

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 Prohibition of Harassment& Discrimination
Policy Number 1.7
Officer Responsible VP, Administrative Services

Policy Statement:

Lincoln Land Community College (the "College") is committed to maintaining a learning and working environment that is free from all forms of harassment and discrimination against a person because of their actual or perceived race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, political affiliation, or other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws.

Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990,

educational or employment opportunities.

B. Examples of race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation harassment include, but are not limited to, the following:

1. Intimidation and implied or overt threats of physical violence motivated by race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
2. Physical acts of aggression or assault upon another or damage to another's property that is motivated by the individual's race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
3. Depending upon the circumstances and context, demeaning jokes, taunting, slurs and derogatory nicknames, innuendos, or other negative or derogatory remarks relating to race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation;
4. Depending upon the circumstances and context, graffiti and/or slogans or visual displays such as cartoons, posters, or bumper stickers depicting slurs or derogatory sentiments directed at race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation; or
5. Criminal offenses directed at persons because of their race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation.

Harassment based on race, color, national origin, ancestry, religion, age, physical or mental disability, marital status, order of protection status, military status, unfavorable discharge from military service, or political affiliation does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

V. Application and Scope

This policy applies to all members of the College community, including students, employees, visitors, volunteers, and other representatives of the College and governs conduct by and between all such persons, whether on College property or while participating in a College-sponsored activity off campus. Under certain circumstances this policy also applies to third parties, such as College contractors and subcontractors, sales representatives, repair persons, and vendors of products or services to the College.

VI. Rights and Responsibilities

It is the responsibility of each individual student, employee, volunteer, or other College representative to refrain from any type of harassment or discrimination, and it is the right of each individual student and employee to learn and work in an environment free from harassment or discrimination. Any person who violates this policy shall be subject to

disciplinary action up to and including expulsion or discharge from employment and referral to appropriate law enforcement authorities. Disciplinary action shall depend on the repetitive nature of any misconduct and/or the magnitude or severity of the misconduct.

VII. Education and Training

The College shall take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel are required to participate in such education and training and to be knowledgeable concerning the College's policy, including to whom and how to report such conduct. In addition, students are expected to be knowledgeable concerning the College's policy.

VIII. Investigation of Complaints

Unless otherwise provided herein, investigation of complaints shall be the responsibility of the College's Equal Opportunity Compliance Officer and/or Compliance and Prevention Coordinator ("Resolution Coordinator"). The President has the authority to appoint an alternate Resolution Coordinator as circumstances require and in the President's sole discretion. The procedures outlined herein shall still control in the event an alternates-2 (r)-7 1 (ol)-4ue and

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Employee Resolution Coordinator
Kirsten Taylor
Equal Opportunity Compliance Officer
Location: Menard Hall, Room 1225
Phone: 217-786-2258
Email: EOCO@llcc.edu

X. Conflict of Interest

The complainant, respondent, and/or Resolution Coordinator may allege that the Resolution Coordinator has a conflict of interest.

In that event, details supporting the alleged conflict of interest must be submitted in writing to the President within five business days of the date the person alleging the conflict has notice of the Resolution Coordinator's identity. The President shall determine whether a conflict of interest may exist, and if so, the President shall appoint an alternate Resolution Coordinator in an expeditious manner. The President's decision is final. In the event a request for an alternate Resolution Coordinator and/or an alternate Resolution Coordinator must be appointed, the specific timelines provided herein shall be suspended pending that appointment.

XI. Confidentiality

Complaints shall be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the respondent(s). Reasonable efforts shall be made to protect the privacy of those involved in complaints to the extent possible. Disclosure of information regarding a complaint and investigation shall be limited to those people who have a legitimate reason to know at the discretion of the Resolution Coordinator. All individuals involved in the investigation of complaints are expected to make such reasonable effort.

XII. Retaliation

The College prohibits retaliation against any individual because they have participated in, or declined to participate in, the College's complaint resolution procedures, or because they have opposed conduct that they reasonably and in good faith believe to be harassing or discriminatory. Any retaliatory behavior should be reported to the Resolution Coordinator. A person adjudged to have engaged in retaliatory conduct shall be subject to disciplinary action as otherwise provided by Board Policy.

XIII. Amnesty Provision

A student who in good faith participates in the complaint/investigative process hereunder shall not be removed from an education program or activity or receive a disciplinary sanction for misconduct that is revealed 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. False Accusation

Any person making a knowingly false accusation shall be subject to disciplinary action as otherwise provided by Board policy.

XV. Written Record of Complaints

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XVII. 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 are temporary, reasonable 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 employment or 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, working environment, or deter behavior(s) prohibited by this policy. Supportive measures shall be provided confidentially, to the extent that they can be, without interfering with the College's ability to provide them.

Upon receipt of all allegations which may constitute a violation of this policy, the Resolution Coordinator will initiate an individualized safety and risk analysis in accordance with the College's threat assessment procedures to determine whether there is an immediate threat to the health or safety of any member(s) of the campus community arising from the allegation. In cases where a safety and risk analysis indicate an immediate threat to the health or safety of the campus community, the Resolution Coordinator shall initiate an emergency removal of this individual from the College's educational programs and activities or, in cases with an employee as a respondent, place on administrative leave to the extent necessary. The Respondent will be provided written notice of the emergency removal containing information regarding the parameters of the emergency removal as well as their right to challenge the decision.

XVIII. Initial Assessment

Upon receipt of a report of a potential Policy 1.7 violation from a complainant or any other source, the Resolution Coordinator shall meet and/or confer with the potential complainant to gain a basic understanding of the nature and circumstances of the report. The potential complainant shall be provided with information about College supportive measures (see Section XVII hereof, Supportive Measures and Emergency Removals) and remedial options under this policy.

The Resolution Coordinator will gather relevant information to make a jurisdiction determination. If, based on the initial assessment and evaluation of jurisdiction, the alleged conduct would constitute a violation of Policy 1.7, then the Resolution Coordinator shall advance the complaint pursuant to the following procedures. An informal complaint or report byintc(i)-2 (he)4t bon

writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the respondent to cease and desist the alleged conduct and requests no other specific action(s) be taken against the respondent. The College shall attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. The College reserves the right in all cases to implement such disciplinary or employment actions as it shall deem necessary if it is determined that this policy has been violated.

Any information obtained during the informal process may be used in the subsequent formal resolution process.

Attempts to resolve an informal complaint shall be completed within 30 business days from the date of receipt of the complaint by the Resolution Coordinator. The complainant and the respondent shall be informed in writing of the outcome of the informal process.

complaint. The complainant and the respondent shall be permitted to suggest witnesses and/or other evidence to be considered by the Resolution Coordinator.

D. Investigative Findings

The standard of proof for determining whether a violation has occurred shall be that a preponderance of the evidence supports such a finding. Within 30 business days of receiving the formal written complaint the Resolution Coordinator shall determine whether a violation of the policy has occurred and shall submit findings in writing to the complainant, the respondent, and appropriate College administrative officials, including but not limited to, the immediate supervisor (if the respondent is an employee), the Vice President, Student Services or designee (if the respondent is a student), the Vice President, Academic Services (if the respondent is a faculty member), the Associate Vice President,

delivery of the Resolution Coordinator's findings and any subsequent discipline or remedy and shall include the grounds for appeal.

If the Resolution Coordinator determines that there are legitimate grounds for appeal, then the matter shall be advanced to an objective and appropriately trained third party who shall not be an employee of the College. Each party shall be given an opportunity to respond in writing, within five business days, to any appeal submitted to the Resolution Coordinator by the other party, and such response will be included with the appeal and shall be provided to the third party.

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 Facilities Services Council, or any other collective bargaining unit that may be established, then the provision of the collective bargaining agreement shall prevail.

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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Student Clubs and Organizations

1. Student clubs and organizations that wish to solicit the campus community as part of fundraising efforts must have all activities registered with and approved by the

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 effective in 2002, is a federal law that 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	Prohibition of Sexual Harassment and Sex Discrimination
Policy Number	1.25
Officer Responsible	Vice President, Administrative Services & Vice President, Student Services

Policy Statement:

and expression. Sexual violence jeopardizes the physical and mental welfare of the College's faculty, staff and students, diminishes individual productivity, and interferes with educational, social, and employment opportunities. This policy applies to all faculty, employees, students, and other individuals participating in or observing the College's program or activities, including education and research.

This policy of Lincoln Land Community College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act"), the Illinois Preventing Sexual Violence in Education Act, and all other applicable laws and local ordinances regarding sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex discrimination will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

Under Title IX, the College does not discriminate on the basis of sex and sex discrimination in the education programs and activities that it operates. The College's commitment not to discriminate and prohibition on discrimination extends to all areas of the College, including education and employment.

The College has designated the Associate Vice President, Human Resources, as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with Title IX. Inquiries about the application of Title IX and 34 C.F.R. 106.1-106.9 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Enforcement Statement:

The College has jurisdiction to investigate any alleged violations of this policy that occur in the context of College programs or activities or that otherwise affect the College's learning environments, regardless of whether that conduct occurs

appropriate disciplinary sanctions may be limited. In such circumstances the College

- x On College property or any property owned or controlled by a College recognized student organization;
- x Off College property if:
 - o The conduct was in connection with a College or College recognized program or activity; or
 - o The conduct may have the effect of creating or contributing to the creation of a hostile environment for a member of the College community; or
- x Otherwise within the College's disciplinary authority for students or employees.

These Procedures govern sex discrimination in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework prevent the College from addressing an act of misconduct that falls within the scope of these Procedures or other applicable College policies and procedures.

III. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The application and scope of the College's prohibition on sex discrimination
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Deputy Title IX Coordinator(s);
- Options for assistance following an incident of sex discrimination;
- Procedures for reporting and confidentially disclosing alleged sex discrimination;
- The College's response to reports of alleged sex discrimination
- The College's grievance procedures for complaints alleging sex discrimination, including complaints alleging sex-based harassment;
- A mechanism for reporting and independent review of allegations against one elected official by another elected official;
- Prevention and education programming provided to College students; and
- Training and education provided to all College employee

IV. Retaliation Prohibited

Retaliation, including intimidation, threats, coercion, or discrimination against any person who, in good faith, reports or discloses alleged sex discrimination, files a complaint, or otherwise participates or declines to participate in an investigation into allegations of sex discrimination, is strictly prohibited.

V. Administration and Enforcement

A. Title IX Coordinator

Questions regarding these Procedures or the College's compliance with Title IX and related laws should be directed to the Title IX Coordinator. References in these Procedures to the Title IX Coordinator include any individual designee that the Title IX Coordinator may delegate to perform specific duties.

B.

Taylorville Police Department
108 W. Vine St.
Taylorville, IL 62568
Emergency: 911
Phone: 217-824-2211

Jacksonville Police Department
200 West Douglas Ave.
Jacksonville, Illinois 62650
Emergency: 911
Phone: 217-479-4630

Litchfield Police Department
120 E Ryder St.
Litchfield, IL 62056
Emergency: 911
Phone: 217-324-5991

B. Crisis Response Services

The following off

Note While the abovesited Confidential Resource may maintain a reporting person's confidentiality visà-vis the College, they may have reporting or other obligations under State law.

C. Medical Services

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

VII. Reporting Sex Discrimination

The College encourages individuals who have experienced sex discrimination to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately.

A. Reporting Options and Notification Requirements

Different employees on campus have different notification obligations when they receive information about conduct that may reasonably constitute sex discrimination. The following sections detail the various reporting options for students, employees and other individuals, along with the applicable notification requirements for each option.

1. Reporting Officials

Individuals are encouraged to report alleged incidents of sex discrimination to the appropriate reporting official below:

Kirsten Taylor (Employee Reporting Official)
Equal Opportunity Compliance Officer
Deputy Title IX Coordinator
Location: Menard Hall, Room 1225
Phone: 217-786-2258
Email: EOCO@lcc.edu

Shelley Vaughan (Student Reporting Official)
Compliance and Prevention Coordinator
Deputy Title IX Coordinator
Title IX Compliance/Risk Management
Location: Menard Hall, Room 0006
Phone: 217-786-3682
Email: StudentRights@lcc.edu

2. Reporting to Responsible Employees

All College employees (referred to as “Responsible Employees”) are required to notify the Title IX Coordinator or designee when they have information about conduct that may reasonably constitute sex discrimination. This notification must include all ~~and~~ details about the alleged sex discrimination, including the date, time and specific location of the alleged incident(s) and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed ~~and~~ to the Title IX Coordinator and/or those individuals responsible for handling the College’s response to the report.

3. Confidential Reporting

Individuals who wish to confidentially report an incident of sex discrimination may make a confidential* report to the following off-campus confidential resources:

Off-Campus Confidential Resources:
*Prairie Center Against Sexual Assault
Hotline: 217-753-8081

Office: 217-744-2560

discrimination occurred.

VIII. College Response to Allegations of Sex Discrimination

Upon being notified of alleged conduct that the notifying party believes reasonably may constitute sex discrimination, the Title IX Coordinator or designee will analyze the allegation(s) to determine the appropriate method for processing the allegation(s). Where the Title IX Coordinator reasonably determines that the conduct as alleged constitute sex discrimination, the Title IX Coordinator or designee will take appropriate action to promptly and effectively end any sex discrimination in the College's education program or activity, prevent its recurrence, and remedy its effects. Such action will include, but not be limited to, the following:

- " Treat the complainant and respondent equitably.
- " Offer and coordinate supportive measures, as appropriate, for the complainant (see Section VIII.A below).
- " If the College has initiated the grievance procedures (see Section IX) or offered an informal resolution process to the respondent (see Section X), offer and coordinate supportive measures, as appropriate, for the respondent.
- " Notify the complainant or, if the complainant is unknown, the individual who reported the alleged conduct, of the grievance procedures and the informal resolution process, if available and appropriate, and concise written information about the complainant's rights and options pursuant to these Procedures.
- " In response to a complaint, initiate the grievance procedures, or the informal resolution process if available and appropriate and requested by both parties.
- " In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint under the grievance procedures, considering the factors outlined in Section IX.A.2.
- " If electing to initiate a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

A. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent, to: (1) restore or preserve a party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; and (2) provide support during the College's grievance procedures or during an informal resolution process.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, extracurricular living, dining, transportation and/or working schedules or situations;
- Campus escort services;
- Increased security or monitoring of certain areas of campus;
- Issuance and enforcement of campus no contact orders;
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court; and/or
- Training and education programs related to sex discrimination.

1. Coordination of Supportive Measures

The Title IX Coordinator is responsible for the offering and coordination of supportive measures, as appropriate, for the complainant and/or respondent. While the particular supportive measures offered will vary depending on what the College deems reasonable available, any supportive measures offered will be designed to protect the safety of the parties or the College's educational environment, or to provide support during the grievance procedures or during the informal resolution process. Supportive measures will not unreasonably burden either party and will not be imposed for punitive or disciplinary reasons.

If the complainant or respondent is a student with a disability, the Title IX Coordinator may consult, as appropriate, with the Director of Accessibility Services to determine how to comply with Section 504 of the Rehabilitation Act of 1973.

At the conclusion of the grievance procedures or at the conclusion of the informal resolution process, the Title IX Coordinator will determine whether to modify or terminate, as appropriate, any supportive measures previously implemented, or whether to continue such measures beyond that point.

The Title IX Coordinator will ensure that information about supportive measures are not disclosed to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the College's education program or activity, or as otherwise permitted by law, in conjunction with any response required by these Procedures.

IX. Grievance Procedures for Sex Discrimination Complaints

This Section provides the College's grievance procedures for investigating and adjudicating complaints of alleged sex discrimination. The procedures in Section IX.A apply to all complaints of alleged sex discrimination, except as provided in Section IX.B. The supplemental/alternative procedures in Section IX.B apply only to complaints of alleged sex-

- o Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.
- o A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use of such records in the College's grievance procedures.
- o Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is:

- f* Offered to prove that someone other than the respondent committed the alleged conduct; or

- f* Evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged ~~sex~~ based harassment.

- o Note The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged ~~sex~~ based harassment or preclude determination that ~~sex~~ based harassment occurred.

- x Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- x The grievance procedures will be implemented in a prompt and equitable manner. Timeframes for the major stages of the grievance procedures are outlined in Sections IX.A and IX.B. The College may reasonably extend timeframes and deadlines on a case of ~~nd~~ ~~equite-~~4 (f)-4-10 erp1maxta-11 ax s ons
- x

2. Complaint Initiation

3. Complaint Evaluation

When a complaint is filed, the Title IX Coordinator or designee will, within ten (10) business

- x Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the College's education program or activity.

5. Consolidation of Complaints

7. Investigation

The Title IX Coordinator will appoint one or more trained Investigators to undertake an

will have discretion to question parties and witnesses in person, by phone or other remote means, or in writing as necessary to assess the party's or witness's credibility.

The Decisionmaker(s) may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Decisionmaker(s) will not draw an inference about whether sex discrimination ~~is~~ based solely on a party's or witness's refusal to respond to such questions.

Following the Decisionmaker's review and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:

- x Within fifteen (15) business days after the Decisionmaker's receipt of the investigatory materials, use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred.
- Within seven (7) business days after making the determination, notify the parties simultaneously in writing of the determination regarding responsibility. The written determination will include:
 - o A description of the alleged sex discrimination;
 - o Information about the policies and procedures that the Decisionmaker(s) used to evaluate the allegations;
 - o The Decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex discrimination occurred;
 - o Any disciplinary sanctions that the Decisionmaker recommends be imposed on the respondent;
 - o Whether remedies other than the imposition of disciplinary sanctions will be provided to the complainant; and
 - o The College's procedures and permissible bases for the complainant and respondent to appeal.

The determination regarding responsibility will become final either on the date that the College provides the parties with the written appeal determination, or, if no party appeals, the date on which an appeal would no longer be considered timely.

9. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a complaint or allegations therein, to a designated Appellate Decisionmaker. An appeal must be based on one or more of the following grounds:

- x A procedural irregularity that would change the outcome of the determination or dismissal;

- x New evidence that would change the outcome of the determination or dismissal and that was not reasonably available when the determination or dismissal was made; and/or
- x The Title IX Coordinator, Investigator or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome of the determination or dismissal.

A party wishing to appeal a dismissal or determination regarding responsibility must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or notice of dismissal.

Within seven (7) business days after the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request and all relevant materials to the appointed Appellate Decisionmaker and will notify both parties in writing of the appeal, including providing the respondent with notice of the allegations, if notice was not previously provided to the respondent. The written notice of appeal will also notify the parties of their reasonable and equitable opportunity to submit a statement in support of, or challenging, the determination or dismissal that is the subject of the appeal.

Within ten (10) business days after the deadline for the parties to submit their statements in support of, or challenging the determination or dismissal, the Appellate Decisionmaker will review the appeal and relevant materials and decide whether to ~~affirm~~ ^{affirm}, reverse, or modify the dismissal or determination regarding responsibility. Within seven (7) business days after the conclusion of the review, the Appellate Decisionmaker will notify both parties, in writing, of the result of the appeal and the rationale for the result. The Appellate Decisionmaker's determination is final.

10. Disciplinary Sanctions and Remedies

If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- x Coordinate the provision and implementation of remedies to a complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sex discrimination;
- x Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- x Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity.

Possible disciplinary sanctions that the College may impose on a respondent include, but are not limited to:

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- x Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any Recipient policy, procedure, or directive will result in more severe sanctions/responsive actions.
- x Required Counseling: A mandate to meet with and engage in either Recipient-sponsored or external counseling to better comprehend the misconduct and its effects.
- x Restrictions: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- x Probation: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from ~~extra~~ extracurricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- x Suspension: Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student may be eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re

- x Other Actions: In addition to, or in place of, the above sanctions, the Recipient may assign any other sanctions as deemed appropriate.

Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- x Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any Recipient policy, procedure, or directive will result in more severe sanctions/responsive actions.
- x Probation: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specific period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of Recipient funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- x Suspension: Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in Recipient-related activities, whether they occur on off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the Recipient.
- x Expulsion: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- x Loss of Privileges: Restricted from accessing specific Recipient privileges for a specified period of time.
- x Other Actions: In addition to or in place of the above sanctions, the Recipient may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in, discrimination, harassment, and/or retaliation include:

- x Verbal or Written Warning
- x Performance Improvement Plan/Management Process
- x Enhanced Supervision, Observation, or Review
- x Required Counseling
- x Required Training or Education
- x Probation
- x Loss of Oversight or Supervisory Responsibility
- x Demotion
- x Transfer
- x Shift or schedule adjustments

- x Reassignment
- x Delay of (or referral for delay of) Tenure Track Progress
- x Assignment to a New Supervisor
- x Suspension/Administrative Leave with Pay
- x Suspension/Administrative Leave without Pay
- x Termination
- x Other Actions: In addition to or in place of the above sanctions/responsive actions, the Recipient may assign any other responsive actions as deemed appropriate.

Any disciplinary sanctions against a respondent will not be implemented until the conclusion of the grievance procedures.

Possible remedies that the College may provide to a complainant or other individuals include, but are not limited to:

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional longterm remedies or actions with respect to the Parties and/or the Recipient community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- x Referral to counseling and health services
- x Referral to the Employee Assistance Program
- x Course and registration adjustments, such as retroactive withdrawals
- x Education to the individual and/or the community
- x Permanent alteration of work arrangements for employees
- x Provision of campus safety escorts
- x Climate surveys
- x Policy modification and/or training
- x Provision of transportation assistance
- x Implementation of longterm contact limitations between the Parties
- x Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the Recipient owes the Respondent to ensure no effective denial of educational access.

The Recipient will maintain the confidentiality of any longterm remedies/actions/measures, provided confidentiality does not impair the Recipient's ability to provide these services.

including the meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the grievance procedures. Decisionmakers also receive training on any technology tools used during the Administrative Resolution Process; informal resolution facilitators receive training on the rules and practices associated with the College’s informal resolution process; and the College’s Title IX Coordinator receives training on their specific responsibilities and on the College’s recordkeeping system and applicable recordkeeping requirements.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College’s grievance procedures pursuant to Section VII above.

The College, in conjunction with its Sexual Misconduct Prevention and Response Task Force established pursuant to the Campus Security Enhancement Act of 2010 (CS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

The training provided to College employees will not rely on sex stereotypes and will promote impartial investigations and adjudications of complaints of alleged sex discrimination.

APPENDIX A Definitions

- A. Bystander Intervention: see Section 5 of the Preventing Sexual Violence in Higher Education Act (2010), which is codified at 20 U.S.C. § 10925.16 (a)(2)(B)(i)-(iii).

- E. Confidential Employee: an employee of the College who has confidential status with respect to information received while the employee is acting within the scope of the following duties and functions: (1) a person who is employed by the College whose communications are privileged or confidential under Federal or State law; (2) an employee whom the College has designated as confidential under Title IX for the purpose of providing services to persons related to sex discrimination; (3) an employee who is conducting an Institutional Review Board approved human subjects research study designed to gather information about sex discrimination. A Confidential Employee may or may not also be a Confidential Advisor. *Currently, the College does not have on campus employees appointed as confidential employees.
- F. Consent: knowing and freely given agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. 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, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is underage; or 4) the person is incapacitated due to a mental disability.
- G. Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- H.

which the conduct occurred; and (5) other ~~based~~ harassment in the College's education program or activity.

- K. Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or an intellectual or other disability which prevents the person from having the capacity to give consent.
- L. Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex Discrimination and these Procedures.
- M. Peer Retaliation: retaliation by a student against another student.
- N. Pregnancy or Related Conditions: includes (1) pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation or related medical conditions.
- O. Preponderance of the Evidence when considering all the evidence in the case, the Decisionmaker is persuaded that the allegations are more probably true than not true. The standard of proof requires the Decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decisionmaker is not persuaded under this standard that sex discrimination occurred, whatever the quantity of the evidence is, the Decisionmaker will not determine that sex discrimination occurred.
- P. Relevant: related to the allegations of sex discrimination under the investigation as part of these grievance procedures. Questions are relevant where they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged sex discrimination occurred.
- Q. Remedies: 6 (es)

Procedures Retaliation may result in disciplinary or other action independent of the sanctions, remedies or supportive measures imposed in response to the allegations of sex discrimination.

- U. Sexual Assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- V. Sex Discrimination: discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- W. Sex-Based Harassment: a form of sex discrimination that is harassment on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity. Types of sex-based harassment 7308 (e)4 (ni)-2 ((de)4 (,)-10 (ses(d)-10 (e)4 fried(i)-2 n(A)2 ppde A
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FF. Quid Pro Quo Harassment: when an employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

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:

- x Unless otherwise approved in advance by the Vice President, Student Services, expressive activity may occur during regular College business hours.
- x Expressive activity shall not block any building entrance or exit, or impede access to parking lots, athletic fields, or outdoor educational facilities.
- x Expressive activity shall not interfere with the educational mission of the College or any College business.
- x 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.
- x Expressive activity shall not create or promote a threat to public safety or security as determined by the College's police department.
- x Expressive activity shall not violate any law or College policy and shall not entail any harassment, bullying or intimidation of any individual, or group.
- x 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:

- x 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.
- x Physical bullying: pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an individual's work or learning area or property.
- x Nonverbal bullying: nonverbal gestures that can convey threatening messages.
- x Exclusion: socially or physically excluding or disregarding an individual in work-related or classroom-related activities.
- x

“Business days” shall exclude Saturdays, Sundays, and holidays and official college

- x Within five business days of initial receipt of a formal complaint, the respondent shall be provided with a copy of the complaint.
- x 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.
- x 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).
- x The complainant and respondent may also provide the investigator(s) with additional evidence for consideration.
- x A report of findings will be prepared by the investigator(s) and disseminated to both parties, as well as appropriate college officials.
- x 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 4

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

Written or electronic records of complaints shall be marked "CONFIDENTIAL" and shall be