

1.0 General Policies

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Subject	Introduction
Policy Number	1.1
Officer Responsible	President

Policy Statement:

Included in this manual are the legally adopted policies of the Board of Trustees of Lincoln Land Community College. Policies, referred to as “rules” in state statutes, are general principles guiding the operation of the college. The authority for boards of trustees to adopt policies/rules is in 110 ILCS 805/3-25, Illinois Statutes.

Policies are implemented by way of administrative procedures, established by the President and the President’s staff. Administrative procedures quite simply provide the specifics as to how policies may be implemented or administered. The College specifically reserves the right to modify and/or amend any or all of the procedures at any time, at its discretion. In the event the College determines that circumstances warrant modification or amendment of any part of these procedures, timely notice shall be provided, in writing, to all relevant and affected parties.

In this manual, each policy is immediately followed by an administrative procedure, where appropriate. The administrative procedure bears the same title and number as the policy it implements. Administrative procedures assure consistent and accurate implementation of policy.

Not included in this manual are handbooks, forms, schedules, job descriptions, plans, and a wide variety of details that are utilized by various entities within the college to implement policies and procedures.

Subject	Mission and Vision Statement
Policy Number	1.2
Officer Responsible	President

Policy Statement:

The mission of Lincoln Land Community College is to transform lives and strengthen our communities through learning. This direction is inspired by our guiding vision:

Lincoln Land Community College aspires to provide high quality learning experiences for all seeking to improve their knowledge and skills while serving as a catalyst for economic growth that enriches our communities.

This mission statement emanates from the belief that there are certain values Lincoln Land Community College embraces:

- Diversity & Equity
- Affordability
- Collaboration
- Teaching & Learning
- Agility
- Integrity

Lincoln Land Community College is committed to using its mission, vision, and values to serve its communities and to drive offerings in:

- Programs leading to transfer degrees, occupational degrees, and certificates
- Workforce training and economic development
- College preparatory, continuing, and adult education and
- Community based programs and services

Subject	Code of Ethics
Policy Number	1.3
Officer Responsible	President

Policy Statement:

employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.

2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment, or during any compensated time off (including holidays, vacations, and personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration of t

E. *Ethics Commission*

The Board may from time to time appoint and constitute no less than three of its members to serve as an Ethics Commission to investigate any complaints arising under this policy and/or the Act. Such Commission shall discharge its duties in accordance with the Act and shall make recommendations to the full Board as it shall deem appropriate.

Legal Citation:

* 5 ILCS 430/1-1, et seq.

Subject	Definitions
Policy Number	1.4
Officer Responsible	President

Policy Statement:

The following terms, herein defined, are used throughout this manual:

<i>District</i>	The legal entity defined in Section 1.1.
<i>College</i>	Lincoln Land Community College, the name by which the College in the District is commonly known.
<i>Board</i>	The Board of Trustees of Lincoln Land Community College, consisting of seven members elected by the voters of the District and one student member elected by the student body of the College.
<i>Academic Year</i>	The consecutive fall and spring academic semesters.
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Subject	Statement of Compliance
Policy Number	1.5
Officer Responsible	President

Policy Statement:

Lincoln Land Community College commits to being in full compliance with all applicable local, state and federal laws and regulations; including, but not limited to, the following:

- A. Americans with Disabilities Act
- B. Campus Crime and Security Act
- C. Civil Rights Act
- D.

Subject Non-Discrimination
Policy Number 1.6
Officer Responsible VP, Administrative Services

Policy Statement:

Eliminated and merged with Board Policy 1.7 on 8/26/2020.

Subject Sexual Harassment, Other Harassment &
Discrimination
Policy Number 1.7
Officer Responsible VP, Administrative Services

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The College has designated officers to ensure compliance with these provisions. The College will provide up-to-date contact information for these individuals in the procedures of this policy, on the College website, within handbooks and catalogs, and physically posted outside of the Human Resources Office and Student Life Office. All applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the College will be notified of this policy as well as the title, address, email address, and telephone number of the employees designated as compliance officers.

Procedure:

I. The College has adopted the following procedures to promptly and fairly address concerns and complaints regarding harassment or discrimination of any character. Employees shall be trained annually on harassment prevention and corresponding procedures. Any complaint of conduct that would constitute a violation of Policy 1.7 shall be subject to the procedures set forth below.

II. *Reporting Suspected Violations of Policy*

Students who wish to report an alleged violation of Policy 1.7 shall submit the report to the College's Office of Compliance and Prevention. Employees who wish to report an alleged violation of Policy 1.7 shall submit the report to the College's Office of Human Resources. Reports can also be filed through the College's online reporting form that can be found at LLCC's Equal Opportunity Webpage, at <https://www.llcc.edu/equal-opportunity>. Anonymous reporting is available through the College's online reporting form, although it should be noted that anonymous reporting may prohibit the College from conducting a thorough investigation.

All employees have a responsibility to maintain a work and educational environment free of unlawful harassment and discrimination. Any employee who becomes aware of any possible harassment or discrimination is obligated to report the matter to an appropriate Resolution Coordinator for follow-up and assist in the College's efforts to take prompt and effective remedial action, as al alhe Cint()-6 (al)-6ctiog (ed)-4

Employees who report conduct wherein an employee may have experienced any form of identity-based harassment, discrimination, or violence, shall be referred to the College's Equal Opportunity Compliance Officer ("the Employee Resolution Coordinator") at eoco@lcc.edu. If a report involves both students and employees and/or members of the public, then the report may be placed with either the Student Resolution Coordinator or the Employee Resolution Coordinator, and these Resolution Coordinators shall work collaboratively to process the report.

IV. *Supportive Measures and Emergency Removals*

Upon receiving a report related to a potential violation of this policy, the Resolution Coordinator must provide all parties with information about supportive measures available to them. Supportive measures include non-disciplinary, non-punitive individualized services offered as appropriate, reasonably available, and without fee or charge to either party. Supportive measures can be provided before or after the filing of a formal complaint, or where no formal complaint has been filed. Such measures are designed to restore and preserve access to the recipient's education program or activity, without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipients' educational environment, or deter sexual harassment. Supportive measures shall

the Student Code of Conduct or other College policies and procedures.

VI. *Complaint Filing*

Upon determination that the alleged Policy 1.7 violation meets applicable legal standards, the potential complainant may elect to file a formal complaint which shall initiate the applicable grievance procedure set forth herein. Upon filing of the complaint, the respondent shall be entitled to a presumption of innocence and supportive measures pending resolution of the complaint. The Resolution Coordinator shall promptly provide written notice to the parties that shall include a summary of the grievance procedure and any informal resolution process that the complainant may wish to pursue by way of a voluntary written agreement between the complainant and the respondent. Such notice shall detail the allegations that could constitute a violation of Policy 1.7 and warrant application of the formal complaint process herein. The parties shall be further notified that proof of any Policy 1.7 violation shall be subject to a preponderance of evidence standard (i.e., a *more likely true than not true* standard) and that all evidence obtained in the course of investigating the complaint shall be shared with the parties. Timeframes shall be established for conducting the investigation and concluding the process, and the parties shall be notified of the range of possible sanctions or remedies that the College may implement if proof of the alleged violation is established.

VII. *Advisors*

such event the parties shall revert to the formal resolution process as applicable to

shall consult with appropriate College administrative officials regarding formal disciplinary actions to be taken against the respondent. In making a decision regarding discipline, the appropriate College administrative officials shall consider records of previous misconduct and the seriousness of the violation. A complaint made more than 12 months after an alleged incident may not be the basis for taking formal disciplinary action. However, where there are allegations made within the 12-month period that a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative official shall consider the totality of information in determining appropriate discipline.

If appeal is granted and it is determined that a material procedural error occurred or there is new and relevant evidence that was not available during the investigation of any complaint that did not involve Title IX allegations, then the matter shall be returned to the investigators who shall prepare an updated investigation report for submission to the Resolution Coordinator, and, if applicable, to the appropriate College administrator for imposition oftraoliapm(e)6 (a)6 (d)2 (min)2

XVIII. *Written Record of Complaints, Investigations and Resolutions/Decisions*

Written or electronic records of complaints shall be marked “CONFIDENTIAL” and shall be retained in a separate and secure file in the office of the appropriate Resolution Coordinator. Records shall be retained as required by law. Written records relating to a finding in support of a policy violation shall be placed in the respondent’s official personnel file (if an employee) or official College file (if a student) and shall be retained according to retention policies.

XIX. *Conflict of Interest*

The complainant or respondent may allege a conflict of interest with an investigator, advisor, hearing panel member, or hearing officer (in the event of an appeal) by reporting their concerns to the Resolution Coordinator. If the Resolution Coordinator determines that any party involved in these procedures has a conflict of interest with either party to a complaint or who shall otherwise be unable to render objective service under these procedures, the Resolution Coordinator shall excuse that individual and appoint a successor. If the Resolution Coordinator is deemed to have a conflict of interest, then the Resolution Coordinator shall be replaced with a successor designated by the College President.

College in consultation with appropriate College personnel and a consulting physician, the student's primary physician, public health personnel, the College's legal counsel, and the student.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

The College shall respect the right to privacy of any student who has a chronic communicable disease or is a carrier. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose the information. The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know."

Employees with Chronic Communicable Diseases

Employees with identified chronic communicable diseases or who are carriers will be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees will remain subject to the Board's employment policies, including, but not limited to, the current collective bargaining agreements in effect, personal disability leave, physical examinations, temporary and permanent disability, and termination. Employment decisions will be made by utilizing the general legal standard in conjunction with current, available Illinois Department of Public Health guidelines concerning the particular disease in question. The determination of whether an employee with a chronic communicable disease may retain his or her position will be made on an individual basis, according to procedures implemented by the College in consultation with appropriate College personnel and a consulting physician, the employee's primary physician, the Assistant Vice President of Human Resources, the LLCC Health & Wellness Coordinator, public health personnel, the College's legal counsel, and the employee.

A decision on the employee's placement may be appealed in accordance with the College's grievance procedures.

E. Subsequent Evaluations

The employee will be reevaluated on a regular basis by the multidisciplinary team to determine whether the employee's placement continues to be appropriate. The frequency for the reevaluations will be determined by the team, but in no event will the employee be reevaluated less frequently than twice per academic year. In the event of a change in the employee's medical condition or a change in the College environment, the multidisciplinary team will determine if a change in placement is appropriate. If an emergency occurs, the LLCC Health & Wellness Coordinator

Subject	Conflicts Between Policy & Collective Bargaining Agreements
Policy Number	1.9
Officer Responsible	Board of Trustees

Policy Statement:

If any provision of College policy conflicts with any provision of the collective bargaining agreements in effect between the Board and the Lincoln Land Faculty Association, the

Subject Harassment & Discrimination
Policy Number 1.10
Officer Responsible VP, Administrative Services

Policy Statement:

Eliminated and merged with Board Policy 1.7 on 8/24/16.

Subject Alcohol, Tobacco & Other Drugs
Policy Number 1.11
Officer Responsible VP, Administrative Services or President

Policy Statement:

Smoking and other use of tobacco products (as defined in the Smoke-Free Campus Act, 110 ILCS 64), vaping, and the use of e-cigarettes are prohibited on any College-owned or operated property. Smoking and the use of tobacco products and e-cigarettes are only permissible in a personal vehicle. All smoking material must be extinguished and disposed of inside the vehicle.

In accordance with applicable state and federal laws, rules, and regulations, including the Drug-Free Schools and Communities Act Amendments of 1989 and EDGAR Part 86, the use, posse(r)3 (a)4 (l)-2 (2[(F)-4 (r p)-1c)(r)3g

Subject **Fraternization**
Policy Number **1.12**
Officer Responsible **VP, Administrative Services**

Policy Statement:

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the report shall be made to the President or a member of the Board of Trustees.

- C. In the event, a personal relationship is reported under either Section IV, A or B, one or more of the following will occur:
1. Applicants whose employment would give rise to a personal relationship with an employee of the College will not be hired for any position that creates such personal relationship; or
 2. In cases where both individuals are employees of the College, one of the following will occur:
 - a. Employees will not be assigned or transferred to a department where such assignment or transfer creates a personal relationship; or
 - b. The individual with the power or status advantage will be transferred or reassigned, if such a transfer or reassignment is in the interest of the College; or
 - c. If transfer or reassignment of the individual with the power or status advantage is not in the interest of the College, then, if practicable, all supervisory, evaluative or other duties, the exercise of which can alter the terms and conditions of the other's employment or educational opportunities, shall be transferred to another supervisory employee of equal or greater power or status; or
 - d. If the transfer or reassignment of the individual with the power or status advantage is not in the interest of the College and the transfer of the referenced duties is not practicable, the individual with the power or status advantage shall be asked to resign effective on a date determined by the College and if such resignation is not given, the individual shall be terminated.

V. Retaliation

The College prohibits retaliation against individuals because they have reported conduct that they reasonably and in good faith believe to give rise to a violation of this fraternization policy and procedure or because they have made a complaint regarding such fraternization. A person adjudged to have engaged in retaliatory conduct shall be subject to disciplinary action as otherwise provided by Board policy.

VI. False accusation

Any person making a knowingly false accusation regarding a violation of this fraternization policy and procedure will be subject to disciplinary action as otherwise provided by Board policy.

VII. Exemptions

The disciplinary provisions of Section IV.A shall not apply in the following circumstances:

- A. Where the individual in the personal relationship who does not have a power or status advantage over the other is a student who wishes to take a class that is taught by a person with whom they have a personal relationship, and that class is not taught by any other instructor.

- B. Where the personal relationship exists as of the effective date of this policy and the parties wish to continue such relationship, provided the individual with the power or status advantage over the other discloses the relationship to his/her direct supervisor as soon after the effective date of the policy as practicable and both individuals supply affidavits to the College stating that the relationship is consensual and is/was not either explicitly or implicitly a term or condition of employment or educational opportunities and is/was not used as the basis for employment or educational decisions. If such affidavits are not supplied to the College, then the provisions of Section IV.A shall apply.

However, in the case of personal relationships covered by Section VII.A, the policy may be waived at the student's request upon good cause shown. Such request must be submitted in writing to the Vice President, Academic Services and shall detail the grounds for the request. The Vice President, Academic Services shall determine whether good cause exists to waive this policy for the class requested, unless the request is submitted by a student who has a familial relationship with the Vice President, Academic Services, and then, in that event, the request shall be submitted to the Vice President, Student Services.

Further, in the case of a personal relationship covered by Section VII.B, such relationship shall be eliminated through compliance with Section IV.C.2 (a-c) as soon as possible after the effective date of this policy and in all cases no later than 60 days after such effective date.

Finally, the exemption contained in Section VII.B shall not apply to the position of trustee, president or vice-president, or positions of equal power or authority by whatever designation such position may be known.

Subject Nepotism
Policy Number 1.13
Officer Responsible VP. Administrative Services

Policy Statement:

Lincoln Land Community College is committed to providing a working and learning environment that provides equal educational and employment opportunities to all students, employees and other individuals at all its College facilities. In circumstances where employees or employees and students have familial ties and also are in positions in which one individual has a power or status advantage over the other, the College's ability to provide such equal employment and educational opportunities may be hindered. The College, therefore, prohibits familial relationships as defined in this Policy and Procedure.

Procedure:

Lincoln Land Community College has adopted the following procedures to promptly and fairly address events of nepotism. Reports may be submitted informally or formally. If a complaint is made regarding nepotism which implicates or involves both this policy and any other College complaint or grievance policy or procedure, College administration may in its discretion suspend the procedures relating to other complaints or grievance policies pending completion of procedures hereunder. In addition, the Board of Trustees may suspend the following procedures when appropriate. In accordance with College policy, the following procedures will be used:

I. Scope

This nepotism policy applies to all members of the College community, including students, employees, and other representatives of the College, and governs conduct by and between all such persons, whether on College property or while participating in a

- C. In the event a personal relationship is reported under either Section IV. A or B, one or more of the following will occur:
1. Applicants whose employment would give rise to a familial relationship with an employee of the College will not be hired for any position that creates such familial relationship; or
 2. In cases where both individuals are employees of the College, one of the following will occur:
 - a. Employees will not be assigned or transferred to a department where such assignment or transfer creates a familial relationship; or
 - b. The individual with the power or status advantage will be transferred or reassigned, if such a transfer or reassignment is in the interest of the College; or
 - c. If transfer or reassignment of the individual with the power or status advantage is not in the interest of the College, then, if practicable, all
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However, in the case of familial relationships covered by Section VII.A, such circumstances may raise the appearance of impropriety or favoritism and are, therefore inappropriate and strongly discouraged, except where the class/sport is taught/coached only by the family member and would otherwise be unavailable to the student.

Further, in the case of familial relationships covered by Section VII. B, such relationship shall be eliminated through compliance with Section IV.C.2. (a-c) as soon as possible after the effective date of this policy and in all cases no later than 60 days after such effective date.

Subject
Policy Number

Posting of Items on College Property
1.14

Subject	Solicitations
Policy Number	1.15
Officer Responsible	Vice President, Student Services & Chief Communications Officer

Policy Statement:

Any solicitation of sales or purchases on any College owned or controlled facility by outside vendors requires prior approval and shall be conducted in accordance with procedures established by the College.

Candidates for public office may campaign on campus provided that campaign activities do not interfere with College programs and activities.

Procedure:

“Not for Profit” Organizations

1. Organizations or agencies that are “Not for Profit” may request to have a display table by submitting a Table Request Form to the Student Life Office at least two weeks in advance of the desired date. Proof of “Not for Profit” status must accompany the form.
2. A specific organization or agency is limited to one date per semester with the exception of events in which an invitation has been extended to the agency for a college sponsored event.
3. Requests will be honored on a first come, first serve basis. Previously scheduled activities will be taken into consideration when scheduling space with preference given to any college sponsored events.

4. Non-profit organizations may not sell any products or services or fundraise while on campus.
5. Due to contractual agreements and safety, outside food/beverage must be authorized by the College's food service vendor and documented with the Student Life Office. Candy and/or other promotional items are acceptable for distribution.
6. Organizations or agencies are expected to conduct themselves in a professional manner while on campus. Representatives from organizations/agencies may not physically approach students or staff nor may they detain students or staff from their class or work responsibilities while on campus. Representatives are expected to stay at their table location. If such an incident occurs the organization or agency may be asked to leave campus and/or the opportunity for future campus displays may be revoked.
7. Any damages that may occur as a result of an organization/agency's display table will be the responsibility of that organization/agency.
8. Approved organization/agency displays will be provided with one table, two chairs, and electrical access if requested in advance.

Commercial Vendors

1. Commercial vendors are prohibited from soliciting on campus with the exception of those sales associated with approved College sponsored events. Such events may include but are not limited to Vendor Days or performer sales associated with student club/organization sponsored performers/concerts/speakers.
2. Commercial vendors participating in Vendor Days are prohibited from entering into

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Subject Academic Freedom
Policy Number 1.17
Officer Responsible Vice President, Academic Services

Policy Statement:

The Board and the faculty recognize their mutual responsibility to protect and encourage the search for knowledge and its dissemination in all branches of learning. Faculty members have both the right and obligation to adequately investigate and to present to their students, based upon their professional judgment, available information related to their

Subject	Intellectual Property Rights
Policy Number	1.19
Officer Responsible	Legal, multitude of areas

Policy Statement:

The Board of Trustees supports and encourages its employees to develop scholarly and creative works and educational materials and products – intellectual property which may be subject to copyright or patent and which may generate income. Such development may involve the use of College time and resources. In order to balance, protect, and define the respective rights of LLCC and its employees regarding intellectual property that may be subject to copyright or patent, the following policy is established.

The following types of published and unpublished materials may be subject to copyright:

- All written works, including books, journal articles, texts, glossaries, bibliographies, study guides, resource materials, laboratory and other manuals, syllabi, tests, and proposals
- lectures, musical or drama compositions, and unpublished scripts
- films, filmstrips, charts, transparencies, and other visual aids and teaching devices
- video and audio tapes and cassettes
- live video or audio broadcasts
- programmed instructional material
- computer programs
- pantomimes and choreographic works
- pictorial, graphic, and sculptural works
- sound recordings
- other materials subject to the U.S. copyright laws and controls.

An invention or discovery of any new and useful process, machine, manufacture, or composition of matter, or any new or useful improvement thereof, may be patented. To determine the disposition of rights to copyrightable materials and patents developed by College employees, materials or patents will be assessed within the framework of the following four categories as defined in Administrative Procedure:

- Individual effort
- College assisted individual effort
- College initiated and supported efforts
- Sponsor supported efforts

Income from copyrighted materials and patents shall be disbursed in accordance with Administrative Procedure.

Subject Regional Education & Service Centers
Policy Number 1.20
Officer Responsible Vice President, Student Services

Policy Statement:

The College shall maintain regional education and service centers, at appropriate locations throughout the District:

- to consolidate and expand the College's educational and support services so that they are readily accessible to residents of the major geographic regions of the District and
- to facilitate opportunities for the College to enter into collaborative partnerships with communities, businesses, government agencies, and school districts within each of the major geographic region of the District.

Subject Learning Resource Center
Policy Number 1.21
Officer Responsible Vice President, Academic Services

Policy Statement:

The College shall develop, implement, and evaluate a program which provides adequate learning resource materials, equipment, faculty and staff to meet the needs of the College community.

The Learning Resource Center shall make its materials available to any resident of the District.

Procedure:

The general principles expressed in the *Resolution on Censorship* of the National Council of Teachers of English, as amended, and in the American Library Association, *Library Bill of Rights*, shall govern learning resource material selection and circulation.

Subject Sustainability
Policy Number 1.22
Officer Responsible Vice President, Administrative Services

Policy Statement:

Resource sustainability is critically important to Lincoln Land Community College.

recyclables and constantly strive to reduce the amount of solid waste sent to landfills.

- Utilize low water use flush valves and flow restrictors on faucets and showers in new construction and when replacing existing units.
- Incorporate native trees and plant species, as well as rain gardens, into landscaping of college facilities.
- Minimize storm water pollution and control storm water runoff through the use of retention ponds and drainage swales.
- Incorporate Integrated Pest Management techniques to minimize the use of chemical pesticides and herbicides. *(IPM takes advantage of all appropriate pest management options including, but not limited to, the judicious use of pesticides. Effective, less risky pest controls are chosen first, including highly targeted chemicals, such as pheromones to disrupt pest mating, or mechanical control, such as trapping or weeding. If further monitoring, identifications, and action thresholds indicate that less risky controls are not working, then additional pest control methods would be employed, such as targeted spraying of pesticides. Broadcast spraying of non-specific pesticides is a last resort.)*

Subject Registered Sex Offender
Policy Number 1.23
Officer Responsible Vice President, Administrative Services

Policy Statement:

Lincoln Land Community College is committed to providing a safe and secure learning and working environment for the campus community in accordance with the Campus Sex Crimes Prevention Act of 2002. Therefore, it is the policy of Lincoln Land Community College to track convicted sex offenders enrolled in or employed at Lincoln Land Community College and, when necessary, to place certain restrictions on these individuals in terms of their use and/or utilization of College facilities and resources.

Procedure:

The Campus Sex Crimes Prevention Act, which became law in 2002, requires Lincoln Land Community

3. During the meeting between the Chief and the registered sex offender student, the

Subject Prohibition of Concealed Carry -on Campus
Policy Number 1.24
Officer Responsible Vice President, Administrative Services

Policy Statement:

Pursuant to Illinois Public Act 098-0063-The Firearms Concealed Carry Act, the carrying

Subject	Sexual Violence, Dating Violence, Domestic Violence & Stalking
Policy Number	1.25
Officer Responsible	

Policy Definitions:

I. *Consent*

The College encourages students to communicate openly, honestly, and clearly in respect to their actions, wishes, and intentions regarding sexual behavior and to do so before engaging in intimate conduct. It is a requirement of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity. For the purposes of this policy consent is a freely given agreement to sexual activity and may be withdrawn at any time. The following do not constitute consent:

- A. A person's lack of verbal or physical resistance or submission resulting from the use or threat of force.
- B. A person's manner of dress.
- C. A person's consent to past sexual activity does not constitute consent to future sexual activity.
- D. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances,

- D. In a circumstance where a person may appear to be giving consent but does not have the capacity to do so, apparent consent is not effective. In such circumstances it should be assumed that the person does not have the capacity to knowingly give consent to sexual activity. A state of intoxication or impairment by drugs or alcohol does not excuse any individual from responsibility to obtain consent.

II. *Prohibited Conduct*

The College prohibits the actions set forth below. An attempt to commit any such act or to assist or willfully encourage any such act is deemed to be a violation of this policy.

- A. Any sexual act initiated by one person without consent of the other.

B. **Sexual Exploitation**

Sexual exploitation is taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including actions undertaken via electronic means or methods):

1. Recording any person engaged in sexual or intimate activity without that person's consent.
2. Distributing sexual information, images, or recordings about another person without that person's consent.
3. Recruiting, harboring, or transporting another person for the purpose of sexual exploitation.
4. Inducing incapacitation in another person with the intent to engage in sexual misconduct.

C. **Dating/Domestic Violence**

Dating/domestic violence is intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone who is in a relationship with that person. In addition to offensive physical or sexual contact, dating/domestic violence may include psychological or emotional abuse.

For the purposes of this policy, dating violence may occur between persons who have or have had a dating relationship or persons who have or have had a social relationship of a romantic or intimate nature.

Domestic violence may occur between persons who are current or former spouses or domestic partners, intimate partners or dating partners who share or formerly shared a common dwelling, or persons who have a child in common.

D. Stalking

Stalking is a course of conduct that generally involves following a person on two or more occasions in circumstances that would cause such person to reasonably fear for his or her safety and may include.

1. Entering or remaining on or near a person's property, vehicle, or place of employment.
2. Being or remaining in close proximity to a person.
3. Monitoring or conducting surveillance of a person.
4. Giving unwelcome gifts or objects to a person.
5. Engaging in other repetitive contact that is reasonably deemed to be unwelcome.

All forms of sexual violence/misconduct identified in this policy are also prohibited under the College's sexual harassment policy (Number 1.7). For purposes of this policy, the determination of whether any offensive conduct is of a sexual or violent nature shall be reasonably determined by the College's Equal Employment Opportunity Compliance Officer/Title IX Coordinator, taking into account the context in which the offensive conduct occurred and the relationship between any person accused of violating this policy and the victim of the alleged misconduct.

Procedure:

The College has adopted the following procedure to promptly and fairly address concerns and complaints about sexual violence of any character. Complaints of sexual violence must be formally submitted in accordance with the following procedure:

I. *Scope*

This policy applies in circumstances where a student asserts an act of sexual violence, regardless of where the alleged incident of sexual violence occurred.

II. *Rights and Responsibilities*

It is the responsibility of each individual student, employee, volunteer, or other College representative to refrain from any conduct that may reasonably be construed as an act of sexual violence under the policy. Any student or employee who violates this policy shall be subject to disciplinary action up to and including expulsion or discharge from employment, as the case may be, and referral to appropriate law enforcement authorities, if applicable to the complaint. Disciplinary action shall depend on the severity of the misconduct and/or the

repetitive nature of any misconduct.

III. *Education and Training*

The College shall take measures to periodically educate the College community regarding conduct that could constitute a violation of this policy. All students and employees are expected to be knowledgeable concerning the College's policy, including to whom and how to report acts of misconduct.

IV. *General Provisions*

appropriate third parties; or

2. The confidential advisor reasonably believes that non-disclosure of information jeopardizes the safety or security of the student or others.

The names and telephone numbers of the above-

- C. The name, address, telephone number, and website of a community-based, state or national sexual assault crisis center (if applicable to the allegations in the complaint)
- D. A statement notifying the student of interim protective measures and accommodations, including campus no-contact orders or the College's

In making a decision regarding discipline, the appropriate College administrative officials shall consider the severity/magnitude of the policy violation and any prior record of misconduct. A complaint submitted more than 12 months after an alleged incident may not be the basis for formal disciplinary action. However, where there are allegations made within the 12-month period and a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative officials shall consider the totality of information in determining appropriate discipline.

Appropriate discipline for employees may range from oral warning or reprimand up to and including dismissal for cause. Appropriate discipline for students may range from oral reprimand up to and including suspension or expulsion.

The investigator shall be notified in writing of the disciplinary decision and shall notify the complainant regarding the resolution of the complaint.

X. *Confidentiality*

Reasonable effort shall be made to protect the privacy of all involved in complaints to the extent possible. Disclosure of information regarding a complaint and subsequent investigation shall be limited to those people who have a legitimate reason to know such information, and all employees involved in the investigative process shall be expected to honor confidentiality standards.

XI. *Retaliation*

The College prohibits retaliation against individuals because they have opposed conduct that they reasonably and in good faith believe to be of a sexually violent character or have in good faith submitted a complaint or participated in the investigatory process. A person determined to have engaged in retaliatory conduct shall be subject to disciplinary sanction as otherwise provided by Board policy.

in the course of such complaint/investigative process (e.g., underage drinking) except in circumstances where the College reasonably determines that the student's misconduct was sufficiently egregious to risk the health and/or safety of others.

XIV. *Appeal of Complaint Resolution/Disciplinary Sanction*

A. Filing an Appeal

Either the complaining student or any student or employee who has been found to have violated the policy may appeal the decision concerning resolution of the complaint. An appeal must be made in writing and delivered to the President's Office within five business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

1. If the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each fact¹ and

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XV. *Written Record of Complaints, Investigations, and Resolutions/Decisions*

Written records of complaints shall be marked “CONFIDENTIAL” and shall be retained in a separate and secure file in the Equal Opportunity Compliance Office. Records shall be retained as required by law.

Written records relating to a finding in support of a policy violation shall be placed in respondent’s official personnel file (if an employee) or official College file (if a student).

Subject Service Animals
Policy Number 1.26
Officer Responsible Vice President, Student Services

Policy Statement:

Lincoln Land Community College allows service animals assisting individuals with disabilities in all facilities where students, program participants and members of the public are allowed in accordance with the provisions of the Americans with Disabilities Act, the Illinois White Cane Law (775 ILCS 30/1) and related laws, rules and regulations.

Procedure:

“A Service Animal” is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. Other species of animals are not service animals for purposes of this definition. The task(s) performed by the service animal must be directly related to the person’s disability.

Lincoln Land Community College may not insist on documentation or proof of state certification before allowing the service animal to accompany the person with a disability. In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

This procedure may not apply to off-campus sites, such as clinical agencies or other locations not under LLCC regulations. Students needing service animal assistance at such a site would need to work closely with the Accessibility Services Coordinator.

Handler’s (Person with Disability) Rights and Responsibilities

- 1.

Removal of Service Animals

1. Lincoln Land Community College reserves the right to ask that the service animal be removed if it becomes disruptive or displays threatening behavior toward others.
2. Lincoln Land Community College reserves the right to ask that the service animal

Subject	Expressive Activity on Campus
Policy Number	1.28
Officer Responsible	Vice President, Student Services; Vice President Administrative Services

Policy Statement:

It is the policy of the College to promote the free exchange of ideas while maintaining safe, secure, and efficient educational operations for the benefit of students, staff and visitors to campus. Expressive activities on campus shall be subject to reasonable regulation in respect to the time, place and manner of such activities, but shall not be subject to restriction due to content or viewpoint. Use of College property as a venue for expressive activities shall not imply or signify the College's endorsement, sponsorship, approval, or disapproval of any view expressed during the course of such activities.

Procedure:

Expressive Activities Defined

Expressive activities shall include speeches, circulation of petitions, marches, rallies, protests, assemblies, and/or any public demonstration on College property.

Scope

This policy shall apply to all College facilities but shall not apply to the use of any College area where employees are acting in the course of their job duties and responsibilities. Further, this policy shall not apply to any person or organization desiring to advertise or sell merchandise or services for commercial purposes on campus.

Expressive Activities By Current Students and Registered Student Groups

Current students and registered student groups may use any publicly accessible outdoor College space to engage in expressive activities that may include speakers, nonviolent expression, distribution of literature, displaying of signage, circulation of petitions and advocacy for or against any right or activity protected by the United States Constitution, the Constitution of the State of Illinois, any federal, state, or local law, and/or the policies or practices of the College. Any such use of publicly accessible outdoor space (other than parking lots or driveways) need not require prior notification or permission. The use of walkways or other common areas may

President or designee shall not take the content of the proposed activity into consideration when approving or denying an application. The Vice President or designee's decision in response to any such request shall be made no later than one business day following receipt of the request.

Rules Governing Use of College Grounds

Expressive activity on College grounds shall be subject to the following:

- Unless otherwise approved in advance by the Vice President, Student Services, expressive activity may occur during regular College business hours.
- Expressive activity shall not block any building entrance or exit, or impede access to parking lots, athletic fields, or outdoor educational facilities.
- Expressive activity shall not interfere with the educational mission of the College or any College business.
- Expressive activity shall not deface or damage any College property, including landscaping features, utility lines and equipment, walkways and parking lots, fences, signage, monuments and works of art.
- Expressive activity shall not create or promote a threat to public safety or security as determined by the College's police department.
- Expressive activity shall not violate any law or College policy and shall not entail any harassment, bullying or intimidation of any individual, or group.
- With the exception of college sponsored events, amplification devices are not allowed in outdoor areas of the campus when classes are in session.

College programming that includes camping or sleeping overnight on College grounds shall not be allowed except with express written approval of the Vice President, Student Services.

Expressive activity inside College buildings is prohibited except as authorized pursuant to Board Policy 7.1 (Use of College Facilities), or as authorized by the Vice President, Student Services (current students) and Vice President, Administrative Services (visitors) when inclement weather conditions or other circumstances recommend against outdoor expressive activities.

Signs, banners, or structures of any kind used in connection with an expressive activity shall be freestanding and shall be removed upon conclusion of the activity.

Enforcement

Any suspected violation of this policy by a student or a student group should be reported to the Vice President, Student Services, and any suspected violation by a visitor or visitors to campus should be reported to the Vice President of Administrative Services. Reported violations shall be promptly investigated and result in appropriate enforcement response, if warranted. The College reserves the right to stop any expressive activity that materially interferes with or disrupts the educational process or n

Subject Community Standards of Conduct
Policy Number 1.29
Officer Responsible Vice President Administrative Services

Policy Statement:

Lincoln Land Community College is committed to creating a workplace culture where members of the college community share a commitment to a working and learning environment conducive to collegiality, open inquiry and the pursuit of knowledge. LLCC strives for members of the campus community to achieve positive performance outcomes and maintain personal health and safety. Harassing, uncivil and/or bullying behaviors conflict with LLCC's mission, vision and values and may result in a disruption to student learning, employee turnover, low productivity, reduced morale, diminished collaboration, and physiological impacts that negatively affect an individual's physical and mental health. This policy is intended to establish community standards for personal conduct to ensure a working and learning environment free from harassing and/or bullying behaviors and a mechanism for addressing behavior that violates college policy.

Procedure:

1. Definitions & Examples

Bullying is defined as behavior targeted at an individual or group that is repeated, hostile or offensive, and/or creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm.

Examples of bullying include, but are not limited to:

- Verbal bullying: slandering, ridiculing, or maligning an individual or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the object of jokes; abusive or offensive remarks made to demean, belittle, frighten, intimidate, or publicly humiliate an individual or group.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an individual's work or learning area or property.
- Nonverbal bullying: nonverbal gestures that can convey threatening messages.
- Exclusion: socially or physically excluding or disregarding an individual in work-related or classroom-related activities.
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“Business days” shall exclude Saturdays, Sundays, and holidays and official college

- Within five business days of initial receipt of a formal complaint, the respondent shall be provided with a copy of the complaint.
- Respondent will have five business days from receipt of the complaint to provide a written response to the allegations, which will be provided to the complainant.
- Investigative interviews shall be conducted with the complainant and respondent, as well as any witnesses or individuals having relevant information regarding the allegations, as determined by the investigator(s).
- The complainant and respondent may also provide the investigator(s) with additional evidence for consideration.
- A report of findings will be prepared by the investigator(s) and disseminated to both parties, as well as appropriate college officials.
- If there is a finding that the respondent is in violation of this policy, using the preponderance of evidence standard, the appropriate college official will take the necessary action to remedy the situation.

7. Disciplinary Action

Violations of this policy shall be considered misconduct and shall be subject to disciplinary action in accordance with Board Policy 8.6, the provision-1.833 (s) and sn13.8 TD[(a)4.167ed.392 453.24[67

12. Written Record of Complaints, Investigations and Resolutions/Decisions

Written or electronic records of complaints shall be marked “CONFIDENTIAL” and shall be