during the time he or she is a candidate and will be provided with a copy of the agenda and related reports that are available to the public.

As soon as possible following the election and seating of a new trustee of the Black Hawk College Board of Trustees, the College administration will:

1. Personally contact that individual, providing him or her with copies of:
  - a. The Black Hawk College Board Policy Manual;
  - b. The current Catalog and Schedule of Classes for Black Hawk College Quad-Cities and East Campus;
  - c. The Illinois Community College Act,;
  - d. Handbooks or manuals relating to administration, faculty, students, and staff;
  - e. Current College Budget and planning documents;
  - f. Any other information that is timely or pertinent.
2. Arrange a meeting of the Board Chair and President to discuss the Board's responsibilities and matters currently under consideration by the Board. The Board Chair and the President will also provide any additional background information that would be beneficial to the new Trustee.



3. Arrange for the new Trustee to visit the campuses and educational centers of the College district.
4. Arrange any other meetings with groups or individuals as necessary or requested.
5. Encourage the new Trustee to attend the Illinois Community College Trustee Association new trustee workshop.

#### **10.46 Compensation/Reimbursement of Expenses**

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service. Recurring expenses to be reimbursed may include but are not necessarily limited to basic internet and basic phone service up to a determined maximum charge per month and travel to scheduled Board meetings and related activities. Non-recurring expenses to be reimbursed include, but are not limited to, such items as travel, meals, and conference registrations. Board members should obtain prior Board approval for all non-recurring expenses. The Board Chair may use his or her discretion, guided by past practice, to determine whether or not a request for reimbursement is justified. Appropriate documentation must be submitted within 60 days for all reimbursement requests.

The Board Chair must approve all reimbursement requests. If the Board Chair is unavailable to do so, the Vice Chair's approval must be secured. If neither the Chair nor the Vice Chair is available, approval must be secured by the Board Secretary. Board Chair reimbursement requests that are not routine and customary must be approved by the Vice Chair or, if the Vice Chair is unavailable, the Board Secretary.

Board members must strive to avoid any appearance of impropriety when making decisions to receive any services or items provided by the College to which they may be entitled based on their status as veterans, senior citizens, staff or faculty emeriti, or scholarship recipients. In all matters of reimbursement and receipt of services or items provided by the College, trustees will strive to exemplify ethical behavior and conduct that is above reproach.

ADOPTED 1/23/92, B.R. #5015  
AMENDED 3/10/11, B.R. #8079  
AMENDED 8/12/11, BR#8172  
AMENDED 11/10/11, B. R. #8221  
AMENDED 6/27/13, B.R. #8496