

MORTON COLLEGE BOARD POLICIES

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Legal Basis and Authority

NO. 1.1

SECTION: Board of Trustees

PAGE: 1 of 1

The Morton College Board of Trustees is established under the Illinois Community College Act. The statutory provisions applicable to the Board of Trustees of College District 527 are contained, for the most part, in Chapter 110 (Higher Education) of the Illinois Compiled Statutes (ILCS). The Board exercises as an exclusive right, approval authority over all duties and powers authorized by law of the State of Illinois.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977, November 28, 2018

DATES REVISED: March 24, 1983, October 17, 2018

REVIEWED DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Duties of the Board of Trustees

NO. 1.1.1

SECTION: Board of Trustees

PAGE: 1 of 2

It shall be the duty of the Board, in matters of:

A. Students

1. To adopt policy for admission of students which does not conflict with law.
2. To adopt policy for the authorization of applications to the State Board for new units of instruction.

B. Personnel

1. To make appointments and fix the salaries of a chief administrative officer, who shall be the executive officer of the Board, other administrative personnel, and all full-time faculty.
2. To act upon the dismissal of a full time contractual employee on the recommendation of the President.
3. To employ such temporary part-time faculty and all classified personnel as are needed, establishing policies governing employment and dismissal, as well as fixing the amount of their compensation.
4. To appoint the treasurer who is to receive the taxes of the district and to notify the County Treasurer in writing accordingly. See Board Policy No. 1.5.6.
5. To appoint a licensed public accountant to conduct an audit at the end of the fiscal year. See Board Policy No. 1.5.9.
6. To appoint legal counsel. See Board Policy No. 1.5.10.

C. Policy and Administration

1. To adopt and enforce all necessary policies for the management and governance of the community college.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018

DATES REVISED: April 24, 1986; February 22, 1996; October 25, 2001; March 26, 2014; October 17, 2018

DATE LAST REVIEWED: November 2013; October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Duties of the Board of Trustees

NO. 1.1.1

SECTION: Board of Trustees

PAGE: 2 of 2

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1. To provide administrative services for all elections, including those for Trustees in accordance with the law.

D. Business and Finance

1. To adopt policy which will substantiate all claims for state aid and the maintenance of such records in accordance with the law.
2. To adopt policy for the revenues necessary to maintain a community college.
3. To adopt policy for securing adequate insurance as provided by law.
4. To authorize payment of all bids and orders properly documented; establish such revolving funds as are necessary; and provide policy governing the collection of funds in the name of the college.
5. To adopt policy for the publication of an annual financial statement in accordance with the regulations of the State Board.
6. To adopt policy for the letting of all contracts for supplies, materials, or work in excess of \$25,000 in compliance with the law.
7. To engage in joint purchases with other governmental units as appropriate.

E. Other

1. To engage in Board-related developmental activities on a periodic basis.
2. To serve as final Court of Appeal for all students and staff of the college.
3. To perform all such other acts as required by state and federal law, rules and regulations of the State Boards and other duly authorized agencies.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018

DATES REVISED: April 24, 1986; February 22, 1996; October 25, 2001; March 26, 2014; October 17, 2018

DATE LAST REVIEWED: November 2013; October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Formulation of Policies

NO. 1.2.1

SECTION: Board of Trustees

PAGE: 1 of 1

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom authority is delegated. The formulation and adoption of these written policies is the method by which the Board exercises its leadership and responsibility.

The formal adoption of policies shall be recorded in the official minutes of the Board meetings. Only these written statements so adopted and so recorded shall be regarded as official Board policy and shall be made part of the policy handbook.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977, November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Adopting, Reviewing, Rescinding or Revising of Policies and Publication of Policies **NO.** 1.2.2

SECTION: Board of Trustees

PAGE: 1 of 1

The policies of the Board are extremely important to every segment of the College community and the public it serves since they set the broad general guidelines under which procedures and regulations are developed.

In order to ensure that these important policy statements receive input from every segment of the community served, policies of the Board may be adopted, rescinded, or revised by a majority vote of the Board at a regularly scheduled Board meeting following the introduction of the matter at a previously regularly scheduled meeting of the Board. The President shall establish a protocol for receiving input from the College community and the public served by the College on all proposed additions and changes to Board policies. The intent of this portion of the policy is to allow for sufficient time for study and reaction by the various segments of the College community and the public served by the College.

Notwithstanding anything contained herein, non-substantive edits and changes to existing Board Policies may be made by the President or his/her designee without Board approval. The President or designee shall report these changes to the Board at a Regular Board Meeting in a timely fashion.

Each Board policy will be reviewed every five (5) years. The President shall establish a protocol for evaluating policies and recommending actions to the Board to take during its review.

The President shall establish and maintain an orderly plan for preserving the policies adopted by the Board and making them available to members of the public.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977, November 28, 2018

DATES REVISED: March 24, 1983; May 22, 2013; February 26, 2014

REVIEWED DATES: May 22, 2013, October 17, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Term of Policies

NO. 1.2.3

SECTION: Board of Trustees

PAGE: 1 of 1

Following the Regular election and seating of new members, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such time as they are revised or rescinded.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977, November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Biannual Elections

NO. 1.3.1

SECTION: Board of Trustees

PAGE: 1 of 1

Election of Trustees shall be held biannually on the date specified by law. Elections shall be conducted in accordance with the *Election Code*, Chapter 10 of the *Illinois Compiled Statutes*, and the *Public Community College Act*, Chapter 110, Act 805 of the *Illinois Compiled Statutes*.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983, November 28, 2018

DATES REVISED: March 25, 1999

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Special Election

NO. 1.3.2

SECTION: Board of Trustees

PAGE: 1 of 1

Special elections including referenda may be held as provided by the Illinois Election Code and the Illinois Public Community College Act.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Notice of Elections

NO. 1.3.3

SECTION: Board of Trustees

PAGE: 1 of 1

All notices of regular or special elections to be held for College District 527 shall be given to the Cook County Clerk in the manner prescribed by the Election Code.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Trustee Qualifications

NO. 1.4.1

SECTION: Board of Trustees

PAGE: 1 of 1

Each member must on the date of the election be a citizen of the United States, of the age of 18 years or over, and a resident of the State and the territory which on the date of the election is included in the community college district for at least one year immediately preceding the election. In the event a person who is a member of a common school board is elected or appointed to the Board, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to the common school board during the term of office with the Board. (Ref. Public Community College Act, Chapter 110, Act 805, Section 3-7 of the Illinois Compiled Statutes)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; October 25, 2001; November 28, 2018

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Trustees' Number and Terms

NO. 1.4.2

SECTION: Board of Trustees

PAGE: 1 of 1

Seven trustees shall constitute the full membership of the Board. The term for each trustee shall be for six years.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Nominating Petitions for Board of Trustees

NO. 1.4.3

SECTION: Board of Trustees

PAGE: 1 of 1

Provisions for nominating petitions for the Board of Trustees shall be in accordance with Chapter 10, Act 5, Section 10-8 of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: September 27, 1979; March 24, 1983, November 28, 2018

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Board Vacancies

NO. 1.4.4

SECTION: Board of Trustees

PAGE: 1 of 1

A vacancy on the Board shall exist on the occurrence of any event indicated in the provisions of the Illinois Public Community College Act and the Election Code. Whenever such a vacancy occurs, the remaining Trustees shall appoint a person who meets the legal qualifications to fill the vacancy until the next regular election.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Authority of Individual Trustees

NO. 1.4.5

SECTION: Board of Trustees

PAGE: 1 of 1

Trustees have authority only when acting collectively as a Board within a legal session. No Trustee shall at any time act without Board authorization, or purport to act on behalf of or in the name of the Board or the College. The Board will not be bound by the statements of any individual trustee, except when such statements are in pursuance of specific instruction of the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: July 2013, October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Student Member of the Board

NO. 1.4.6

SECTION: Board of Trustees

PAGE: 1 of 1

The Student Member of the Board shall have all the privileges of membership on the Board, including the right to make and second motions and to attend executive sessions, other than the right to vote as per the Illinois Community College Act. In addition to those privileges granted in accordance with the Illinois Community College Act, the Student Member shall have the right to cast an advisory vote on matters brought to the Board for approval.

The Student Member of the Board is selected on an annual basis. This student shall be recommended by the President of the Morton College Student Association and approved by the Morton College Student Association

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018

DATES REVISED: July 28, 1988; October 25, 2001

REVIEWED DATES: October 17, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Organization Meeting and Meeting Schedules and Agenda

NO. 1.5.1

SECTION: Board of Trustees

PAGE: 1 of 1

The Board shall organize on date specified by law after the regular election. At such organization meeting, the Board shall elect its officers and fix a time and a place for the regular meetings to be held during the ensuing year and shall establish the calendar for the second year at the Regular December meeting in even numbered years. Notices of such meetings shall be posted in the President's Office, at the location of the meeting, and on the Morton College Portal and Morton College Website.

The Order of Business for the Organization Meeting shall be as follows:

- A. Opening of Meeting
- B. Elections
 - 1. Chairman Pro-Tempore
 - 2. Secretary Pro-Tempore
 - 3. Chairman
 - 4. Vice Chairman
 - 5. Secretary
- C. Specifying dates and times for regular meetings for the ensuing year
- D. Old/New Business
- E. Adjournment

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; October 17, 2018

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Officers of the Board

NO. 1.5.2

SECTION: Board of Trustees

PAGE: 1 of 1

Officers of the Board shall be a Chairman, a Vice Chairman and a Secretary who shall be Trustees

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Term of Office

NO. 1.5.3

SECTION: Board of Trustees

PAGE: 1 of 1

Each officer of the Board shall be elected for a term of two (2) years.

In the event of a vacancy (by resignation, death or otherwise) in the office of the Chairman, Vice Chairman, or Secretary of the Board, the members of the Board shall elect a replacement.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; May 23, 1985; October 25, 2001; January 23, 2002

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Duties of Officers

NO. 1.5.4

SECTION: Board of Trustees

PAGE: 1 of 1

A. Chairman

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

B. Vice Chairman

It is the duty of the Vice Chairman to serve in the absence of the Chairman. In the absence of the Chairman and Vice Chairman, the Board shall appoint a Trustee as Chairman Pro Tempore.

C. Secretary

The Secretary of the Board shall perform the duties usually pertaining to that office and such other duties as are required by law or by action of the Board. If the Secretary is absent or refuses to perform those duties, the Chairman shall appoint a Trustee as Secretary Pro Tempore.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Clerk of the Board

NO. 1.5.5

SECTION: Board of Trustees

PAGE: 1 of 1

A Clerk may be appointed by the Board on recommendation of the President. The Clerk shall perform such duties as may be assigned by the Chairman, Secretary, or the President. The Clerk shall be paid in accordance with an Administrative Contract approved by the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; October 17, 2018

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Treasurer

NO. 1.5.6

SECTION: Board of Trustees

PAGE: 1 of 1

In April of each year the Board shall appoint a Treasurer in accordance with the provisions of Chapter 110, Act 805, Section 3-18 and Section 3-19, of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; November 28, 2018

DATES REVISED:

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Special Committees

NO. 1.5.7

SECTION: Board of Trustees

PAGE: 1 of 1

The Board shall create committees as are deemed necessary. The chairman of such a committee shall be appointed by the Chairman of the Board. No committee shall consist of more than two (2) Trustees working with appropriate college staff as resource personnel.

The special committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is submitted to the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; October 25, 2001

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Meetings of Special Board Committees

NO. 1.5.8

SECTION: Board of Trustees

PAGE: 1 of 1

Special Board Committees are created and the Chair of the Special Board Committee is appointed pursuant to Board Policy 1.5.7.

The Special Committee Chair shall call meetings of Special Board Committees. Unless otherwise specified, the Chair of the Board and the President shall serve as "ex-officio" members of all Special Board Committees.

If more than two (2) members of the Board are present at a Special Board Committee Meeting, the Special Committee meeting must be posted and held in compliance with the Illinois Open Meetings Act, 5 ILCS 120 et seq.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; September 25, 2013

REVIEWED DATES: June 2013; October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Audit

NO. 1.5.9

SECTION: Board of Trustees

PAGE: 1 of 1

In April of each year, the Board shall appoint an accounting firm licensed to practice public accounting in Illinois, to perform an audit at the end of each fiscal year. The accounting firm must be listed in a recognized source, such as Grain's Chicago Business, as one of the top 20 firms practicing in Illinois. The accounting firm must perform the audit in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The accounting firm shall be appointed annually by the Board based on service and fee structure. The auditor shall perform the audit in compliance with the provisions of Chapter 110, Act 805, Section 3-22.1 of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; November 28, 2018

DATES REVISED: August 25, 1994; October 25, 2001; February 16, 2005; October 17, 2018

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Legal Counsel

NO. 1.5.10

SECTION: Board of Trustees

PAGE: 1 of 1

The Board shall appoint legal counsel who shall serve at the will of the Board.

DATE APPROVED BY BOARD OF TRUSTEES: October 25, 2001; November 28, 2018

DATES REVISED:

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Meetings to be Public

NO. 1.6.1

SECTION: Board of Trustees

PAGE: 1 of 1

All meetings of the Board shall be in compliance with Chapter 5, Act 120 of the Illinois Compiled Statutes, the Open Meetings Act. In the event of any change in meeting time or place, the Secretary will notify each Trustee, the media and the public as required by law.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Regular Meetings

NO. 1.6.2

SECTION: Board of Trustees

PAGE: 1 of 1

The Regular Meetings of the Board shall be held each month at the place and time determined at the organizational meeting in odd numbered years. The Regular Meeting Dates of the Board in even numbered years shall be determined at the Regular December Meeting.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Special Meetings

NO. 1.6.3

SECTION: Board of Trustees

PAGE: 1 of 1

Special meetings of the Board may be called by the Chairman or any three (3) Trustees by giving notice thereof, in writing, stating the date, time, place and purpose of the special meeting. Such notice shall be mailed forty-eight (48) hours before the meeting, or by personal service twenty-four (24) hours before the meeting.

Notwithstanding the above, meetings for a bona-fide emergency may be called by the Chairman in accordance with the Open Meetings Act. All meetings of the Board shall be made known to those media services requesting notices, whether the meetings shall be called closed, special or emergency in nature. All such meetings shall be called pursuant to Chapter 5, Act 120 of the Illinois Compiled Statutes, the Open Meetings Act.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Preparation of Board Meeting Agenda

NO. 1.6.4

SECTION: Board of Trustees

PAGE: 1 of 1

The President will prepare the agenda of meetings of the Board after conferring with the Chairman. The President shall mail to each Trustee at least two (2) days prior to each regular meeting, or have delivered to the residence of each Trustee, a written agenda of business to be considered. In addition, the President will enclose a copy of the previously unapproved minutes, a list of bills to be approved, and other supplementary reports of information for attention of the Board.

Trustees may introduce agenda items through the Chairman. Items of business which may arise between the sending of the agenda and the meeting date may be introduced by either a Trustee through the Chairman or the President. Such new items must be introduced for their inclusion in the agenda under item "Introduction of New Items of Business," and discussed or acted upon under "New Business" in the Agenda.

Copies of the agenda are to be placed on file in the President's Office and posted for public inspection prior to regular or special meetings.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Parliamentary Procedures

NO. 1.6.5

SECTION: Board of Trustees

PAGE: 1 of 1

Roberts Rules of Order (Newly Revised) shall govern the procedures in conducting all meetings of the Board, unless in conflict with these rules of procedure, the laws of the State of Illinois, or the laws or regulations of the Illinois Community College Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983; October 25, 2001

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Quorum

NO. 1.6.6

SECTION: Board of Trustees

PAGE: 1 of 1

A majority of the Board shall constitute a quorum for the transaction of business.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Conduct of Meetings

NO. 1.6.7

SECTION: Board of Trustees

PAGE: 1 of 1

The Chairman of the Board shall conduct the meeting in accordance with Chapter 5, Act 120 of the Illinois Compiled Statutes, the Open Meetings Act, and in such a manner that will ensure orderliness and decorum. When, in the opinion of the Chairman, disruptive behavior or the operation of electronic equipment interferes with the conduct of the meeting, those interfering with the meeting shall be directed to cease and desist in their activities or be directed to leave the meeting. In the event that the directions of the Chairman are not complied with, then the Chairman may ask for a motion to recess the meeting to a later time.

A Regular Board Meeting Agenda will consist of:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment*
- Reports
- Action Items
- Informational Items
- Human Resource Items
- Closed Session
- Old Business
- New Business
- Adjournment

During a regularly scheduled Board meeting, the public is entitled to public comment in accordance with the Open Meetings Act. The speaker must state their name and address for the record. The public comment period shall consist of speakers who wish to address the Board, and each speaker shall be given an allotted time of three (3) minutes.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018; February 27, 2019

DATES REVISED: October 17, 2018; January 23, 2019

REVIEWED DATES: July 31, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Attendance by Means Other Than Physical Presence

NO. 1.6.8

SECTION: Board of Trustees

PAGE: 1 of 2

Pursuant to Section 7 of the Open Meetings Act (5 ILCS 120f7), the following rules shall apply to attendance at all regular, special, reconvened, rescheduled and emergency meetings of the Board of Trustees, including, but not limited to, closed session meetings and committee meetings:

1. If a member of the Board of Trustees wishes to attend a meeting by "Other Means," that member must so notify the Clerk of the Board in writing at least 24 hours prior to the meeting, unless advance notice is otherwise impractical. Without limitation, such written notice may be delivered to the Clerk of the Board by e-mail or facsimile transmission.
2. "Other Means" shall be by video or audio conference.
3. A quorum of the members of the Board of Trustees must be physically present at the meeting for a member to participate by Other Means.
4. A member of the Board of Trustees may only attend a meeting by Other Means if his or her physical presence is prevented by:
 - (a) Personal illness or disability;
 - (b) Employment purposes or business of the College; or
 - (c) A family or other emergency.
5. The members of the Board of Trustees who are physically present at the meeting shall vote on the question of whether to allow the absent member(s) to attend by Other Means. A majority of those members of the Board of Trustees physically present at the meeting must vote in favor of the question in order for attendance by Other Means to be allowed.
6. A member of the Board of Trustees who has been allowed to attend a meeting by Other Means pursuant to this Section shall be allowed to participate in the same capacity as those members of the Board of Trustees that are physically present. The member(s) of the Board of Trustees attending by Other Means pursuant to this Section shall be

DATE APPROVED BY BOARD OF TRUSTEES: June 20, 2016; November 28, 2018

DATES REVISED:

REVIEWED DATES: May 5, 2016; October 17, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Attendance by Means Other Than Physical Presence

NO. 1.6.8

SECTION: Board of Trustees

PAGE: 2 of 2

heard, considered, and counted as to any vote taken. Accordingly, the name of any member(s) of the Board of Trustees attending by Other

Means shall be called during any vote taken, and his or her vote counted and recorded by the Secretary.

7. A member of the Board of Trustees who has been allowed to attend a meeting by Other Means pursuant to this Section shall be allowed to participate in any closed session held at such meeting. However, the member attending by Other Means must ensure that they comply with the confidentiality associated with closed session meetings.
8. The member(s) of the Board of Trustees who attend by Other Means must be able to communicate effectively, and the other members of the Board of Trustees and the members of the audience must be able to hear the member(s) attending by Other Means.
9. Each member of the Board of Trustees may be permitted to attend a meeting by Other Means a maximum of two (2) times per calendar year.
10. Meeting attendance by Other Means shall occur only in accordance with, and to the extent allowed by, these rules.

DATE APPROVED BY BOARD OF TRUSTEES: June 20, 2016; November 28, 2018

DATES REVISED:

REVIEWED DATES: May 5, 2016; October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Consent Agenda

NO. 1.6.9

SECTION: Board of Trustees

PAGE: 1 of 1

The Board of Trustees shall place on the consent agenda those items of business requiring action by the Board of Trustees, but which are not likely to require discussion and which are expected to receive unanimous approval from the Board of Trustees.

Any item shall be removed from the consent agenda if any voting member requests its removal when the consent agenda is presented to the Board of Trustees. Removal of items from the consent agenda is not debatable. The Chair shall decide where to place an item on the agenda that is removed from the consent agenda.

After items requiring removal are so removed from the consent agenda, the Chair shall call for a single vote to approve all of the matters remaining on that agenda.

DATE APPROVED BY BOARD OF TRUSTEES: November 16, 2016; November 28, 2018

DATES REVISED:

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Confidential Information

NO. 1.7

SECTION: Board of Trustees

PAGE: 1 of 1

Correspondence to the-Board from the President marked "privileged" or "confidential" shall not be read in open meetings nor made public without specific written permission of the President to all trustees and administrators or as authorized by a majority vote of the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 1.8

SECTION: Board of Trustees

PAGE: 1 of 2

The Board recognizes that it is important and necessary for the welfare and governance of the College that all Trustees engage in educational and trustee development opportunities and serve as advocates for community colleges and Morton College on local, state, and national levels. A Trustee may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College. Therefore, it is the policy of the board to encourage its members to travel for purposes of further education and experience when such travel will prove to be of benefit to the College and is related to the College's mission, vision, and goals, as well as its governance. The board further acknowledges that the need for Trustee education and advocacy must be balanced with fiscal responsibility. To these ends, the Board has developed this Trustee Travel Policy.

All overnight, and/or out-of-state travel, and/or in-state travel that exceeds a 100-mile radius from the College by a Trustee must be pre-approved by the Board at a Board meeting held in advance of the anticipated travel. In the event pre-approval is not possible due to an emergency or exigent circumstances, the traveling Trustee must obtain the pre-approval of the Board Chair and College President, except in the case of the Board Chair, who must obtain the pre-approval of the Vice Chair and College President.

Notwithstanding anything contained herein, attendance by a Trustee at Regular, Special, and Committee Meetings of the Illinois Community College Trustees Association has tacit approval of the Board on an on-going basis if held within a 200-mile radius from Morton College and does not involve more than one overnight. Even attendance at a Regular, Special, and Committee Meetings of the Illinois Community College Trustees Association outside of a 200-mile radius from Morton College and/or involving more than one overnight requires pre-approval by the Board.

All arrangements for travel and conference expenses shall be made through the Clerk of the Board or the President's Office. The Clerk of the Board or the President's Office will receive reimbursement documents from Trustees for conformity and processing.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses, except as set forth herein:

Any travel advance (assuming the travel itself has been pre-approved), must be pre-approved by the Board Chair, except in the case of the Board Chair, who shall obtain the pre-approval

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; November 28, 2018

DATES REVISED: October 25, 2001; January 23, 2002; April 22, 2009

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 1.8

SECTION: Board of Trustees

PAGE: 2 of 2

of the Vice Chair. Any travel advance may not exceed a reasonable estimate of "out of pocket" expenses for the pending travel. Final accounting for travel advances should be submitted to the College no later than thirty (30) calendar days after the Trustee's return from the trip.

At the next regularly scheduled Board meeting following the trip, a brief report will be made to inform the other Board Members of items of interest learned at the meeting attended.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; November 28, 2018

DATES REVISED: October 25, 2001; January 23, 2002; April 22, 2009

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Communication by the Board

NO. 1.9

SECTION: Board of Trustees

PAGE: 1 of 1

The Board speaks to the President with one (1) voice by consensus or majority vote. Once the Board has reached a decision, individual trustees are expected to abide by that decision. Prior to the Board's decision, individual trustees are free to dissent from that consensus and/or vote against the consensus.

No one (1) trustee, or two (2) or more trustees acting in concert (outside of the Board's legal authority as set forth in Policy 1.4.5), can give orders or directions to the President. However, in their advisory role, one (1) trustee, or two (2) or more trustees acting in concert, may ask the President questions concerning the operation of the College and may, if appropriate, offer non-binding advice. It is the President's role and responsibility to make the final operational decisions. It is the President's responsibility to inform all trustees of any questions of this nature, advice received, or action taken in a reasonable and responsible time frame. (See Board Policy 2.3.)

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; October 17, 2018; November 28, 2018

DATES REVISED:

REVIEWED DATES: October 17, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Administrative Organization

NO. 2.1

SECTION: Administration

PAGE: 1 of 1

It is the policy of the Board to promote development of an administrative organization with clear lines of responsibility and authority and one which encourages the free flow of information between the President and staff and also among staff members. The administrative organization of the college must remain stable to the extent that it provides a clear understanding among the staff of responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend the organizational structure of the College to the Board for approval and, as circumstances require, any changes that will improve the overall College operations.

The following principles shall govern the administrative operation and organization of the College.

- A. Accountability of one person to another shall be made clear.
- B. College staff members shall be given a written job description specifying their responsibilities.
- C. Whenever possible, staff members shall be made accountable to only one administrator or supervisor for any one function.

All employees of the College shall be responsible to the Board through the President.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Administrative Rules, Procedures and Regulation

NO. 2.2

SECTION: Administration

PAGE: 1 of 1

The Board recognizes the responsibility of the administrative staff to establish rules, regulations and procedures governing the administration of the College, in accordance with Board Policy.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Duties of the President of the College

NO. 2.3

SECTION: Administration

PAGE: 1 of 2

The President as the Chief Executive Officer is directly responsible and accountable to the Board. In accordance with state statutes, and authority of the Board, the President executes directly or by delegation to members of the staff, all executive and administrative duties necessary for the operation of the College.

The President shall have the following duties and responsibilities:

- a. To run the day-to-day operations of the College, make all final operational decisions, and administer and direct the affairs of the College in accordance with the provisions of the laws of the United States, the State of Illinois, the Rules of the Illinois Community College Board, other authorized regulatory agencies, and the policies of the Board.
- b. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board, public and college staff.
- c. To assume primary responsibility for the attainment of these goals, for administrative action, and for establishing and maintaining channels of communication which link the components of the academic community.
- d. To represent the institution to the public, and be chief spokesman for the College.
- e. To provide leadership in engaging the staff in setting directions for curricular and organizational change designed for improvement of the total educational program of the College.
- f. To present to the Board employee views, including dissenting ones, in areas and on issues of significant concern. (See Board Policy 8.24.)
- g. To inform the employee of the views of the Board and the administration on the various issues which from time to time confront the College. {See Board Policy 8.24.)
- h. To recommend to the Board for its approval all candidates for full-time and part-time employment, including dismissal, and shall have the authority to make emergency hires for a period not exceeding thirty (30) days when there is an urgent need to commence employment.
- i. To report to the Board all resignations.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018; November 18, 2020

DATES REVISED: March 24, 1983; April 20, 1987; December 20, 2001; April 26, 2005; September 25, 2013

REVIEWED DATES: June 2013; November 28, 2018; October 28, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Duties of the President of the College

NO. 2.3

SECTION: Administration

PAGE: 2 of 2

- j. To ensure that each administrator and each full-time member of the faculty and classified staffs and each part-time member of the faculty, be evaluated in writing on an annual basis. Part-time staff members may also be evaluated.
- k. To strive for the creation of new resources as well as the maintenance of existing ones.
- l. To serve as a mediator between and among the students, the public, the college staff and the Board as appropriate.
- m. To keep the Board apprised regarding the operations of the College in a reasonable and responsible time frame.
- n. To inform the Board of any trustee's question, concern, or non-binding advice regarding the operations of the College and any answer given or action taken as a result thereof in a reasonable and responsible time frame. (See Board Policy 1.9.)

{Reference 110ILCS 805/3-26}

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018; November 18, 2020

DATES REVISED: March 24, 1983; April 20, 1987; December 20, 2001; April 26, 2005; September 25, 2013

REVIEWED DATES: June 2013; November 28, 2018; October 28, 2020



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Officers of the College

NO. 2.3.1

SECTION: Administration

PAGE: 1 of 1

The President is the Chief Executive Officer of the College. Other Officers of the College shall consist of the Provost, who is Chief Academic and Student Officer, and the Vice President of Administrative Services. The Provost and the Vice President have broad but specific authority for their area of responsibility, as delegated by the President, and exercise this authority in conformity with stated policies and procedures. The Provost and Vice President represent the College at the President's request and performs any special duties as assigned by the President.

For the purpose of authorized check signatories, the following shall be enforced for all check issuance:

Less than \$10,000	a facsimile plate signature of Chief Financial Officer/Treasurer.
Greater than \$10,000	two (2) signatures shall be required: one being the facsimile plate signature of the Chief Financial Officer/Treasurer; and the second being an original hand-signed signature from any one College Officer (President, Provost or Vice President of Administrative Services); in the physical absence of all College Officers and when signature cannot wait for the return of a College Officer, a Dean designated by the President may sign as the President's designee

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; November 17, 1994; August 24, 2000; September 27, 2006; December 15, 2010; October 26, 2011; September 25, 2013; November 28, 2018

REVIEWED DATES: August 2013; November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Responsibility in the Absence of the President

NO. 2.4

SECTION: Administration

PAGE: 1 of 1

In the event of the absence of the President from the campus, the Provost will be charged with the responsibilities of that office; in the absence of both the President and the Provost, the Vice President of Administrative Services will be in charge.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; November 17, 1994; October 26, 2000; November 28, 2018

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Other Administrators

NO. 2.5

SECTION: Administration

PAGE: 1 of 1

Other administrators have certain duties and responsibilities in common in addition to those job descriptions, and for which they are accountable. These include:

- a. To plan, organize and administer efficiently;
- b. To keep abreast of change relating to their functions;
- c. To efficiently staff their units in accordance with the current organizational structure;
- d. To foster the development, retention, and morale of competent personnel, and to maintain effective channels of communication among the staff;
- e. To promote an integrated effort in the administration of the College by cooperating and coordinating with other administrators and staff;
- f. To effectively interpret the College and its programs to its various constituencies;
- g. To assist in development of the budget and administer the budget as approved by the Board;
- h. To serve on committees, as directed.
- i. To engage in appropriate professional developmental activities;
- j. To perform other appropriate duties as assigned.

Administrators below the position of Vice President shall not represent to outside third parties that his/her opinions are those of Morton College unless written authorization to do so is granted by the President of the College or the Board Chair.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; December 15, 2010

REVIEWED DATES: November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Appointment of Tenured Faculty as Administrators

NO. 2.6

SECTION: Administration

PAGE: 1 of 1

When tenured members of the faculty are appointed to administrative positions, they will lose tenure status and all rights as faculty members.

No person appointed to the staff initially as an administrator will accrue tenure as a faculty member while serving in that capacity as an administrator.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; October 25, 2001

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Publications and Publicity

NO. 2.7

SECTION: Administration

PAGE: 1 of 1

The preparation and release of all information concerning the college intended for general distribution, unless otherwise authorized by the President, will be supervised by the Office of the President, which may work in conjunction with a publicist, and shall be used as a clearing house to avoid the duplication of materials that are released to the public and maintain a consistent policy with regard to the standard and quality of publicity and publications.

All promotional advertising purchased by the College for any medium and in any form shall be for the sole purpose of marketing the College. Promotional advertising is defined as any form of advertising purchased to advance the College name, image, educational programs and courses, activities, special events before the public and to increase enrollment. Such advertising shall be prepared and placed by the Office of the President. The College shall not engage in advertising solicited by organizations not affiliated with the College whose primary purpose is fund raising, good will or charitable contribution.

DATE APPROVED BY BOARD OF TRUSTEES: July 28, 1983; December 19, 2018

DATES REVISED: December 15, 2010

REVIEWED DATES: November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Posting of Notices and Information Related to College Business

NO. 2.7.1

SECTION: Administration

PAGE: 1 of 2

The Morton College community may publicize their events or College-related activities in designated areas through several methods. The form and content of such postings will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. The following procedure has been designed to allow for the proper posting of flyers, signs, posters or other marketing material on Morton College property:

- All materials posted need to first be approved by Institutional Advancement. Materials posted on College property will only be approved where it relates to College sponsored business, events held at the College or in conjunction with the College, College related activities, student elections, course information, or material otherwise required by local, state or federal law. Generally, these materials should follow the College's branding guidelines, contain the date, time and location for any event promoted as well as contact information related to the subject matter of the posting.
- Such material must not be obscene or defamatory and must not violate College policy or federal, state, or local laws.
- Except for official Morton College postings, all approved materials will be stamped by the Student Activities Office. All materials posted without prior authorization will be removed. Where the material is approved for posting, an additional request can be submitted for the material to be shared electronically.
- Printed materials can be printed on an 8.5 x 11 glossy or presentation paper, post card or a sticky poster. Printed materials can be placed in the following areas of the college:
 - o sticky posters (without added tape or adhesive) can be placed on the windows and walls.
 - o Flyers, signs or post card can be placed on the board strips that are located throughout the 2nd and 3rd floors of the C, B, and D buildings.
- Absolutely nothing should be tacked or taped to the walls or windows of the College. This includes elevator and bathroom walls. Nor shall anything be placed in, or affixed to, any acrylic sign holders without prior approval.

DATE APPROVED BY BOARD OF TRUSTEES: January 22, 2020

DATES REVISED: December 18, 2019

REVIEWED DATES: December 18, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Posting of Notices and Information Related to College Business

NO. 2.7.1

SECTION: Administration

PAGE: 2 of 2

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- Approved electronic materials may be posted on the LCD screens throughout the campus or shared on the Panther Portal, Morton College Social Media Pages and the College's Website.
 - Upon receiving approval, Institutional Advancement will also notify the requestor of when such materials need to be removed by. It is the responsibility of the requestor to have such material removed in accordance with Institutional Advancement instructions.

Items that do not meet said criteria will not be posted. Morton College is not responsible for any third-party defacement of posted materials. All students, faculty and staff must follow this procedure. However, this procedure does not apply to postings in employees' assigned workspaces such as offices, cubicles or desks, so long as such postings could not reasonably be expected to be observed by students or non-College individuals.

Morton College reserves the right to amend this procedure at any time.

DATE APPROVED BY BOARD OF TRUSTEES: January 22, 2020

DATES REVISED: December 18, 2019

REVIEWED DATES: December 18, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Inspection of College District Records

NO. 2.8

SECTION: Administration

PAGE: 1 of 1

Certain categories of College records are available for inspection in accordance with Chapter 5, Act 140 of the Illinois Compiled Statutes ("Freedom of Information Act").

Written procedure for obtaining access to such record information shall be made available through the Office of the College President.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; July 26, 1984

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Institutional Membership in External Organizations

NO. 2.9

SECTION: Administration

PAGE: 1 of 1

Morton College may maintain institutional membership in representative organizations which promote the general interests of the College as recommended by the President. The President shall periodically assess the relative value of such memberships, recommending to the Board the continuance or termination of such memberships. All institutional membership fees in excess of \$500.00 shall be subject to the approval of the Board.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; December 19, 2018

DATES REVISED: August 28, 1986; October 25, 2001

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 2.10

SECTION: Administration

PAGE: 1 of 1

The Board recognizes that an Administrator may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College.

College business travel by an Administrator is subject to the recommendation of the Provost or appropriate Vice President and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Administrator shall be approved by the Provost or appropriate Vice President, and the President, and shall be reported to the Board. Out-of-state travel by the President is subject to approval of the Board.

Travel by an Administrator outside the Continental United States is subject to approval of the Provost or appropriate Vice President, the President, and the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; December 19, 2018

DATES REVISED: March 26, 2014; August 27, 2014; June 20, 2016; November 28, 2018

REVIEWED DATES: November 2013; August 2014; May 25, 2016; November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Definitions

NO. 3.1.1

SECTION: Academic Personnel

PAGE: 1 of 1

- a. Full-Time: All instructors employed for an academic year and so designated by the Board.
- b. Adjunct: All instructors employed on a temporary basis and so designated.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Employment

NO. 3.1

SECTION: Academic Personnel

PAGE: 1 of 1

The Board shall have final approval of all full time faculty appointments recommended by the President.

(Reference 110 ILCS 805/3-26)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Responsibilities of Faculty

NO. 3.2

SECTION: Academic Personnel

PAGE: 1 of 1

Members of the faculty shall have the following responsibilities:

- a. To continually improve instructional skills, content knowledge, and assessing student academic achievement.
- b. To upgrade curriculum and engage in activities aimed at improving the quality of student learning.
- c. To commit themselves to their instructional responsibilities on a full-time basis.
- d. To engage in community activities aimed at improving the quality of life for the residents of the Morton College district.
- e. To cooperate fully with the college administration in their management of institutional affairs and business.
- f. To fulfill all terms of their contracts unless, through mutual agreement between the Board and a faculty member, an exception is arranged.
- g. To operate within the general framework of the college policy and procedures.
- h. To represent the college credibly upon all occasions.
- i. To give proper notice of resignation in compliance with Board Policy.
- j. To perform other duties as set forth in the Faculty Handbook.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; October 25, 2001; December 15, 2010

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Terms of Appointment

NO. 3.3

SECTION: Academic Personnel

PAGE: 1 of 1

- a. Every candidate for a full-time faculty position will be given copies of Board Policy, the Board-Union Agreement, the Handbook for Faculty, and a statement of placement on the salary schedule prior to Board action on employment.
- b. Full-time faculty members shall be required to participate in the State Universities Retirement System (SURS) as required by Illinois law.
- c. Each person employed on a temporary or substitute basis shall be given a statement in writing of the conditions and the period of appointment. Appointment or reappointment to any position shall create no presumption of a right to subsequent appointment or to a permanent appointment.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Tenure

NO. 3.4

SECTION: Academic Personnel

PAGE: 1 of 1

Provisions for tenure shall be in accordance with Chapter 110, Act 805, Section 38-2, of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Resignation

NO. 3.5

SECTION: Academic Personnel

PAGE: 1 of 1

Notice of resignation from employment by a faculty member shall be submitted in writing at least three months prior to the expiration of appointment. Except by mutual consent, a resignation by a faculty member involving a termination of service made within three months of the expiration of the current period of appointment shall be regarded as a breach of contract. The liquidated damages to the College would be an amount of money equal to the salary of the employee that would have been paid for the period of time that the contract was breached.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Dismissal of Tenured Faculty Member for Cause

NO. 3.6.1

SECTION: Academic Personnel

PAGE: 1 of 1

Provisions for the dismissal of a tenured faculty member for cause shall be in accordance with Chapter 110, Act 805, Section 38-4, of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Dismissal of Non-Tenured Faculty Member

NO. 3.6.2

SECTION: Academic Personnel

PAGE: 1 of 1

Provisions for the dismissal of a non-tenured faculty member shall be in accordance with Chapter 110, Act 805, Section 3B-3, of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; December 19, 2018

DATES REVISED:

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Salary Schedule

NO. 3.7

SECTION: Academic Personnel

PAGE: 1 of 1

Initial placement of full-time faculty on the schedule shall be determined by the President and appropriate Vice President based upon the experience and qualifications of the employee subject to Board approval.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reduction in Number of Faculty Members

NO. 3.8

SECTION: Academic Personnel

PAGE: 1 of 1

Provisions for a reduction in the number of full-time faculty members shall be in accordance with Chapter 110, Act 805, Section 3B-5, of the Illinois Compiled Statutes.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; December 19, 2018

DATES REVISED: March 26, 2014

REVIEWED DATES: November 2013; November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Academic Freedom

NO. 3.9

SECTION: Academic Personnel

PAGE: 1 of 1

The Board affirms the principle that freedom and responsibility are interrelated. Freedom in the academic sphere is no exception. Outside the College campus, instructors have the same rights and obligations as any other citizen and are free of any institutional control. It is assumed, however, that instructors will make every effort to be accurate in their statements and circumspect in their conduct, respecting the rights of others and making it clear they speak for themselves only.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Morton College Faculty Assembly

NO. 3.10

SECTION: Academic Personnel

PAGE: 1 of 1

The Faculty Assembly is constituted as the organization authorized to deal with concerns of the entire faculty on any matter not covered by the Board-Union Agreement. In such matters, the role of the Assembly shall be that of participation in institution decision-making, and its recommendations, arrived at through normal parliamentary procedure, shall be recognized as the voice of the faculty as a whole. Pursuant to this role, the Assembly shall both respond to requests from Administration concerning proposals under consideration and also initiate recommendations. All other provisions should be in the By-Laws of the organization and reprinted in the faculty handbook.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 3.11

SECTION: Academic Personnel

PAGE: 1 of 1

The Board recognizes that Academic Personnel may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College.

College business travel by Academic Personnel is subject to the recommendation of the appropriate Supervisor/Administrator and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel of Academic Personnel shall be reported to the Board.

Travel by Academic Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; January 23, 2019

DATES REVISED: March 26, 2014; August 27, 2014; September 28, 2016; December 19, 2018

REVIEWED DATES: November 2013; August 2014; May 25, 2016; August 25, 2016; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Student Grades

NO. 3.12

SECTION: Academic Personnel

PAGE: 1 of 1

Student grades as reported by full-time, part-time, and adjunct faculty members shall be final and may not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and faculty members teaching the same or essentially the same subject. In the event that a student desires to appeal the grade, the process is as follows:

Within 10 school days of the grades being made available to the student, the student will notify the faculty member in writing (email or letter) of their disagreement with the posted grade.

If the student and faculty member cannot reach an accord with respect to same within 10 school days, the dean shall be notified by the student in writing within an additional 10 school days. The dean shall consult with the faculty member.

If the dean and the faculty member fail to resolve the situation, then the dean shall, within 10 school days, convene a committee comprised of three full time faculty members teaching in the same discipline, or a related discipline when there are less than four faculty members teaching in the same discipline.

If the committee so convened by the dean, fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal to the Provost. The decision of the Provost shall be final.

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010; January 23, 2019

DATES REVISED: December 19, 2018

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Employment

NO. 4.1

SECTION: Classified Personnel

PAGE: 1 of 1

The President shall recommend to the Board all full-time employments and full-time terminations which shall require Board action and approval.

All full-time resignations and all part-time employments, part-time resignations and part-time terminations will be reported to the Board by the President for informational purposes only and shall not require Board action or approval.

The Board will review and approve all requests for new classified personnel positions with the exception of tutor positions, as tutors do not exceed nineteen (19) hours of work per week. The Board will review and approve a certain number of total hours that tutors may work during a designated period of time. The Board gives the President or his/her designee the authority to hire tutors to provide tutoring services up to the total number of approved hours for the designated period of time.

Terms and conditions of employment shall be in writing

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019; September 23, 2020

DATES REVISED: March 24, 1983; December 20, 2001; September 22, 2010

REVIEWED DATES: December 19, 2018; August 26, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Classified Personnel Policies

NO. 4.2

SECTION: Classified Personnel

PAGE: 1 of 1

A Handbook for Classified Staff shall be reviewed annually and any revisions submitted to the Board for approval. This manual shall include conditions of employment, salary ranges, fringe benefits, job descriptions, and other appropriate items. All full-time classified staff will be provided with a copy of the handbook.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; October 25, 2001

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 4.3

SECTION: Classified Personnel

PAGE: 1 of 1

The Board recognizes that Classified Personnel may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College.

College business travel by Classified Personnel is subject to the recommendation of the appropriate Supervisor/Administrator and the approval of the President, within the limitation of budget and existing policy and procedure.

Out-of-state travel by Classified Personnel shall be reported to the Board.

Travel by Classified Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986; January 23, 2019

DATES REVISED: March 26, 2014; August 27, 2014; September 24, 2016, December 19, 2018

REVIEWED DATES: November 2013; August 2014; May 25, 2016; August 28, 2016; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Official Authority

NO. 4.4

SECTION: Classified Personnel

PAGE: 1 of 1

Members of the Classified Staff shall not represent to outside third parties that his/her opinions are those of Morton College unless written authority to do so is granted to said staff member by the President of the College and/or the Chair of the Board of Trustees.

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010; January 23, 2019

DATES REVISED:

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: The College Fiscal Year

NO. 5.1

SECTION: Business Affairs

PAGE: 1 of 1

The college fiscal year shall begin on July 1st and end on June 30th in the subsequent calendar year.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Transfer of Funds Within the Budget

NO. 5.2.1

SECTION: Business Affairs

PAGE: 1 of 1

From time to time transfers of appropriate amounts of money from one budget unit to another may be made, subject to the recommendation of the Chief Financial Officer and approval of the College President and the Board.

The Board may transfer, within each fund, Budget Appropriations not exceeding 10% of that fund as provided by the Illinois Public Community College Act. Such transfers shall be made subject to the recommendation of the Chief Fiscal Officer and approval of the President and Board.

(Reference 110 ILCS 805/3-20.1)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Investment of Excess Funds

NO. 5.2.2

SECTION: Business Affairs

PAGE: 1 of 1

For the purpose of over-all investment of excess funds, Morton College is governed by Section 3-47 of the Illinois Public Community College Act (Chapter 110, Act 805 of the Illinois Compiled Statutes), and other statutes governing the investment of public funds (e.g., Chapter 30, Act 235). The fiduciary responsibility for said investments is entrusted to the Morton College Board of Trustees.

It is the policy of the Board of Trustees of Morton College that all such investments of excess funds be made in a prudent, conservative and secure manner in accordance with the *Morton College Investment Guidelines*.

In April of each year, the Board shall approve a list of designated depositories of excess funds and the *Morton College Investment Guidelines* containing the investment objectives and parameters to be followed by the Treasurer during the ensuing fiscal year.

DATE APPROVED BY BOARD OF TRUSTEES: November 29, 1984; January 23, 2019

DATES REVISED: April 28, 1994

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: The Annual Budget

NO. 5.2

SECTION: Business Affairs

PAGE: 1 of 1

The Board shall within the first quarter of each fiscal year, adopt an annual budget which it deems necessary to meet all expenses and liabilities of the district.

The annual budget shall be prepared first in a tentative form by the Office of the President in cooperation with the staff and shall be presented to the Board for their review. Before final approval of the Board, the budget shall be made conveniently available for public inspection in accordance with the Illinois Public Community College Act.

The Student Activities budget shall be submitted to the Board for approval at the regular October meeting of the Board. As with all funds, the Board has final authority with respect to revenue and expenditures of Student Activity Funds.

(Reference 110 ILCS 805/3-20.1)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Bidding

NO. 5.3.1

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.

At least three quotes for proposals for goods and services ranging between \$1000 and not exceeding \$24,999 in value must be provided by the Business Office with requisitions. Any proposal for goods and services exceeding \$25,000 in value shall be bid out as provided below.

Orders for goods and services exceeding \$25,000 in value but not excluded under Chapter 110, Act 805, Section 3-27.1 of the Illinois Compiled Statutes shall be subject to the bidding process outlined in said statute. The Board shall award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability and compliance with the College's Purchasing Policy and the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

In accordance with the Illinois Community College Act, a technology purchasing plan will be submitted to the Board on an annual basis.

Contracts for Professional Services shall not require a bidding process as these contracts are for the service of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part. Professional Services shall include but not be limited to; engineers, insurance brokers, doctors, health officers, land planners, finance directors, auditors, attorneys, or other professional consultants who require technical training or knowledge, or any other professional service that is incorporated into the Illinois Municipal Code, 65 ILCS 5/1(et seq.)

The College may enter into contracts for a term exceeding one year and not exceeding the terms of office of the majority of the members of the Board holding office at the time the contract is executed related to Professional Services subject to the discretion of the President.

Additionally, the College shall follow an RFP bid cycle every 3 years as the awarded contract shall terminate after such time, unless specified differently in the RFP.

RFP responses shall include an economic interest requirement to ensure all conflicts of interests are disclosed between the company bidding and the College.

DATE APPROVED BY BOARD OF TRUSTEES: November 20, 1980; January 23, 2017; January 23, 2019; December 18, 2019

DATES REVISED: March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001; January 28, 2004; October 26, 2011; June 26, 2019

REVIEWED DATES: November 2013; December 19, 2018; June 26, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Purchasing Policy

NO. 5.3

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Fiscal Officer, acting under the direction of the President, is the agent of the College authorized to order supplies, materials, and equipment, and to obligate the College for auxiliary services. No college employee may order items or services directly by letter, telephone, telegraph, or in any other manner, without authorization from the Chief Financial Officer or the President or their written authorized designees. The College will assume no obligation except on previously issued and duly authorized purchase orders. Supplies, materials, and equipment ordered shall be for use in the normal course of business of the College and not for personal use.

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including \$1,000 in actual cost must be approved by the appropriate Administrator in a Director role. All requisitions up to and including \$2,500 in actual cost must be approved by the appropriate Administrator in a Dean's role. Those requisitions in excess of \$2,500 require the signature of Executive Administrator (i.e. Provost, Chief Financial Officer, or Vice President of Administrative Services). Requisitions of \$25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

Payments for authorized goods and services will be paid on a thirty day basis to be in conformance with the "Local Government Prompt Payment Act" 50 ILCS 505 through weekly Account Payable check releases. A monthly check register will be prepared by the Senior Accountant, reviewed by the Chief Financial Officer and ratified by the Board of Trustees at the monthly Board meeting.

As required by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investments services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014;
January 23, 2017; December 19, 2018

REVIEWED DATES: December 12, 2016; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Equal Employment Opportunity Clause

NO. 5.4

SECTION: Business Affairs

PAGE: 1 of 1

The college shall comply with the Equal Opportunity Clause as follows:

In the event of the contractor's noncompliance with any provision of the Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Program Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of contract entered into between the college and independent contractors for services, equipment, or supplies, the contractor will be required to warrant that he shall:

- 1 Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity;
- 2 Comply with the procedures and requirements of the Illinois Department of Human Rights and regulations concerning equal employment opportunities and affirmative action;
3. Provide such information, with respect to its employees and applicants for employment, and assistance as Department of Human Rights may reasonably request.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Disposition of Equipment

NO. 5.5

SECTION: Business Affairs

PAGE: 1 of 1

Equipment certified by the responsible administrator to the Chief Financial Officer to be obsolete or worn-out may be sold upon recommendation of the President and authorization of the Board. Sale or disposal of obsolete equipment will be conducted by the Vice President of Administrative Services.

The President shall report the results of all such transactions to the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; October 25, 2001; December 19, 2018

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Contracts and Agreements

NO. 5.6

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer and the President shall be authorized by the Board to sign contracts and agreements in all cases except those specified by the State law which require the signature of the Chairman or the Secretary of the Board. A written bilateral signed contract shall be required for repairs, modifications, or construction to the Physical Plant in excess of \$5,000 prior to commencement of the project.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Bond Principal and Interest

NO. 5.7

SECTION: Business Affairs

PAGE: 1 of 1

Bond Principal and Interest must be paid as a matter of law and in accordance with the terms of the Resolution authorizing the issuance of such Bonds. The Treasurer is authorized to make such expenditures but the expenditures must be ratified and approved along with all other expenditures at the regular meeting of the Board.

(Reference 110 ILCS 805/3A-1 et seq.)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Use of Buildings, Grounds and Facilities by All-Non-Morton College Entities

NO. 5.8

SECTION: Business Affairs

PAGE: 1 of 1

The Administration is authorized to grant or revoke temporary use of the facilities of the College to non-Morton College entities, providing this does not interfere with the operation of educational programs.

The use of the College's facilities will be within the realm of State and local laws and local ordinances and be consistent with the regulations of the College.

The College's facilities, buildings, and grounds are made available under the guidelines as set forth in the Campus Facilities Rental and Use Procedure.

The Board will review and approve or deny all requests for usage of all College buildings, grounds, and facilities by outside groups or individuals prior to the date the proposed event is scheduled; this requires outside groups and individuals to make timely application for usage.

The Board Chair reserves the right to waive in writing the pre-approval requirement, revoke or modify any permit for use of College facilities, buildings, or grounds and may waive or institute regulations affecting such use without prior notification.

DATE APPROVED BY BOARD OF TRUSTEES: February 28, 1980; January 23, 2019

DATES REVISED: March 24, 1983; September 28, 2011

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Alcohol Beverages on College Property

NO. 5.9

SECTION: Business Affairs

PAGE: 1 of 1

Morton College prohibits the sale or consumption of alcoholic beverages on College property without the consent of the Board of Trustees of Morton College.

However, alcoholic beverages may be served or sold at the Morton College Theater, the Jedlicka Performing Arts Center, for public events that are not student-related activities, including, but not limited to concerts, plays, entertainment events, fundraisers, exhibitions, chamber of commerce events, and association events. Such events shall be authorized and approved, in advance, by the Board of Trustees of Morton College, in accordance with the Liquor Control Act of 1934 and Morton College procedure. The Board of Trustees of Morton College reserves the right to place restrictions on events at which alcohol is sold or served.

In conformity with this policy, a representative of Morton College is authorized to apply to the Town of Cicero for a Special Events Liquor License (Class E Liquor License), provided, however, that Morton College shall be the applicant for and the License shall be issued in the name of Morton Community College District # 527. This Policy shall not limit the College's ability to contract with a third party for the management and operation of the food and beverage service at the Jedlicka Performing Arts Center, which may include the sale and distribution of alcohol pursuant to a Town of Cicero Special Events Liquor License, provided, however, that said third party shall indemnify, defend and hold Morton College harmless from and against all losses associated with the management, sale or distribution of alcohol on College property and shall hold insurance naming Morton College as an additional insured in an amount no less than One Million Dollars (\$1,000,000).

The Board of Trustees of Morton College, in its sole discretion, reserves the right to deny the sale or service of alcohol at any event to be held at the Morton College Theater. All proposed events serving or selling alcohol will be reviewed individually. Standing approvals are not allowed.

DATE APPROVED BY BOARD OF TRUSTEES: January 22, 2018; January 23, 2019

DATES REVISED:

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Confidentiality of Student Records

NO. 6.1

SECTION: Student

PAGE: 1 of 1

Morton College shall comply with the Family Educational Rights and Privacy Act of 1974 and its amendments and provide the annual notice of rights accorded students under this law. This notice appears in the Morton College Catalog and the Morton College Student Handbook.

(Reference 1101LCS 805/3-60)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; March 26, 2014; December 19, 2018

REVIEWED DATES: November 2013; December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Business Travel

NO. 6.2

SECTION: Student

PAGE: 1 of 1

The Board recognizes that a Student may be required to travel in order to fulfill the objectives of the Instructional, Student Activity, or Athletic Programs of the College. It is expected that the conduct of any Student traveling under the auspices of the College will be compatible with the mission of the College as an educational institution.

The College may pay the approved expenses of travel required in connection with instruction or athletics. Expenses of Student travel for Student Activities may be assumed either by individual students and/or by Associated Students of Morton College.

Travel by a Student is subject to the recommendation of the appropriate Dean of Students and approval of the President, within the limitation of budget and existing policy and procedure.

Out-of-state travel by a Student shall be reported to the Board.

Travel by a Student outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; April 24, 1986; December 19, 2018

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Student's Right to Free Speech

NO. 6.3

SECTION: Student Personnel

PAGE: 1 of 1

The Board assumes the position that students while on campus maintain their constitutional rights as citizens. Therefore, as citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition as any other citizen. Students, as citizens have the responsibility to know and obey the laws of the United States, of Illinois, and of the local government. Students also have the responsibility to know and obey the rules and regulations of Morton College which appear in the Morton College Student Handbook.

This policy guarantees the rights to speak, wear buttons or symbols, and distribute literature without prior censorship. In the case of the distribution of literature, students are required to follow the procedures for literature distribution as specified in the administrative guidelines for "Campus Facilities Rental and Use Policy".

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Conduct and Behavior of Students

NO. 6.4

SECTION: Student

PAGE: 1 of 1

Standards for student conduct and procedures for disciplinary action appear in the *Morton College Student Handbook*.

No disciplinary action shall be taken against any individual without the right of due process being afforded.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; October 25, 2001; December 19, 2018

REVIEWED DATES: December 19, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Curriculum Development and Revisions

NO. 7.1

SECTION: Instruction

PAGE: 1 of 1

The Board, in recognizing the primary mission of the college as presenting quality education through the curricula and courses offered to the residents of College District No. 527, charges and directs the administration to develop organized and systematic procedures for curricula and course additions, revisions, and deletions. All such matters shall be brought to the attention of the Board at its Regular Meeting. The Board will consider and act upon curricular offerings of the college upon the recommendation of the President.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; January 23, 2019

DATES REVISED:

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Life Experience Credit

NO. 7.2

SECTION: Instruction

PAGE: 1 of 1

Full or partial credit for certain courses or advanced standing may be given to any student enrolled in Morton College who successfully completes an examination or evaluation of documented life experience designed to measure the student's knowledge, understanding or competence.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; January 23, 2019

DATES REVISED:

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Offering of Courses and the Closing of Sections

NO. 7.3

SECTION: Instruction

PAGE: 1 of 1

The College will provide classes only for those credit courses which are part of the established curriculum and for which there is adequate enrollment. If the enrollment is less than 15, at the discretion of staff/administration reserves the right to cancel the class. Exceptions may be made if the closing of a section prevents persons from the scheduled completion of their educational program.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; January 23, 2019

DATES REVISED: March 24, 1983; December 19, 2018

REVIEWED DATES: December 19, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Anti-Nepotism

NO. 8.1.1

SECTION: Institutional

PAGE: 1 of 2

It is the policy of Morton College not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital and/or familial status.

Notwithstanding this policy, Morton College retains the right to refuse to appoint/hire a person to a position in the same department or division wherein his/her relationship to another employee may: (a) adversely impact the hiring, supervision, evaluation, promotion/career progression, discipline, assignment of work, scheduling, safety, security and/or morale of Morton College's employees, and/or (b) adversely impact the management of a department or division, and/or (c) involve a potential conflict of interest, and/or (d) involve the appearance of a potential conflict of interest. Familial relationships in the workplace may create situations where Morton College's professional objectivity, efficiency, and/or reputation is compromised, or may otherwise jeopardize a professional work climate.

Further, the employment of relatives in a single department or division can cause various difficulties, including charges of favoritism, conflicts of interest, family discord and scheduling problems that work to the disadvantage of both Morton College and its employees.

Effective this 23rd day of September 2009:

1. Except as otherwise provided herein, no person shall be employed in a department where an Immediate Family Member is also employed.
2. Further, except as otherwise provided herein, no person shall be employed in or promoted or transferred to a department where he/she would be the immediate supervisor of or receive direct supervision from an Immediate Family Member.
3. No employee shall initiate, participate in, or influence in any way, any type of employment decision involving an Immediate Family Member.
4. Notwithstanding anything contained herein, any existing employees who are Immediate Family Members and work in the same department as of the effective date of this Policy may continue to work in the same department but shall not initiate, participate in, or influence in any way, any type of employment decision involving an Immediate Family Member. Morton College will collaborate with said related employees to minimize any work-related problems that may arise due to their familial relationship.
5. Notwithstanding anything contained herein, any existing employee who becomes an Immediate Family Member of another existing Employee while both are employed by Morton College and subsequent to the effective date of this policy may continue employment as long as it does not adversely impact hiring, supervision, evaluation,

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Anti-Nepotism

NO. 8.1.1

SECTION: Institutional

PAGE: 2 of 2

promotion/career progression, discipline, assignment of work, scheduling, safety, security and/or morale of Morton College's employees, and/or (b) adversely impact the management of a department or division, and/or (c) involve a potential conflict of interest, and/or (d) involve the appearance of a potential conflict of interest. If one of the conditions outlined above should occur, attempts will be made to: (a) assign job duties so as to minimize the aforementioned problems; and/or (b) find a suitable position within Morton College to which one of the related employees could transfer. If accommodations of this nature are not feasible, the related employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Morton College will decide, in its sole discretion, who will remain employed.

This policy also extends to all persons who do work for or provide services to Morton College as an Independent Contractor or as an employee of a separate entity.

Definitions:

1. For the purpose of this policy, "Immediate Family Member" includes: (a) spouse, (b) parent, (c) child, (d) sibling, (e) aunt, (f) uncle, (g) niece, (h) nephew, (i) grandparent, (j) grandchild, (k) members of the household, (l) "dependents" as defined by the Internal Revenue Code, (m) "in-law" versions of the above-mentioned relations, and (n) "step" versions of the above-mentioned relations.
2. For the purposes of this policy, "employee" includes all employees regardless of their status as represented, unrepresented, full-time, part-time, temporary, tenured, non-tenured, adjunct, seasonal, and/or student.
3. For purposes of this policy, "supervisor" means any employee, regardless of job description or title, having the authority to hire, direct, transfer, suspend, layoff, recall, promote, discharge, evaluate, assign, reward, or discipline an employee or having the authority to recommend/influence any type of employment action.

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Equal Opportunity

NO. 8.1

SECTION: Institutional

PAGE: 1 of 1

It is the policy of Morton College not to discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and mental disability, unfavorable military discharge, military status, sexual orientation, or any other unlawful basis in the recruitment, selection or employment of its employees or in its educational programs, admissions, or contracting, or employment policies. In accordance with the *Americans with Disabilities Act of 1990*, and corresponding state law, Morton College will make reasonable accommodations for applicants and employees. Charges of violations of this policy should be directed to the Director of Human Resources.

(Reference 110 ILCS 805/3-42)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983; March 26, 2014; January 23, 2019

REVIEWED DATES: November 2013; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

PAGE: 1 of 8

I. PURPOSE

Morton College is committed to providing a safe and secure working and learning environment free from Discrimination, Sexual Harassment or Misconduct, Harassment and Retaliation for all college community members, employees and others in all educational programs and activities as those terms are defined below. This Policy authorizes the President or his designee to take all necessary actions to properly implement, administer and publish this Policy to all staff, students and others covered by its provisions.

II. GENERAL PROVISIONS

- A. Working and Learning Environment:** It is the policy of Morton College to maintain a safe and secure working and learning environment in which all individuals are treated with dignity and respect. Each employee, student, and all other Covered Individuals shall enjoy the right to work and learn in an environment that is free of Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation. No person shall be required to endure Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation as a condition of employment or while engaged in an educational program or activity.
- B. Conduct Prohibited:** The Board prohibits Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation based on any Protected Categories, as defined below, in any aspect of employment or educational programs or activities.
- C. Covered Individuals:** No employee, student, contractor, consultant, vendor, volunteer, or member of the Board (collectively referred to as "Covered Individuals") shall be subjected to or engage in any form of Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation, as these terms are defined below, against another while employed, working for, attending school or participating in educational programs or activities.

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

PAGE: 2 of 8

D. Scope: This Policy covers all phases of employment and academic status, including, but not limited to, recruitment, hiring, evaluations, upgrading, rates of pay, the selection for training, promotions, demotions, transfers, layoffs, employment non-renewals, termination, benefits, discipline, expulsions, admissions, educational testing, extracurricular programs, and athletics.

E. Limitations: Nothing in this Policy is intended nor shall be construed to create a private right of action against Morton College or the Board or any of its employees or agents. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to file a charge or complaint of Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation with any agency with jurisdiction over such charge or complaint.

III. DEFINITIONS

A. Discrimination: Unjust or prejudicial treatment, including harassment and sexual misconduct, towards an individual due to that person's real or implied membership in one or more of the Protected Categories as defined below.

B. Educational Program or Activity: Locations, events or circumstances over which Morton College exercises substantial control. Morton College exercises substantial control over: (1) premises that it owns or officially recognized student organizations that own or control the premises; (2) where it exercises oversight, supervision or discipline (e.g., a student's status in a Morton College course or program); or (3) where it has funded, sponsored, promoted or endorsed a certain event. Morton College specifically does not exercise substantial control over any event occurring outside the United States of America.

C. Harassment: Unwelcome verbal, nonverbal, visual, and/or physical conduct that is the person's real or implied membership in one or more of the Protected Categories as defined below. Unwelcome conduct may include, but is not limited to, bullying, intimidation, offensive jokes, slurs, epithets or name calling, assaults

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

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or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media, or any other persistent, pervasive or severe conduct that interferes with work performance or a student's access to or participation in any educational program or activity.

- D. Protected Category:** Actual or perceived sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, disability, age (40 and above), immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation.
- E. Retaliation:** Adverse employment action or adverse change in academic status, such as discipline or denial of or access to a service or benefit, against any person for having made a complaint or report of Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation, whether made internally, or externally with a federal, state, or local agency; or participating or aiding in an investigation of Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation, whether internal, or external with a federal, state, or local agency, is strictly prohibited.
- F. Sexual Assault:** A forcible sex offense in which any sexual act is directed against another person without the consent of the victim including instances where the victim is incapable of giving consent.
- G. Sexual Harassment Under Title IX Regulations:** Conduct on the basis of sex that satisfies one or more of the following:

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

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1. An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e. *quid pro quo*);
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity, or aspect of employment (i.e., hostile environment); or
 3. Sexual assault (as defined above), dating violence, domestic violence or stalking (as defined below).

H. Sexual Misconduct: Any conduct of a sexual nature that is unwelcome or inappropriate, including but not limited to, sexual harassment, sexual assault, grooming, dating or domestic violence, sexual violence, inappropriate touching, or any misuse of a sexual nature of any Morton College information technology, as described in Board Policy 8.20.

I. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

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ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

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TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
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IV. PROCEDURES

- A. For inquiries or complaints related to **student-on-student** Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation based upon a Protected Category, please refer to the Guidelines instituted by the Board President or designee that shall be posted on the **Morton College Student Portal**. All such inquiries or complaints shall be filed with the Morton College Title IX Coordinator or any Morton College official who has authority to institute corrective measures on behalf of the institution such as the Board President, Provost, Dean of Student Services, Counselors or their designees.
- B. For inquiries or complaints related to **employee and other covered adults** Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation based upon a Protected Category, please refer to the Guidelines instituted by the Board President or designee that shall be posted on **<https://www.morton.edu/about/employment/title-ix-sexual-misconduct/>**. All such inquiries or complaints shall be filed with the Morton College Title IX Coordinator or any Morton College official who has authority to institute corrective measures on behalf of the institution such as the Board President, Provost, Dean of Student Services, Counselors or their designees.

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

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V. VIOLATIONS AND DISCIPLINE

A. Violations: It is a violation of this Policy for:

1. Any Covered Individual to engage in Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation, as defined above;
2. Any non-student Covered Individual to intentionally ignore Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation, as defined above, by a Covered Individual that occurs in their presence, by failing to properly report that conduct, regardless of whether or not the Covered Individual complains about the conduct;
3. Any non-student Covered Individual to fail to fulfill his or her duties and responsibilities as set forth with this Policy or any connected policies or guidelines;
4. Any non-student Covered Individual to refuse to participate, fully cooperate or provide truthful information in any investigation or hearing conducted in connection to this Policy; and
5. Any Covered Individual to intentionally bring allegations in bad faith, and which an investigation or hearing determines to be false, or knowingly making a false statement or knowingly submitting false information during any type of investigation or hearing pursuant to this Policy.

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

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B. Discipline:

1. Employees who violate this Policy are subject to disciplinary action up to and including termination of employment.
2. Students who violate this Policy are subject to disciplinary action pursuant to the Morton College Student Handbook.
3. Contractors, consultants or vendors who violate this Policy are subject to remedies pursuant to their contract.
4. Volunteers who violate this Policy are subject to their authorization to serve as a volunteer being rescinded.

VI. NOTICE AND TRAINING

All new employees shall receive information and training on this Policy. Additionally, this Policy will be prominently posted on the Morton College website and distributed regularly to all Covered Individuals. Moreover, notice to Covered Individuals regarding prohibited Discrimination, Sexual Harassment or Misconduct, Harassment or Retaliation will be posted in prominent locations throughout Morton College

The Title IX Coordinator or his or her designee shall conduct annual training on this Policy to all employees and students. The training given to all employees and students shall be prominently posted on the Morton College website as well.

VII. PUBLICATIONS

Beginning with the 2020-2021 school year, the following statement will be used in any new publication of the Morton College Student Handbook, Morton College Employee publication, on the Morton College website and any other prominent publication:

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Comprehensive Non-Discrimination, Sexual Harassment or Misconduct,
Harassment and Retaliation Policy

NO. 8.2.1

SECTION: Institutional

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"It is the policy of Morton College to prohibit discrimination, sexual harassment or misconduct, harassment, or retaliation on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age (40 and above), immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics."

The Title IX Coordinator's office address, phone number and email address shall be prominently displayed on Morton College's website and relevant publications.

DATE APPROVED BY BOARD OF TRUSTEES: August 26, 2020

DATES REVISED:

REVIEWED DATES: July 22, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Conduct and Behavior of Staff

NO. 8.2

SECTION: Institutional

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The Board has the right and obligation to exercise its inherent and statutory power to establish those rules, regulations, and sanctions necessary to ensure the maintenance of order and decorum. Violations of these rules and regulations will be considered grounds for disciplinary or legal action by the Board against the party or parties involved.

For offenses deemed relatively minor, the President shall have the discretionary power to administer sanctions which may include official reprimands, censure, or suspension without pay up to a maximum of thirty (30) days. For more serious violations, the President may recommend to the Board that they administer sanctions ranging from suspension without pay for a period in excess of thirty (30) days to dismissal.

This policy shall be included in the handbooks for Faculty and Classified Staff.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO. 8.3

SECTION: Institutional

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Transportation, meals, lodging and other documented expenses referenced herein incurred by authorized persons while on college-approved travel may be reimbursed.

"Maximum lodging rate" means (1) the cost of the conference designated hotel, not to exceed \$300; or (2) the maximum reimbursement rate for lodging expenses as provided by the United States General Services Administration for a particular date and location.

Reimbursement shall be as follows:

- a. Travel: The traveler is expected to select the most economical route and mode of transportation. Should the traveler select an indirect route for convenience, any extra costs incurred will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred traveling the most direct and economical route.
 - i. Public Carrier: The expense of traveling by public carrier (rail, bus or airplane) will be allowed on the basis of actual cost but limited to coach/tourist fare in any case and further limited by the cost of tourist class/coach commercial air transportation.
 - ii. Private Vehicle:
 - (1) If travel by private vehicle is chosen, the traveler will be reimbursed for mileage at the current allowable rate as specified by the Internal Revenue Service.
 - (2) When two or more travelers are traveling to the same event by private vehicle, they are expected to share transportation expenses unless other arrangements are approved in advance.
 - (3) Mileage reimbursement will be based on distances recorded on an official highway map for the most direct route.
 - (4) Additional mileage will be allowed as necessary for transportation in the community which is the point of destination.

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980; February 26, 2018, November 16, 2016

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009; December 15, 2010, January 22, 2018

REVIEWED DATES: January 22, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO. 8.3

SECTION: Institutional

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- (5) The reimbursable amount allowed for travel by private vehicle normally shall not exceed the cost of tourist class/coach commercial air fare transportation. However, exception will apply in circumstances in which the traveler's schedule or destination does not correspond with that of public carriers.
 - (6) Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law. Traffic tickets are the responsibility of the driver except for Morton College equipment defect violations.
 - iii. Rental Vehicle: When a rental vehicle is chosen for a trip, reimbursement will be based upon receipts for actual charges.
 - iv. Other Ground Transportation: Expenses for ground transportation not identified above (taxi, local bus, and subway) and miscellaneous travel expenses (parking and tolls) are allowed as necessary.
 - b. Lodging: Actual cost of the least expensive single room available at conference designated hotels for only the nights necessary to attend to College business, but not to exceed \$300 per night. If there is no room available at conference designated hotels at or below the maximum lodging rate, then the traveler may be reimbursed for any mid-range quality hotel within a five (5) mile radius of the conference up to the maximum lodging rate. If no such room is available, then the traveler may be reimbursed for an amount over the maximum lodging rate at any conference designated hotel, subject to the pre-approval of the President and Board Chair. When a traveler shares lodging with an unauthorized traveler, the traveler will provide a receipt or printed rate schedule showing the single occupancy rate. If documentation of the single occupancy rate is not provided, the allowable expense will be computed by dividing the number of persons into the total daily rate as indicated on the bill. If a room more expensive than a single room (i.e., a suite) is needed for the continuation of College business when a conference room/center is not available for use by the College and a suite is actually used for the continuation of College business and the suite is more economical than booking an additional conference room/center, then with the pre-approval of the President and Board Chair, one traveler among the group who will use the suite for business purposes may book and be reimbursed for the appropriate sized suite for said business.
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DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980; February 26, 2018; November 16, 2016

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009; December 15, 2010, January 22, 2018

REVIEWED DATES: January 22, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO. 8.3

SECTION: Institutional

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- c. Meals and Incidentals*: A per diem is given in lieu of the meal allowance and is to cover the cost of meals and tips. Receipts are not required to support this allowance. Per diem is based on the quarter system for computing the allowance for days or fractions thereof. Each quarter is 6 hours beginning at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler is allowed one fourth of the allowance for each period of 6 hours or fraction thereof. The per diem rate shall be the greater of \$100.00 per day or the current applicable Internal Revenue Service Meals and Incidentals Per Diem Rate as defined and posted by location.

*Incidentals are defined by the IRS and shall, in combination with the cost of meals, not exceed the per diem rate

- d. Conference Registration Fees: Actual cost for conference registration fee. Meals included with Registration Fee are not eligible for per diem reimbursement.
- e. Expenses not related to the College's business are not reimbursable. Examples of non-reimbursable expenses include but are not limited to:
- i. Alcoholic beverages;
 - ii. Coat check;
 - iii. Global Positioning Systems {GPS}, either rental or purchase;
 - iv. Personal entertainment charges such as movies, sporting events, spa/health clubs, sightseeing, tours, etc.
 - v. Personal convenience charges such as personal phone calls from hotel room in excess of one per day {at 15 minutes or less}, hotel laundry, shoe care, and valet services;
 - vi. Limousine services unless the rate charged is equivalent or less than a taxi fare;
 - vii. Late check-out and room guaranteed charges;
 - viii. Non-College related expenses, including spouse/family travel expense unless specific prior approval is provided in a grant or contract;
 - ix. Gifts;

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980; February 26, 2018; November 16, 2016

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009; December 15, 2010, January 22, 2018

REVIEWED DATES: January 22, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO. 8.3

SECTION: Institutional

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- x. Purchase of clothing and/or toiletries;
 - xi. Traveler's checks;
 - xii. Interest on credit cards;
 - xiii. Misuse of lost credit cards;
 - xiv. Tobacco products;
 - xv. Towing of a personal automobile;
 - xvi. Removal of keys locked in personal automobile;
 - xvii. Damage to automobile (rental or personal);
 - xviii. Maintenance or repair of personal property;
 - xix. Parking tickets or other traffic fines;
 - xx. Personal automobile accident insurance;
 - xxi. Insurance on personal property; and
 - xxii. Loss of personal property, personal funds or cash advances.

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980; February 26, 2018; November 16, 2016

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009; December 15, 2010,
January 22, 2018

REVIEWED DATES: January 22, 2018



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Health and Safety Policy

NO. 8.4.1

SECTION: Institutional

PAGE: 1 of 1

In recognition of its responsibilities toward staff, students, trustees, and guests of Morton College, the Board adopts the following policy on Health and Safety.

1. It shall be the policy of Morton College to provide an atmosphere free from recognized health and safety hazards.
2. It shall be the responsibility of the Campus Police Department to:
 - a. Develop and maintain a total safety program.
 - b. Maintain records of and investigate accidents occurring at college facilities.
3. It shall be the responsibility of all staff members, students, guests and trustees to:
 - a. Observe rules and regulations designed for their protection.
 - b. Report all injuries to the Campus Police Department.
 - c. Report all health and safety hazards to the Campus Police Department.

DATE APPROVED BY BOARD OF TRUSTEES: April 17, 1979; February 27, 2019

DATES REVISED: March 24, 1983; October 25, 2001

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Employee Assistance Program

NO. 8.4.2

SECTION: Institutional

PAGE: 1 of 1

Recognizing that employees may encounter personal problems affecting their job performance, the Board establishes an Employee Assistance Program. The purpose of the program is to establish an avenue whereby employees may avail themselves of professional help for such problems as alcoholism, drug abuse, depression, marital or family problems, and financial problems.

Services shall be made available at the expense of the employee or through the group medical plan if provided under the benefit package.

The college will establish appropriate contracts with outside agencies such as hospitals or other appropriate agencies to provide assistance. All such contracts shall be authorized by the Board.

The administration shall institute such procedures as necessary to implement this plan and inform employees as to its availability. The administration shall help the employee to obtain necessary assistance.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Chronic Communicable Diseases

NO. 8.4.3

SECTION: Institutional

PAGE: 1 of 2

Morton College is dedicated to promoting and maintaining a healthy environment for students and employees. Consequently, the College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Chronic communicable diseases include those diseases and conditions which have been declared, by the Center for Disease Control, to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community at large about chronic communicable diseases.

Student and Employee Access

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases, such as Acquired Immune Deficiency Syndrome (AIDS), Aids-Related Complex (ARC), or a positive Human Immunodeficiency Virus (HIV) antibody test. Students or employees who know that they have a chronic communicable disease have the obligation to inform the Dean of Student Affairs or the Director of Human Resources, respectively, of their condition.

Students with a chronic communicable disease will be allowed regular classroom attendance and access to other common areas whenever, through reasonable accommodation, the risk of transmission of the disease is sufficiently remote. Course placement decisions will be made using this standard in conjunction with current available public health department guidelines concerning the chronic communicable disease in question. Employees with an identified chronic communicable disease will be permitted to retain their positions whenever, through reasonable accommodation, the risk of transmission of the disease is sufficiently remote. If there are any questions about students or employees engaging in conduct that threatens the transmission of any chronic communicable disease to others, the College will act promptly to protect against the spread of the disease. Individual cases will not be prejudged. All decisions involving a student or employee's status will be made by the President in consultation with legal and medical counsel, public health officials, and the patient's primary physician.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1988; February 27, 2019

DATES REVISED: October 26, 2000

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Chronic Communicable Diseases

NO. 8.4.3

SECTION: Institutional

PAGE: 2 of 2

Right to Privacy

The College will respect the right to privacy of any student or employee who has a chronic communicable disease. The student or employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student, employee, or others.

Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons will be instructed not to disclose such information. The College will strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students and employees who request assistance.

Preventive Measures

Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Given the fact that the existence and identity of those with some chronic communicable diseases, such as AIDS, ARC, or a positive HIV antibody test, may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, will use disposable equipment and no lancets or other blood-letting devices will be reused or shared. No student will be required to obtain or process the blood of others in a laboratory used in a teaching context. Students or faculty in allied health programs who are required to obtain or process the blood of others in a clinical context, and campus personnel who may be exposed to blood or body fluids, such as those giving first-aid, will follow the appropriate guidelines established by the Center for Disease Control.

Because of possible changes in medical knowledge or legal requirements, the College reserves the right to modify this policy.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1988; February 27, 2019

DATES REVISED: October 26, 2000

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Health Insurance Portability and Accountability

NO. 8.4.4

SECTION: Institutional

PAGE: 1 of 1

Group health plans sponsored by Morton College, including medical, dental, and flexible spending account plans, may be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) or general HIPAA requirements. When applicable, these plans shall comply with HIPAA and its Privacy Rule and shall be amended to reflect compliance.

To the extent that Morton College is aware of any health information of any plan participant or student, the College has always valued the confidentiality of such health information. It remains the policy of the College that a plan participant's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee. Further, it is the policy of Morton College to comply with all applicable provisions of HIPAA and its Privacy Rule. This Policy shall be implemented according to established administrative procedures.

DATE APPROVED BY BOARD OF TRUSTEES: April 28, 2004; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Accidents and College Liability

NO. 8.4

SECTION: Institutional

PAGE: 1 of 1

Unless authorized by the Director of Business Services or the Director of Human Resources, employees shall not make statements concerning the liability of the College in the event of an accident, injury, or other occurrence. Employees shall report the details of such accident, injury, or other occurrence immediately to the Campus Safety Office who shall submit a report to the appropriate College Officer(s).

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983; October 26, 2000; October 25, 2001; March 26, 2014

REVIEWED DATES: November 2013; January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Gifts, Grants and Donation

NO. 8.5

SECTION: Institutional

PAGE: 1 of 1

The receipt and distribution of all gifts, grants, bequests and donations to the College shall be administered by the President. No person or entity is authorized to accept gifts, grants, bequests and/or donations on behalf of or for the benefit of the College unless specifically authorized to do so in writing by the President.

All appropriate gifts, grants, and donations to the College whether real or monetary, shall be officially acknowledged, and the donor recognized unless wishing to remain anonymous. When such gifts or grants are given in the name of an individual for a specific purpose, this shall be noted in the acknowledgment of the gift by the Board.

Some grants or gifts may be refused by the Board because of the conditions associated with such gift or grant. Any monies or gifts received under such circumstances may be returned to the provider by the Board.

Notwithstanding the above, the solicitation and acceptance of gifts by employees and elected officials of Morton College shall be prohibited in accordance with the provisions of the *State Gift Ban Act* (51LCS425/1 et seq.) and delineated in the Resolution in Accordance with the State Gift Ban Act approved by the Morton College Board of Trustees on April 28, 2004.

Reference 110 ILCS 8053-39.1

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983; November 26, 1985; June 24, 1999; August 25, 2011; March 26, 2014

REVIEWED DATES: November 2013; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Advisory Committees

NO. 8.6

SECTION: Institutional

PAGE: 1 of 1

Citizens who are especially qualified because of training, experience and personal character may be invited to take an active part in the development of College programs and services by participating in advisory committees called to assist the designated staff. The President or his designee shall make all appointments to Advisory Committees. Membership of advisory committees shall be reported to the Board annually. Advisory committee members shall serve without compensation. Members may be reimbursed for necessary and usual expenses which may be incurred as a result of special assignments in relation to their work on these committees.

(Reference 110 ILCS 805/49, 110 ILCS 805/50, 110 ILCS 805/51, and 110 ILCS 805/52)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983; March 26, 2014

REVIEWED DATES: November 2013; January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Tuition Rates for In-District Employees

NO. 8.7

SECTION: Institutional

PAGE: 1 of 1

In recognizing the contribution of local businesses, industries, and agencies to the College and to community life, it shall be the policy of the Board to charge in-district tuition to any student who is an out-of-district resident but who is employed for a least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for service between the employing entity and the College. In-district tuition is subject to verification of employment by the College.

(Reference 110 ILCS 805/3-45)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; July 26, 2018; August 22, 2018; February 27, 2019

DATES REVISED: March 24, 1983; March 26, 2014; August 22, 2018

REVIEWED DATES: November 2013; June 25, 2018; January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Medical Examination

NO. 8.8

SECTION: Institutional

PAGE: 1 of 1

All new full-time employees shall be required to complete satisfactorily a medical examination by a College appointed physician(s). The college will pay for the examination(s).

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; February 27, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Pre-Employment Drug Testing

NO. 8.8.1

SECTION: Institutional

PAGE: 1 of 1

All full-time and part-time applicants seeking employment at Morton College shall undergo a drug screening at a medical laboratory certified to conduct such testing. No applicant for employment, or a former employee being re-hired regardless of the length of break in service, subject to drug testing under the policy and program implemented by the President and the Board shall be recommended for hire or hired if the pre-employment drug screen reveals the presence of illegal or non-prescribed controlled substances.

Applicants shall not begin work prior to the receipt of pre-employment drug testing results. Said policy may be amended from time to time as the Board deems in the District's best interest. Usual and customary procedures and protocols for drug screening have been established and may be amended or revised from time to time by the President or his designee, in consultation with the medical laboratory.

DATE APPROVED BY BOARD OF TRUSTEES: February 27, 2019

DATES REVISED: January 23, 2019

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Authorization for Partial Student Support (Chargeback)

NO. 8.9

SECTION: Institutional

PAGE: 1 of 1

Per the Illinois Public Community College Act, a resident of the Morton College District who wishes to enroll in a specific program which is not offered at Morton College or covered by a Joint Educational Agreement with another community college, may attend any recognized public community college which offers that program, and to which program the Morton College district resident may be admitted.

The out-of-district tuition costs charged the student, less certain deductions, will be paid by Morton College District #527 if the student complies with the following regulations:

1. The student must apply for an Authorization from Morton College at least thirty (30) days prior to the beginning of any semester at Morton College.
2. Evidence of legal residence within District #527 must be provided at the time that the application for Authorization for Partial Support is filed.
3. The student must specify on the application what program or curriculum which is a certificate or degree program is not available at Morton College.
4. The approved Authorization Form will permit the student to pay the resident tuition of the receiving college. Morton College will reimburse the receiving college for the remainder of the out-of-district tuition.
5. Applicants who receive an Authorization Form must continue to enroll in that program of studies for which approval was granted. If the applicant subsequently enrolls at the receiving institution in a curriculum or program offered at Morton College, or in any curriculum or program other than the one for which approval has been granted or in courses which the applicant has already attempted, the Authorization becomes invalid.
6. The maximum time period for which an Authorization is valid shall be one academic year and its accompanying summer session. The Authorization must be renewed each academic year no later than thirty (30) days prior to the beginning of classes at the receiving institution.
7. The Board authorizes the President or his designee to review and approve all valid applications for authorization on its behalf.

DATE APPROVED BY BOARD OF TRUSTEES: July 26, 1979; February 27, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Ownership and Benefits from Staff Developed Materials and Devices

NO. 8.10

SECTION: Institutional

PAGE: 1 of 1

It is the policy of the Board to encourage staff development of new methods of instruction, writing new materials, computer programs, texts, audio visual, and similar types of materials or devices, when such development and/or promotion does not interfere with the staff member's normal duties.

Ownership of such materials, under circumstances stated herein, may be with the staff member; however, the College shall, in perpetuity, be granted free use of such materials and devices and such other compensation as may be appropriate.

Prior to undertaking the development or sale of material or devices which are produced at the college, or utilizing college resources, the staff member shall obtain written approval of the President or his designee to develop such materials or devices; otherwise, ownership of such materials or devices shall remain with the college.

DATE APPROVED BY BOARD OF TRUSTEES: July 26, 1979; February 27, 2019

DATES REVISED: March 24, 1983

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Conflict of Interest

NO. 8.11

SECTION: Institutional

PAGE: 1 of 1

Trustees and staff shall exemplify ethical behavior and conduct that is above reproach. Trustees or staff members shall not engage in or have direct or indirect financial interest in any activity that conflicts with their responsibilities to the College. Trustees or staff member shall not utilize their position, directly or indirectly, for private gain of themselves, associates, or relatives.

Furthermore, Trustees and staff members should always seek to recognize and avoid circumstances that could give rise to an actual or apparent conflict of interests in violation of the Board Policies.

Information obtained from the College shall not be provided or used by Trustees or staff members for purposes of private gain of themselves, their associates, or relatives.

Staff members shall not engage in outside employment which interferes with their responsibilities to the College.

All Morton College Trustees, Administrators, and Employees (collectively, College Personnel") have a fundamental obligation to act in the best interests of the College and to prevent interests from interfering with that obligation. When College Personnel allow personal interests to interfere with their ability to make impartial decisions on behalf of the college, an impermissible conflict of interests is created. All College Personnel shall therefore avoid either actual or apparent conflicts of interests.

In furtherance of this policy, no Trustee or staff member of the College shall serve on the Friends of Morton College Foundation, the Morton College Foundation, the Morton College Athletic Association, or any future foundation or association created pertaining to Morton College, as these are independent entities of the college and serving on such a foundation is deemed to be a conflict of interest.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; February 27, 2019; November 20, 2019, January 22, 2020

DATES REVISED: October 25, 2001; October 23, 2019

REVIEWED DATES: January 23, 2019, October 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Retirement

NO. 8.12

SECTION: Institutional

PAGE: 1 of 1

In accordance with the Age Discrimination in Employment Amendments of 1986, mandatory retirement shall not be in effect for any employee group with the exception of tenured faculty members.

Retirement is defined as a termination of employment at an age or under circumstances which entitle the former employee to retirement benefits from the State University Retirement System (SURS) or other relevant pension programs.

Employees shall give advance notice of their intent to retire in conformity with institutional policies and applicable SURS procedures and regulations.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; February 27, 2019

DATES REVISED: March 26, 1987; October 25, 2001

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Tuition Waiver for Full-Time Employees and Families

NO. 8.13

SECTION: Institutional

PAGE: 1 of 1

It shall be the policy of the Board to grant a tuition waiver at Morton College to all full-time college employees, their spouses, and their income tax dependents. Associate faculty may take one class per semester. Part-time staff included per Board-Union Agreement may take one class per semester. All other fees will be charged in their entirety.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; February 27, 2019

DATES REVISED: October 25, 2001

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Floral Acknowledgements of Illness or Death

NO. 8.14

SECTION: Institutional

PAGE: 1 of 1

The Board recognizes that college community morale is enhanced through gestures of concern; such as the sending of floral arrangements on significant occasions; such as the birth of a child, hospitalization, or death.

The President may, on behalf of the Board and Staff, have appropriate floral arrangements sent to Trustees and employees of the College and the immediate members of their families according to the following guidelines:

- a. Immediate Members of the Family: includes parents, spouse, and children;
- b. Significant Occasions: includes birth of a child, hospitalization for other than diagnostic testing, prolonged illness, death.

DATE APPROVED BY BOARD OF TRUSTEES: July 28, 1983; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: In-Kind Contributions

NO. 8.15

SECTION: Institutional

PAGE: 1 of 1

The Board recognizes the Friends of Morton College Foundation, Morton College Foundation and the Morton College Athletic Association as not-for-profit entities whose sole purpose is to enhance the College through monetary awards and/or service. These entities shall enjoy special status with the College to the extent that they may be assisted in their work with College resources. These levels of College assistance shall be reviewed by the Board annually during the budget development process. No other entities are authorized to solicit funds and/or services on behalf of or for the benefit of Morton College.

DATE APPROVED BY BOARD OF TRUSTEES: November 26, 1985; February 27, 2019

DATES REVISED: October 25, 2001; August 25, 2011

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Drug and Alcohol Policy

NO. 8.16

SECTION: Institutional

PAGE: 1 of 1

Morton College is a comprehensive institution dedicated to developing individuals to live and work as better informed citizens in a dynamic society. In order to assist in the attainment of this goal and in recognition of the deleterious effect that illicit drug usage and alcohol abuse have on a person's health and mental well-being, Morton College shall maintain a Drug and Alcohol Abuse Prevention and Education program for students and employees. This policy and the specifics of the program shall be published and given annually to all students and employees. All employees shall be expected to abide by this policy as a condition of their employment.

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by the College to prevent the illicit use of drugs and the abuse of alcohol by students and employees shall be in strict accordance with the Drug Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. The Program is located on our website:

<http://www.morton.edu/Consumer-Information/Consumer-Information/>

Morton College shall make a good faith effort to continue to maintain a healthful learning environment and workplace by conducting a biennial review of this policy and its illicit drug usage and alcohol abuse prevention program.

The consumption of alcohol is prohibited on campus. Any exception to this policy can only be granted by the President for special events hosted by the College or the Morton College Foundation. The request must be made in advance and in writing to the President for consideration. Authorization will be rendered in writing after consultation with the Chairman of the Board. When authorized, the consumption of alcoholic beverages is restricted to active participants of the special event for which the exception has been granted. Further, the College (or Morton College Foundation) representative in charge of any such event, either on campus or off campus, may deny the right of any or all persons to consume alcohol at any such event when, in the discretion of such representative, the consumption of alcohol has become unreasonable.

DATE APPROVED BY BOARD OF TRUSTEES: April 27, 1989; February 27, 2019

DATES REVISED: November 28, 1990; April 28, 2004; January 23, 2019

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Naming of Buildings and Facilities

NO. 8.17

SECTION: Institutional

PAGE: 1 of 1

The Board reserves to itself the authority to name a campus building or facility in honor of someone who has demonstrated loyal and meritorious service to the College through significant and selfless contributions of time, leadership, financial support, and/or professional service. Any individual or group who wishes to recommend that someone be so honored may do so by submitting a written request to the President of the College with a rationale specifying the reasons for the request. The President will review the request and consult with appropriate College personnel. If the request is determined to be of significant merit, the President will submit the recommendation to the Board of Trustees for approval.

DATE APPROVED BY BOARD OF TRUSTEES: January 26, 1995; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Criminal Background Investigations

NO. 8.18

SECTION: Institutional

PAGE: 1 of 1

In accordance with the *Campus Security Act* (110 ILCS 12/5 §5) provision shall be made for the completion of criminal background investigations prior to employing individuals in security-sensitive positions. Criminal background investigations shall be conducted on the final candidates for all positions within the Campus Safety and Physical Plant departments. DCFS background checks will be made on the final candidates for positions in the Child Learning Center. Individuals with backgrounds judged to present a security risk to persons or property shall not be employed by Morton College in any of the positions named above. This policy is not intended to diminish an individual's rights and protection as provided for under applicable laws.

DATE APPROVED BY BOARD OF TRUSTEES: January 26, 1995; February 27, 2019

DATES REVISED: October 25, 2001

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Ethics and Gift Ban

NO. 8.19

SECTION: Institutional

PAGE: 1 of 9

MODEL ETHICS ORDINANCE

PREAMBLE

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

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-61 5, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

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

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527, CICERO,
ILLINOIS, AS FOLLOWS:

DATE APPROVED BY BOARD OF TRUSTEES: April 28, 2004; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Ethics and Gift Ban

NO. 8.19

SECTION: Institutional

PAGE: 2 of 9

SECTION 1: The Board Policies of Morton College are hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Board" means the Board of Trustees of Public Community College District No. 527, County of Cook, State of Illinois.

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

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

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

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

DATE APPROVED BY BOARD OF TRUSTEES: April 28, 2004; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Ethics and Gift Ban

NO. 8.19

SECTION: Institutional

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

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

"Employee" means a person employed by Morton College, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means Morton College.

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

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

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

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

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS

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5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

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- (1) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (2) Preparing or reviewing responses to candidate questionnaires.
 - (3) Distributing, preparing for distribution, or mailing campaign literature, campaign sips, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
 - (4) Campaigning for any elective office or for or against any referendum question.
 - (5) Managing or working on a campaign for elective office or for or against any referendum question.
 - (6) Serving as a delegate, alternate, or proxy to a political party convention.
 - (7) Participating in any recount or challenge to the outcome of any election. "Prohibited source" means any person or entity who:
 - (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
 - (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
 - (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
 - (4) has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.
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ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Morton College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit Principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

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ARTICLE 10

GIFT BAN

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

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

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3)) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and intergovernmental gifts. For the purpose of this Act, "intra- governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter- governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 10

ETHICS ADVISOR

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

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

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MORTON COLLEGE BOARD POLICY

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TITLE: Information Technology Usage

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Morton College provides access to information technology, including electronic mail, voice mail, electronic bulletin boards, personal computers, the Internet/Network, including Internet/Network access through handheld devices, and cellular telephones to assist its administrators, faculty, staff, and students (collectively, "Technology Users") with achieving greater efficiencies in communication and information retrieval and dissemination. These tools represent a considerable commitment of the College's resources. This policy is designed to help clarify the College's expectations for the use of these tools and to help Technology Users use these and other tools wisely.

All Technology Users are responsible for using these tools in an effective, ethical, and lawful manner. Nonobservance of this *Information Technology Usage Policy* will subject violators to appropriate disciplinary action up to and including the for-cause termination of employees and the expulsion of students. The application of this *Information Technology Usage Policy* to students is in addition to the provisions of the Code of Student Conduct.

Technology Users do not have a personal privacy right in any matter stored, created, received, or sent from the College's electronic mail, voice mail, Internet, Network, or computer systems. The College, in its sole discretion, reserves the right to monitor, access, retrieve, and delete any matter stored, created, received, or sent from the electronic mail, voice mail, Internet, Network, and computer systems, and to monitor and record Internet and Network and other information technology usage for any reason and without the permission of the Technology User.

The College uses passwords for certain of its technologies and its applications. Passwords are used to provide security and delineate data and its access on a need-to-know basis. The existence of a password or other security measures does not in any way diminish the College's authority to access materials nor create any privacy expectation for Technology Users. Technology Users shall not share his/her password with anyone except as set forth in the current Administrative Policy, which may be amended from time to time, as this practice controls access and accountability. Technology Users shall change their passwords according to the current Administrative Policy, as may be amended from time to time. Technology Users shall not leave their electronic device unattended while signed on under their password.

The College's electronic mail, voice mail, Internet, Network, computer systems, and information transmitted by, received from, or stored on these tools are the property of the

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College, and not its Technology Users. The College expects that Technology Users who are granted access to electronic mail, voice mail, the Internet, Network, computer systems, and its data and intellectual property will use these resources to perform research or other purposes related to the business of the College. Technology Users are expected to demonstrate a sense of responsibility and not abuse this privilege. The College shall determine in its sole discretion what constitutes incidental and occasional use.

Administrators, faculty and staff who require access to social networking or similar non-traditional websites for authorized business purposes should advise their supervisors of the web addresses of the sites that they will regularly visit for business purposes.

In no event shall Technology Users use information systems in a way that may be disruptive or offensive to others, harmful to morale, or in violation of the College's policies or the law. Examples of prohibited activities include, but are not limited to, viewing, displaying, printing, making, and disseminating harassing or offensive statements or jokes based on sex, age, race, color, national origin, ancestry, sexual orientation, disability, religion, citizenship, military status, marital status, or any other basis prohibited by applicable law. Sending, forwarding, displaying, printing, or otherwise disseminating material that is harassing, offensive, disparaging, defamatory, sexually explicit or suggestive, obscene, fraudulent, or illegal is prohibited.

The College's other policies, including the policy against sexual and other harassment and its Identity Theft Prevention Program, apply fully to electronic mail, voice mail, electronic bulletin boards, personal computers, the Internet/Network, including Internet/Network access through handheld devices and cellular telephones, and any usage of these tools. This *Information Technology Usage Policy* applies equally to usage of College equipment and information technology tools on College premises and off College premises.

This policy shall not limit the College's right to take further action in response to unauthorized, illegal, or otherwise unacceptable use of the College's information technology tools. The College shall determine in its sole discretion what constitutes unacceptable use.

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USE OF THE COLLEGE'S WEBSITE AND OTHER ELECTRONIC FORUMS

The College's website is an important tool used to promote the College and its programs and services to prospective students, alumni, businesses, and members of the public. For this reason, the College shall control all material posted on its official website, www.morton.edu, and associated pages, and all Board Policies, including without limitation, the Publication and Publicity Policy, No. 2.8, and the Official Authority Policy, No. 4.4, shall apply to the College's official website, www.morton.edu.

Any website created or maintained by any Technology User, which refers in any way to the Technology User's employment, enrollment, or other association, past or present, with the College, shall include a statement making clear that the views and opinions expressed are strictly those of the author(s) and have not been reviewed or approved by the College.

Technology Users shall not place or attempt to place any hyperlink on the College's official website.

Any Technology User posting on a third-party website or other electronic forum shall abide by all Board policies and take steps similar to those described in the preceding paragraph to make clear that the views expressed are not those of the College.

GUIDELINES FOR RESPONSIBLE USE OF TECHNOLOGICAL RESOURCES

The College has established the following Guidelines for users of email, the Internet, Network, computer facilities and data, and intellectual property and data provided by the College, as well as other technological tools that, when used inappropriately, could be harmful to the rights of the College or members of the College community. These Guidelines should be used in conjunction with the College's *Information Technology Usage Policy* and are intended to be consistent with that Policy. Should any discrepancy exist between these Guidelines and the *Information Technology Usage Policy*, the *Information Technology Usage Policy* shall prevail. This is intended to provide general principles for usage, and is not an exhaustive list of the Guidelines. The College expects that administrators, faculty, staff, and students shall use information technology tools in accordance with relevant laws and the highest standards of ethics.

1. All administrators, faculty, staff members, and students should conduct themselves appropriately in the use of information technology tools, and respect copyrights, software licensing rules, and other intellectual and data property rights.

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2. Users shall respect the privacy of others. Administrators, faculty, staff members, and students shall refrain from accessing others' electronic communications, electronic files, data, and stored communications, including voice mail messages without consent.
 3. Administrators, faculty, staff members, and students shall refrain from using cameras, camera phones, cell phones, or other means to photograph or record others without their consent or to otherwise harass, intimidate, or invade the privacy rights of others. No cameras, video recorders, camera phones, or other equipment enabling photographs, movies, or other visual image recording may be used in classrooms, changing areas, restrooms, locker rooms, or business development areas without prior approval from the Board or its authorized designees.
 4. The Morton College email system shall not be used *for* the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs, and national origin. Employees who receive any emails with this content from any Morton College employee should report the matter to their supervisor. Users are prohibited from automatically forwarding Morton College email to a third party email system. Individual messages which are forwarded by the user, must not contain Morton College confidential information. Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Morton College Business, to create or memorialize any binding transactions, or to store or retain email on behalf of Morton College. Such communications and transactions should be conducted through proper channels, using Morton College-approved documentation.
 5. Administrators, faculty, staff and students shall not use anonymous or pseudonymous communications that conceal their identity, and shall not hold themselves out as official spokespersons for the College, or otherwise create such an impression, when expressing personal opinions in any communications.
 6. College facilities, intellectual property, and information technology tools are to be used for College-related activities and not for any commercial purpose.

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7. Some reasonable personal use of information technology tools provided by the College is allowed, but should be limited and in no way interfere with or impact the administrator, faculty, staff member, or student's work, business systems, or College matters.
 8. No administrator, faculty, staff member, or student may use College facilities to download, upload, or distribute pirated software or data, or to deliberately propagate malicious software. No administrator, faculty, staff member, or student may use the College's Internet or other facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another person or electronic system.
 9. No administrator, faculty, staff member, or student may use College facilities or equipment to display, copy, or share files, or take any other action, in violation of any law, including without limitation, federal Copyright law.
 10. No administrator, faculty, staff member, or student shall download music, videos, or similar files from any third-party website unless the same is required for College business and obtained legally from an authorized source.

CONSEQUENCES OF INAPPROPRIATE OR PROHIBITED USE OF MORTON COLLEGE'S INFORMATION TECHNOLOGY TOOLS OR WEBSITE

Administrators, faculty, staff members, and students shall be responsible to the College for any costs, fees, fines, or other damages, including attorneys' fees, incurred by the College as a result of unauthorized downloading of copyright-protected files or any other unauthorized or inappropriate use of the College's information technology tools.

The College will immediately report any criminal conduct to the appropriate law enforcement authorities. In its sole discretion and as required by law, the College shall provide to law enforcement and/or persons alleging civil damages, the names of any administrator, faculty, staff member, or student implicated in the unauthorized downloading of copyright-protected files.

The failure to comply with this *Information Technology Usage Policy* and/or any other illegal or inappropriate use of the College's information technology tools will result in disciplinary action, up to and including the for-cause termination of employees and the expulsion of students.

Nothing in this policy is intended to violate or limit the Constitutional guarantee of free speech or the right to academic freedom.

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Morton College shall allocate one (1) percent of the cost of any capital project in excess of \$250,000 for the purchase of art, including paintings, sculptures, and visual art, for the College Campus.

The Chairman of the Board of Trustees shall appoint a committee to consider various art opportunities for selection and placement. Art objects may be for in-door or out-door placement, as appropriate.

In the event of fiscal exigency, the Board may choose to withhold expending funds for art.

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I. INTRODUCTION

Morton College (the "College") developed this Identity Theft Prevention Program (this "Program") pursuant to the Federal Trade Commission's Red Flag Rules (the "Red Flag Rules"), which require financial institutions and creditors to develop and implement written identity theft prevention programs as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. 16 C.F.R. §681.1, *et seq.* This Program was developed to detect, prevent and mitigate Identity Theft (as defined below) in connection with the opening of certain Covered Accounts (as defined below) and certain existing Covered Accounts. This Program was developed with the oversight and approval of the Board of Trustees of the College (the "College Board"). After consideration of the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities, the College Identity Theft Program Administrator (the "Program Administrator") determined that this Program was appropriate for the College and, therefore, approved this Program.

II. PROGRAM APPL/CATION & DEFINITIONS

All individual student ("customer") accounts fall within the scope of this Program. Therefore, reasonable policies and procedures for identification, detection and response to Identity Theft will be developed and maintained, and certain College employees will be trained to identify, detect and respond to Identity Theft.

A. Fulfilling the Requirements of the Red Flag Rules

Under the Red Flag Rules, every creditor is required to establish an Identity Theft prevention program tailored to the size, complexity and nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags (as defined below) for new and existing Covered Accounts and incorporate those Red Flags into the program;
2. Detect Red Flags that have been incorporated into the program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the program is updated periodically to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

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B, Red Flag Rules Definitions

For purposes of this Program, the following terms shall have the meanings set forth below. Where applicable, words used in the present tense include the future tense of the word and words in the singular include the plural form of the word.

A "Covered Account" is: (1) an account that the creditor offers or maintains, primarily for personal, family or household purposes, that involves multiple payments or transactions; and (2) any other account the creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from Identity Theft.

"Identifying Information" is defined as any name or number that may be used, alone or in conjunction with any other information, to identify a specific person. Identifying Information specifically includes name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, or any official identification issued by a government, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's internet protocol address and routing code.

"Identity Theft" is defined as fraud committed using the Identifying Information of another person.

A "Red Flag" is defined as a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

According to the Red Flag Rules, the College is a creditor subject to the Red Flag Rule requirements. The Red Flag Rules define creditors to include finance companies, automobile dealers, mortgage brokers, utility companies, and telecommunications companies. Where non-profit and government entities defer payment for goods or services, they too, are to be considered creditors.

III. SENSITIVE INFORMATION POLICY

College personnel are encouraged to use common sense judgment in securing confidential and sensitive information. Sensitive information includes, without limitation, credit card information, social security numbers, payroll information, medical

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information, birth dates and maiden names. All sensitive information shall be secured when not in use.

IV. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of Covered Accounts that it offers and maintains, the methods it provides to open its Covered Accounts, the methods it provides to access its Covered Accounts, and any previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings From Credit Reporting Agencies

Red Flags:

1. Receiving a report of fraud accompanying a credit report;
2. Receiving notice or a report from a credit agency of a credit freeze on a customer or applicant;
3. Receiving notice or a report from a credit agency of an active duty alert. for an applicant;
4. Receiving notice or a report from a credit agency of an address discrepancy; and
5. Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity, such as: (a) an unusual increase in the volume of credit inquiries; (b) an unusual increase in the number of established credit relationships; (c) a material change in the use of credit; or (d) an account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

B. Suspicious Documents

Red Flags:

1. An identification document or card appears to be forged, altered or inauthentic;
2. An identification document or card on which a person's photograph or physical description is not consistent with the appearance of the person presenting the document;

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3. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification customer information;
 4. Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check;
 5. An application for service appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled; and
 6. Conflicting information as defined by Title IV of the Higher Education Act of 1965 exists.

C. Suspicious Personal Identifying Information
Red Flags:

1. Identifying Information presented is inconsistent with other information the customer provides (for example, inconsistent birth dates and/or social security numbers);
2. Identifying Information presented is inconsistent when compared against external information sources used by the College, for example
 - (a) the address does not match any address in the consumer report; or
 - (b) the Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File;
3. Identifying Information presented is the same as information shown on other applications that were found to be fraudulent, for example (a) the address on an application is the same as the address provided on a fraudulent application; or (b) the phone number on an application is the same as the number provided on a fraudulent application;
4. Identifying Information presented is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. The social security number presented is the same as one given by another customer;
6. An address or phone number presented is the same as that of another person;
7. A person fails to provide complete personal Identifying Information on an application when reminded to do so;

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8. A person fails to provide complete personal Identifying Information on an application when reminded to do so;
 9. Conflicting information as defined by Title IV of the Higher Education Act of 1965 exists

D. Suspicious Account Activity or Unusual Use of Account

Red Flags:

1. A change of address for a Covered Account is followed by a request to change the account holder's name;
2. Payments stop on an otherwise consistently up-to-date Covered Account;
3. The Covered Account is used in a way that is not consistent with prior use (for example, a material increase in the use of available credit);
4. The Covered Account is used in a way that is not consistent with standard use (for example, the student drops all his/her classes, but retains funds provided);
5. Mail sent to the account holder is repeatedly returned as undeliverable;
6. Receiving notice that a customer is not receiving mail sent by the College;
7. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into account the pattern of usage and other relevant factors);
8. Receiving notice that a Covered Account has unauthorized activity;
9. Breach in the computer system security; and
10. Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flags:

1. Notice from a customer, Identity Theft victim, law enforcement agency or other person or entity that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft; and
2. Receiving a report of fraud from the Department of Education.

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V. DETECTION OF RED FLAGS

A. NewAccounts

In order to detect any of the Red Flags identified above and associated with the opening of a new Covered Account, College personnel will take the following steps to obtain and verify the identity of the person opening the Covered Account:

1. Require certain Identifying Information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
2. Verify the customer's identity (for instance, review a driver's license or state identification card);
3. Review documentation showing the existence of a business entity;
4. Independently contact the customer; and
5. Comply with Title IV of the Higher Education Act of 1965.

B. ExistingAccounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions with a Covered Account:

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses;
3. Verify changes in banking information given for billing and payment purposes; and
4. Comply with Title IV of the Higher Education Act of 1965.

VI. RESPONDING TO RED FLAGS - PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, College personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

A. Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;

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2. Contact the customer;
 3. Change any passwords or other security devices that permit access to CoveredAccounts;
 4. Do not open a new Covered Account;
 5. Close an existing Covered Account;
 6. Reopen a Covered Account with a new number;
 7. Notify the Program Administrator for a determination of the appropriate step(s) to take;
 8. Notify law enforcement; and/or
 9. Determine that no response is warranted under the particular circumstances; and in any event,
 10. Comply with Title IV of the Higher Education Act of 1965.

A. Protect Customer-Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect customer Identifying Information:

1. Identify, inventory and track everything that stores or could store sensitive information (whether electronically or conventionally);
2. Inventory sensitive information by type and location;
3. Maintain central log files of sensitive information to monitor activity on network to spot and respond to any attacks;
4. Limit access to sensitive information to only those who need access thereto;
5. Implement appropriate access controls for areas containing sensitive information;
6. Conduct background checks and check references on persons who will have access to sensitive information;
7. Train employees regarding security policies;
8. Impose disciplinary measures for security policy violations;
9. Ensure secure web applications;
10. Ensure computer virus protection is current;
11. Assess whether sensitive information needs to be stored on a laptop and if so, require employees to store laptops in a secure place;
12. Identify all connections to the computers where sensitive information is stored, assess the vulnerability of each connection to commonly known or reasonably foreseeable attacks, ensure security;

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13. Disable all network services not used in order to prevent hacking;
 14. Ensure that the College's website is secure;
 15. Monitor incoming traffic for signs of hacking and outgoing traffic for signs of data breach;
 16. Ensure password integrity by ensuring: (a) passwords are not shared or posted, (b) the use of "strong" passwords, (c) passwords of former employees are disabled, (d) passwords of current employees are periodically changed, and (e) vendor-supplied default passwords are changed;
 17. Ensure that computers are password protected and computer screens lock after a set period of time;
 18. Encrypt sensitive information sent to third parties over public networks;
 19. Keep offices clear of papers containing customer information;
 20. Keep hard copies of sensitive information and electronic storage devices with sensitive information saved thereon under lock and key except when an employee is working on the file;
 21. Require employees put files away, log off their computers, and lock their file cabinets and office doors at the end of the day;
 22. Require and keep only the kinds of customer information that are necessary for utility purposes and revise data retention policy to reflect the same;
 23. Ensure complete and secure destruction of customer information;
 24. When disposing of old computers and portable storage devices, use wipe utility programs;
 25. Request only the last four (4) digits of social security numbers (if any);
 26. Truncate electronically printed credit and debit card receipts given to customers to no more than the last five digits of the card number and delete the expiration date;
 27. Have a plan in place to respond to security incidents; and
 28. Comply with Title IV of the Higher Education Act of 1965.

VII. PROGRAM UPDATES

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the College from Identity Theft. At least annually, the Program Administrator will consider the experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention

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methods, changes in types of Covered Accounts maintained and changes in business arrangements with other entities. After considering the foregoing factors, the Program Administrator will determine whether changes to this Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will present the College Board with recommended changes and the College Board will make a determination of whether to accept, modify or reject the changes to this Program.

VIII. PROGRAM ADMINISTRATION

A. *Oversight*

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (the "Committee") for the College. The Program Administrator shall head the Committee, which shall be comprised of two (2) additional individuals, who shall be appointed by the College President. The Program Administrator will be responsible for: (1) administering this Program; (2) ensuring appropriate training of staff on this Program; (3) reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft; (4) determining which steps of prevention and mitigation should be taken in particular circumstances; and (5) considering periodic changes to this Program.

B. Staff Training and Reports

Staff responsible for implementing this Program shall be trained either by or under the direction of the Program Administrator. Staff shall be trained in Red Flag detection and the responsive steps to be taken when a Red Flag is detected. The Committee shall report to the College Board, at least annually, on the College's compliance with this Program. The report should address material matters related to this Program and evaluate issues such as: (1) the effectiveness of the policies and procedures of the College in addressing the risk of Identity Theft; (2) service provider arrangements; (3) significant incidents involving Identity Theft; and (4) the College's response and material changes to this Program.

C. Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with Covered Accounts, the College will take the following steps to ensure

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the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

1. Require, by contract, that service providers have Red Flags policies and procedures in place; and
2. Require, by contract, that service providers review this Program and report all Red Flags to the Program Administrator.

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: College Vehicle Usage for College Business

NO. 8.23

SECTION: Institutional

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Morton College (the "College") maintains vehicles that may be used by employees when necessary for conducting college business ("College Business"), which includes attending off-campus meetings, seminars, trainings, special events, and/or other purposes authorized by a supervisor and the Board of Trustees. This College Vehicle Use Policy ("Policy") applies to all employees and any other authorized person operating College owned or leased vehicles ("College Vehicles") while on College Business. College Vehicles may only be used for College Business.

The Vice President of Administrative Services (the "Official") is responsible for developing additional rules and regulations governing the use of College Vehicles. The Official will assume day-to-day responsibility for safeguarding, maintaining, and insuring College Vehicles and for establishing a program whereby employees may reserve vehicles.

The College, in its sole discretion, reserves the right to deny access to College Vehicles to any person who violates this Policy or for any other lawful reason.

Violations of this Policy should be promptly reported to the Official and may result in disciplinary action, up to and including termination.

DRIVER'S RESPONSIBILITIES WHILE OPERATING A COLLEGE VEHICLE

1. Prior to operating a College Vehicle, all drivers shall place a copy of their valid driver's license on file with the Official and shall update the Official, within twenty-four (24) hours and in all events before operating a College Vehicle, if their license is later revoked or suspended.
2. Drivers may not operate a College Vehicle if they have had more than one conviction in the last eighteen months for driving under the influence of alcohol or drugs, or for reckless driving, or if they have caused more than three at-fault accidents within the last eighteen months, unless approved in writing by the Board. Convictions include, but are not limited to, probation, parole, supervision, nolo contendere, court supervised probations, a finding of guilty, or the imposition of a fine.
3. Drivers shall not operate a College Vehicle while under the influence of alcohol or drugs.

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TITLE: College Vehicle Usage for College Business

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4. Drivers shall exercise reasonable care and abide with all applicable laws, including without limitation, compliance with legal speed limits and the use of seatbelts by the driver and passengers, as required by law, while in operation of a College Vehicle.
 5. The Board, in its sole discretion, or College President, may require that any employee who uses a College Vehicle attend a safe-driving course.
 6. Drivers shall safeguard the College Vehicle, which includes removing the keys and locking the doors while the vehicle is unattended, and shall abide by all other rules and regulations put in place by the Official. The failure to follow the Official's rules and regulations and/or to exercise reasonable judgment while in possession of a College Vehicle may result in the driver being liable for damages.
 7. Drivers are solely responsible for traffic citations, including without limitation, illegal parking fines, speeding tickets, and other citations incurred while operating a College Vehicle except for Morton College equipment defect violations. Drivers shall report receiving any such citation to the Official when returning the College Vehicle. Any driver receiving an unacceptable number of citations while driving College Vehicles may lose the right to use College Vehicles. The Board, in its sole discretion, will determine what is an unacceptable number of citations.
 8. Drivers shall not allow any passenger to ride in the College Vehicle, unless the driver has obtained permission from the Official to transport the specified passenger(s). Under no circumstances may persons under the age of eighteen drive. No persons under the age of eighteen may be transported in a College Vehicle without permission of the Board-designated Official and consent of the parent or legal guardian. The driver shall not allow anyone else to operate a College Vehicle, unless necessary in the event of an emergency or unless the operation by that other person was approved in advance by the Official.
 9. Drivers shall not use a cellular telephone or similar device while operating a College Vehicle. Prohibited use includes making or receiving telephone calls, sending or receiving text messages, using the Internet, sending or receiving emails, and accessing pictures or other data stored on a telephone or similar device. Drivers shall be responsible for any damage or accidents caused by their use of the College Vehicle, which shall include damage or accidents caused by their use of cellular telephones or similar devices while in operation of a College Vehicle.

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10. Smoking is prohibited in College Vehicles.
 11. Pets and/or animals are prohibited in College Vehicles.
 12. Permission to keep a College Vehicle overnight will only be granted in special circumstances and must be approved by the Official.
 13. Drivers will return the College Vehicle free of any trash or personal items. The College has no liability for any personal items stored in the College Vehicle during its use or left in the College Vehicle after its return.
 14. Drivers shall return the College Vehicle at the agreed-upon time to the Official or, if after business hours, to College Security. In the event that a driver fails to return a College Vehicle at the agreed-upon time, the College may take all steps reasonably necessary to regain its property up to and including reporting the College Vehicle as stolen to local law enforcement. Upon its return, the College Vehicle will be checked for damage.

VEHICLE MAINTENANCE/MALFUNCTION

1. The Official will develop procedures to assist drivers in the event that they need roadside assistance for a College Vehicle, such as repairing a flat tire, running out of gas, or needing towing services. Drivers shall notify the Official immediately in the event that a College Vehicle is towed and shall provide the Official with the name, address, and telephone number of the towing service.
2. Drivers shall take all steps practicable to obtain advance approval from the Official for repairs required to the College Vehicle while it is in the possession of a driver. Notwithstanding this provision, the Official may authorize drivers to incur up to \$250 of emergency repairs without prior approval.
3. Drivers shall take all steps practicable to use the gasoline cards issued by the Official for the purchase of fuel for the College Vehicle. Receipts for any other expenses incurred by a driver for approved emergency repairs or other necessary purchases while in possession of a College Vehicle shall be submitted to the Official who will ensure that the driver is promptly reimbursed for reasonable expenses. The gasoline cards shall not be used for any purpose except to purchase gasoline for the College Vehicle.
4. Drivers observing minor vehicle malfunctions, which do not constitute a safety hazard or otherwise impede the normal use of the vehicle, should report their observation to the Official when returning the College Vehicle.

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VEHICLE ACCIDENT

In the event of an accident, a driver operating or in possession of a College Vehicle shall:

1. Get immediate medical care if injured;
2. Promptly contact the local law enforcement agency, the Official, and his or her immediate supervisor;
3. Cooperate with local law enforcement and obtain a police report detailing the accident and containing the other party(s) name, address, driver's license number, vehicle license number, insurance carrier, vehicle make, model, and year, and the names, addresses, and phone numbers of any witnesses to the accident;
4. Not offer or agree to make any payments for the accident or offer or suggest that the College do so;
5. Not discuss the accident with anyone except law enforcement personnel and persons designated by the Official;
6. Refer all questions from the other party(s) to the accident, their insurance company, and their attorneys, agents, or representatives to the College;
7. Submit to an alcohol and/or drug/controlled substance test upon the request of law enforcement and/or the Vice President of Administrative Services.

Drivers may be liable for reimbursing the College for all or part of the cost of any repairs, property damage, medical costs, attorneys' fees, or any other liability incurred by the College as a result of the driver's misuse or careless operation of a College Vehicle.

The Board may require that drivers sign a Waiver and Release Agreement prior to the use of a College Vehicle.

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010; February 27, 2019

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Communications with the Board by Employees through the President

NO. 8.24

SECTION: Institutional

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The Board of Trustees welcomes any form of friendly and open communication from employees at the College and may solicit such communication from them from time to time. However, if the communication to the Board by any employee of the College relates specifically to the operation, administration or functioning of the College that is of significant concern, it is most appropriate for the employee to communicate that concern to the Board through the employee's chain of command culminating at the President, unless otherwise provided herein.

If the subject of the employee's communication is in his/her chain of command and/or if a person in the employee's chain of command has a conflict with the subject of the employee's communication, the employee may bypass the subject (person) of the communication and/or the conflicted person and transmit the communication to the next person in the employee's chain of command who is not the subject and/or conflicted, and if none, may transmit the communication directly to the Board Chair.

The President shall, upon receipt of said communication, present to the Board the employee's views, including dissenting ones, in areas and on issues of significant concern. The President shall notify senders that the communications have been forwarded to the Board.

If an employee, for whatever reason, does not wish to follow this path of communication and wishes to speak directly to a trustee on a matter of significant concern relating to the operation, administration or functioning of the College, the trustee may engage in a discussion within the following parameters:

1. The trustee shall not indicate an agreement or disagreement with the employee; and
2. The trustee shall make clear that he or she will report the conversation to the President or Board Chair.

The obligation of a trustee to report conversations to the Board Chair or President must be met within a reasonable and responsible time frame.

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; February 27, 2019

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Tuition and Fee Adjustment

NO. 8.25

SECTION: Institutional

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The in-district tuition and fee rate shall be adjusted at the beginning of the Spring Term 2014 Semester to reflect the Fiscal Year 2013 State average. The State average will be the average of tuition and fees as determined by the Illinois Community College Board. The adjusted tuition and fee will be rounded to the nearest one-half dollar. Thereafter, the in- district tuition and fee shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's State average of tuition and fees, and adjusted for cost of living.

The cost of living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. Rates for out-of-district, out-of-state, and out-of-country students shall be established in accordance with the Illinois Public Community College Act* and the Rules of the State Board.

The Chief Financial Officer shall allocate the total tuition and fee charged by the College to Tuition, Comprehensive Fee, Laboratory Fee, Repair and Renovation Fee, and Technology Fee as directed by the President of the College.

*110 ILCS 805//3-45 and 110 ILCS 805/6-4

DATE APPROVED BY BOARD OF TRUSTEES: June 26, 2013; February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reporting of Unethical or Illegal Activity

NO. 8.26

SECTION: Institutional

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Morton College is committed to maintaining the highest ethical standards and to conducting its operations in compliance with State and Federal laws, rules and regulations. Morton College has developed policies and procedures for enforcing standards of conduct and behavior. Additionally, College employees are expected to abide by applicable State and Federal laws, rules and regulation. Furthermore, an employee cannot be compelled by a supervisor or College official to violate a College Policy, an applicable law, rule, regulation, or public policy. An employee who has particular knowledge of specific acts which he or she reasonably believes constitute unethical or illegal conduct that concerns the College should disclose the conduct to the designate College Official.

Unethical or illegal activities may include, but are not limited to:

- criminal acts;
- civil violations of the law or governmental regulations;
- fraud or financial irregularity defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit from Morton College, and includes, but is not limited to:
 - improprieties in the handling or reporting of money or financial transactions;
 - misappropriation or improper use of College authority, resources, funds, supplies, services, property or other assets;
 - embezzlement, theft, misappropriation or other financial irregularities
 - forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, invoices, or other financial documents/electronic files;
 - authorization or receipt of compensation for services not received or not performed, or hours not worked
- corruption, bribery or blackmail;
- endangering the health or safety of an individual
- harming College property
- abuse of students, staff, College guests or visitors; and
- other unethical conduct

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; February 27, 2019

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ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reporting of Unethical or Illegal Activity

NO. 8.26

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The College will not tolerate retaliation, harassment, or victimization (or the threat thereof) of any employee who refuses to participate in an activity that would result in a violation of a State or Federal law, rule, or regulation. Additionally, the College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who reports unethical or illegal activities who has reasonable cause to believe that the information discloses a violation of State or Federal law, rule, or regulation.

The College will take appropriate action to protect the identity of persons who so report as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The names of individuals alleged to have engaged in unethical or illegal activity may be disclosed only upon completion of a thorough investigation and only if the reported unethical or illegal activity is found to be supported by sufficient evidence to warrant legal or disciplinary action.

The Vice President of Administrative Services will have overall investigatory authority and responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the allegation may instead be submitted to the President.

The Vice President of Administrative Services will maintain a record of concerns raised and related outcomes. The President will provide the Board with an annual report of complaints received and actions, although the Board may ask for reports at any time. Should a complaint involve the President, the Vice President of Administrative Services will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same. The Board will be notified of substantial changes made to procedures related to this policy.

Nothing in this policy is intended to interfere with legitimate employment decisions.

Use the following hotline to report unethical or illegal activities (708)

656-8000 x 2205

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013; February 27, 2019

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ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Compliance with State Law

NO. 8.27

SECTION: Institutional

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To the extent the Illinois General Assembly passes laws applicable to the community college, it shall be the Board's policy to comply fully with the laws, including the Public Community College Act (110 ILCS 805/1 et seq.), the Illinois Campus Security Act of 2008 (110 ILCS 12/1 et seq.), the State Officials and Employees Ethics Act (5 ILCS 430/1 et seq.) among others, as may be amended from time to time. Any amendments to state laws pertaining to community colleges are hereby incorporated by referenced.

DATE APPROVED BY BOARD OF TRUSTEES: February 27, 2019

DATES REVISED:

REVIEWED DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Communications with the Board by Vendors through the President

NO. 8.28

SECTION: Institutional

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In order for the College to speak with one voice, the Board of Trustees and the Administration of Morton College will streamline communication with College Vendors ("Vendor"). More specifically, inquiries or questions directed by or to a member of the Board of Trustees with a Vendor, concerning, the operation, administration or functioning of the College, should be directed to the College President and/or the Board Chair.

DATE APPROVED BY BOARD OF TRUSTEES: October 17, 2018

DATES REVISED:

REVIEWED DATES: September 26, 2018