

## COLLEGE WIDE POLICIES

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**Policy No. 1100**

5/22/1973

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/16/2007

Revised 8/22/2014

Revised 2/17/2015

**COLLEGE WIDE POLICIES****Nondiscrimination**

Oakton College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, military status, socioeconomic status, sex or gender, gender identity, or sexual orientation in admission to and participation in its educational programs, college activities and services, or in its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the Vice President for Student Affairs or the Chief Human Resources Officer, Oakton College, 1600 East Golf Road, Des Plaines, Illinois 60016, 847/635-1600.

An appropriate statement comprised of the College's nondiscrimination policy and the name and address of the responsible officer will be included in publications and printed materials as required for compliance with governmental and College policy.

**Policy No. 1101**

11/15/1988

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 12/15/2009

Revised 2/17/2015

Revised 2/20/2018

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**COLLEGE WIDE POLICIES****Harassment**

Harassment of any kind is prohibited at Oakton College whether it is sexual harassment or on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation, or any other legally protected classification. Oakton College is committed to respecting all individuals. Oakton College is also committed to the free and dynamic discussion of ideas and issues.

**Definition of Harassment**

Harassment is the creation of a hostile or intimidating environment in which verbal, written, visual or physical conduct, because of its severity and/or persistence, is likely to interfere unreasonably with an individual's work or education, such conduct being directed at an individual because of race, national origin, disability, age, religion, sexual orientation or other legally protected classification.

College employees, students, and third persons are prohibited from harassing other employees, students, or third persons sexually or on any other basis. For purposes of this policy, third persons include any person other than College employees and students, on College property, at any College-sponsored activities or at any activity which bears a reasonable relationship to the College.

**Internal Reporting Procedures**

It is the expressed policy of the College to encourage victims of harassment to come forward with such claims. Employees are encouraged to report harassment before it becomes severe or pervasive. In order to conduct an immediate investigation, any incident of harassment should be reported as quickly as possible, in confidence.

An employee and third person who believes s/he has been harassed, may confidentially report such incidents of harassment to the Assistant Vice President for Student Affairs/Dean, Access, Equity, and Diversity or the Chief Human Resources Officer, or in the case of an employee, his or her supervisor. If any of these individuals is the offending person, the report should be made to one of the other persons, who will investigate the complaint. In addition, individuals covered by this policy have a right to file a claim of sexual discrimination and harassment with the Illinois Department of Human Rights.

Any student who believes s/he has been harassed is encouraged to report such incidents of harassment to the Assistant Vice President for Student Affairs/Dean, Access, Equity, and Diversity. If the complaint involves the Assistant Vice President for Student Affairs, the report should be made directly to the Vice President of Student Affairs, who will investigate the complaints.

**Policy No. 1001**

Substantiated charges, as well as knowingly making a false report, shall result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of harassing behavior, rights of due process and confidentiality shall be respected. Any person who, in good faith, brings forth a complaint of sexual or any other form of harassment shall not be subject to retaliation. Whistleblower protections are also available under the State Officials and Employee Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

**Policy No. 1102**

6/29/1993

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 3/19/2002

2/17/2015

Revised 2/20/2018

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**COLLEGE WIDE POLICIES****Sexual Misconduct**

It is the intent of this policy to prevent any occurrence of sexual misconduct at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and professional performance and development, the College shall not tolerate sexual misconduct in any form by any employee, student or third person.

Oakton College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other prohibited acts (whether sexual in nature or not) that are forms of sex-based discrimination include dating violence, domestic violence, and stalking.

The College issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct and our educational programs and procedures that attend to matters of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and after it is reported to a College official. In this context, the College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

To oversee the implementation of this policy, Oakton College has established a team of staff members and administrators that includes the Title IX Coordinator and representatives from Student Affairs, Human Resources, Police Department, and Student Conduct. The team will meet at least once annually to develop, review, and revise protocols, policies, and procedures for addressing domestic and sexual violence on campus.

**Definitions<sup>1</sup>**

There are numerous terms used by Oakton College in our policy and procedures.

Sexual Misconduct can include any form of sexual harassment, sexual assault, domestic violence, dating violence, or stalking.

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<sup>1</sup> Comprehensive legal definitions and penalties for the crimes of Domestic Battery, Criminal Sexual Assault, Stalking, and other offenses can be found in Chapter 720, Section 5 of the Illinois Compiled Statutes, or on the Illinois General Assembly web site at: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=53&ActID=1876>.

Sexual Harassment is illegal under both state and federal law and objectionable under any circumstance. It is the College's policy<sup>2</sup> that no member of the College community may sexually harass any other member of the College community. The College shall not condone sexual harassment of or by students, faculty members, staff members or administrators. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of the College

Consent is defined in Illinois as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." The law also states:

A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. In addition to this, prior relationship does not indicate consent to future activity; a person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent; and, when under the influence of mind-altering substances such as drugs or alcohol, consent one is unable to neither give nor get consent.

Sexual Assault is sexual penetration by force or threat of force, or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

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<sup>2</sup> Policy 1101

Factors can increase the seriousness of criminal sexual assault include, but are not limited to, situations where the offender is armed with, uses, or displays a firearm, dangerous weapon, or similar object; the offender causes bodily harm or death to the victim; the offender threatens or endangers the life of the victim or any other person; the assault is committed during the course of another felony; the victim is elderly or is physically or intellectually disabled; the offender delivers any controlled substance to the victim without the victim's consent or by threat or deception; or circumstances involving differing ages between the offender and victim.

Domestic Violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law.

Under this law, family or household members are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors:

- (a) The length of the relationship,
- (b) The type of relationship, and
- (c) The frequency of interaction between the persons involved in the relationship.

Dating Violence is a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Illinois law states that domestic violence is physical abuse, harassment, forcible actions or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).



Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause a person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Any student, employee, or other member of the College community who believes he or she has been subject to any form of sexual misconduct, or any student, employee, or other member of the College community who believes that they have witnessed an incident of sexual misconduct, should report the incident to the Vice President for Student Affairs, the Chief Human Resources Officer, the Title IX Coordinator, or a designee (the "Administrator"). When possible, the report should be writing. Any College employee who receives a complaint of sexual misconduct shall immediately forward such complaint to the Administrator. Complaints should be submitted no later than sixty days following the date of the alleged incident of misconduct. The Administrator may waive this deadline in appropriate circumstances.

For Procedures for Reporting a Complaint see Procedure 1102.

**Policy No. 1103**

11/15/1988

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Renumbered 7/1/2001

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Reviewed 2/17/2015

**COLLEGE WIDE POLICIES****Substance Abuse**

As an educational institution, the College has an obligation to encourage those responsible behaviors which enable individuals to participate in learning opportunities. In recognition of the magnitude and seriousness of substance abuse in society, and of the harmful effects on individuals, families, and the community, this policy has as its purposes to influence attitudes through education, and to prohibit substance abuse. To condone abuse of alcohol and the use, possession, or distribution of controlled substances, and the consumption of alcohol on campus (except where specifically permitted by law) are prohibited because of concern for the health and welfare of members of the College community, and about behavior which may violate the rights of others. While it is not the intent of this policy to regulate the conduct of persons not under the College's control, it is the intent of this policy to regulate the conduct of all persons on campus or attending College-sponsored functions.

It is the College's policy to prohibit the unlawful use, possession or distribution of legally controlled substances, or the consumption of alcohol (except as provided by law), by persons on campus or at College-sponsored activities. It is also College policy to provide information to the College community about the detrimental effects of the use of drugs and the consumption of alcohol.

Unlawful use, possession, or distribution of any controlled substance is prohibited on campus or at any College-sponsored activity.

The consumption of any alcohol is prohibited on campus. Any exception to this policy must be authorized in advance in writing by the President. When authorized, the consumption of alcoholic beverages is restricted to active participants in an educational or cultural conference held on campus. Furthermore, the College representative in charge of any such activity on campus, or any College-sponsored activity held off campus, may deny the right of any or all persons to consume alcohol at such an activity when, in the discretion of such representative, the consumption of alcohol has become unreasonable. Violation of this policy is subject to disciplinary sanction.

This policy does not regulate the use of medication taken under the direction of a physician. In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its Substance Abuse policy in a non-discriminatory manner.

**Policy No. 1104**

4/17/1990

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/21/2014

Revised 2/17/2015

**COLLEGE WIDE POLICIES****Drug-Free Workplace**

The College prohibits employees to use, possess, dispense, distribute or manufacture any controlled substances or drugs in the workplace. This is prohibited on campus, including any worksite designated for the performance of work, or at College-sponsored activities. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this drug-free workplace policy as a condition of employment. Failure of an employee to receive a copy of this policy will not constitute defense to violations of the College's policy.

Any employee who is convicted of unlawfully possessing, using, dispensing, distributing, or manufacturing any controlled substances or drugs within the workplace, as a condition of employment, must notify the Chief Human Resources Officer in writing within five (5) calendar days of the conviction.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

Within thirty days after receiving notice of a conviction, the College shall take appropriate disciplinary or referral action. Discipline for violating the Drug-Free Workplace Policy or Rules shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy or rule. In place of any disciplinary sanctions for violation of the Drug-Free Workplace Policy or Rules, the College in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

The College shall maintain a drug awareness program to inform all employees about: a) the risks of drug abuse in the workplace; b) the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance program; and d) the penalties that may be imposed for violation of this policy.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its drug free workplace policies in a non-discriminatory manner.

The College shall make a good faith effort to continue and maintain a drug-free workplace and to implement the provisions of this policy.

**Policy No. 1105**

12/13/1990

Revised and Re-coded 01/19/1999

Renumbered 7/1/2001

Revised 1/21/2014

Reviewed 2/17/2015

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**COLLEGE WIDE POLICIES****Drug-Free Schools and Communities Act Rules**I. Definitions

- A. The term "employee" is defined as any full- or part-time employee of the College.
- B. The term "controlled substance" or "drugs" is defined in Schedules I-V of Section 202 of the Federal Controlled Substances Act (21 U.S.C. Section 812).
- C. The term "College property" shall include the College's buildings and grounds and off-campus sites leased or controlled by the College.
- D. The term "College activities" shall include all on-campus functions and College-sponsored off-campus functions such as officially sanctioned field trips, social activities and professional meetings attended by employees.
- E. The term "illicit alcohol" is defined as alcohol which is possessed, used or distributed in violation of federal, state or local law.

II. Standards of Conduct

No employee shall possess, use or distribute illicit drugs or illicit alcohol on College property or as part of any College activity nor violate the College's Substance Abuse policy.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act, the College will not discriminate against a person based solely on their status as a registered qualifying patient. The College will continue to enforce its drug free workplace policies in a non-discriminatory manner.

III. Statement of Sanctions

Employees: Discipline for violating the standards of conduct, set out in Section II, shall be governed by College disciplinary and termination policies and appropriate contracts. Consistent with local, state and federal law, the College shall impose sanctions on employees who violate the standards of conduct, up to and including, termination and referral for prosecution.

IV. Possible Legal Sanctions

Employees who are prosecuted and convicted of drug or alcohol related offenses are subject to the sanctions set forth in attached Exhibit A (sanctions under federal law for drug related offenses), Exhibit B (sanctions under state law for drug related offenses), and Exhibit C (sanctions under state law for alcohol related offenses).

V. Health Risks

Drug and alcohol abuse pose great health risks to employees. Attached as Exhibit D is a description of the health hazards associated with drug abuse. Attached as Exhibit E is a description of the health hazards associated with the use of alcohol.

VI. Available Drug and Alcohol Rehabilitation Programs

Names, addresses and telephone numbers of local drug and alcohol counseling, treatment, or rehabilitation or re-entry programs are available to employees.

The College publishes a resource directory of names, addresses and telephone numbers of local drug and alcohol counseling, treatment or rehabilitation programs. The directory is available in the College library, Association Offices and the Student Services Centers on both campuses. Student Development faculty members may provide assistance with community or agency referral information.

VII. Distribution of Information

Each year the College shall prepare and distribute to every employee a brochure containing the College's standards of conduct, the College's statement of sanctions, a description of the possible legal sanctions for violation of drug and alcohol statutes, a description of the health risks associated with drug and alcohol use and abuse, and information on available local drug and alcohol rehabilitation programs. The brochure shall also notify employees that compliance with the College's drug and alcohol policy is mandatory.

VIII. Biennial Review

The College shall conduct a biennial review of its Drug-Free Schools and Committee policy to (a) determine its effectiveness and implement changes to the policy or program if they are needed; and (b) insure that the sanctions required under the policy and rules are consistently enforced

## **COLLEGE WIDE POLICIES**

### **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities.

It is college policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Oakton College will reasonably accommodate qualified individuals with a long-term disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job, without undue hardship to the college, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

### **Section 504 of the Rehabilitation Act**

Oakton College also provides accommodations and services to college able students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. College able students with documented disabilities will not be excluded from participating in, or be denied the benefits of, or be subjected to discrimination under any program or activity at Oakton College.

An Oakton College student with a documented disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College and to assist the College in identifying appropriate and effective auxiliary aids. It is the College's responsibility to analyze the appropriateness of an aid or service in its specific context and to provide appropriate auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities.

## **COLLEGE-WIDE POLICIES**

### **Use of Information Technology**

#### **Preamble**

The Policy for Responsible Use of Information Technology at Oakton contains the governing philosophy for regulating all applicable activities by students, faculty members, staff members and other authorized users of the College's information technology facilities and resources. This policy establishes the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the Board of Trustees recognizes that all members of the College are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the special responsibility of faculty members, staff members and system administrators to take a leadership role in implementing the policy and assuring that the College community honors the policy.

#### **Policy**

In pursuit of its mission of offering exceptional teaching, educational excellence, and public service, the Board of Trustees of Oakton College ("Oakton" or the "College") provides access to information technology facilities and resources for students, faculty members, staff members, and other authorized users within institutional priorities and financial capabilities.

Access to the College's information technology facilities and resources is a privilege granted to College students, faculty members, and staff members and other authorized users. Access to College information technology facilities and resources may be granted by the data owners of that information based on the data owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

The College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data owners - whether departments, units, students, faculty members, or staff members --may allow individuals other than College students, faculty members, and staff members access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement; College policy; or any federal, state, county, or local law or ordinance.

College information technology facilities and resources are to be used for the College-related activities for which they are intended and authorized. College information technology facilities and resources are not to be used for commercial purposes or non-College related activities without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all College-owned or College-leased computers and peripherals.

Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). For faculty members, the principle of academic freedom will apply to public communications in all these forms. In accordance with guidelines in procedure, the College may monitor individual usage of any information technology facilities and resources. The College reserves the right to monitor and record the usage of all information technology facilities and resources if threatening or abusive behavior has been reported.

All members of the College community who use Oakton's information technology facilities and resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of College-owned or College-leased information technology facilities and resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. Oakton's policy requires that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the College and those on networks to which the College's systems are connected. Access to information technology facilities and resources without proper authorization from the data owner(s), unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of information technology facilities and resources are direct violations of the College's standards for conduct as outlined in Oakton College Policies and Procedures, College collective bargaining agreements, and the Student Handbook and may also be considered civil or criminal offenses.

#### Implementation

The President is responsible for supervising adoption of guidelines to implement this policy. System administrators may adopt additional guidelines for use of their own systems.

#### Enforcement

Alleged violations of this policy will be processed according to the judicial processes outlined in the Oakton College Policies and Procedures Manual, College collective bargaining agreements, the Student Code of Conduct, and the Code of Academic Integrity. Oakton treats access and use violations of information technology facilities and resources seriously. Oakton will pursue criminal and civil prosecution of violators as it deems necessary.



### Definition of Terms

**Administrative Officer:** vice-president, dean, or director to whom an individual reports.

**Authorized User:** someone who makes use of a computer system or network but who does not necessarily, but might, have system administrator responsibilities for that computer system or network. A user is responsible for his or her use of the computer and/or the network and for learning proper data management strategies.

**Computer Account:** the combination of a user number, user name, or user ID and a password that allows an individual access to a network computer.

**Data Owner:** the author or publisher of the information, data, or software; can be the individual or department that has obtained a license for the College's use of the information, data, or software.

**Desktop Computers, Microcomputers, Advanced Workstations:** different classes of smaller computers, some shared, some single-user systems. If owned, or leased by the College or if owned by an individual and connected to a College-owned, leased, or operated network, use of these computers is covered by the Oakton Policy for Responsible Use of Information Technology.

**Information Technology Facilities and Resources:** voice, data, images, and text (referred to as information); the transmission or processing of information; the acquisition, development, dissemination, protection, and storage of information through the use of electronic hardware devices and software.

**Network:** a group of computers and peripherals that share information electronically, typically connected to each other by either cable, satellite link, or other technologies.

**Normal Resource Limits:** the amount of disk space, memory, printing, etc. allocated to an information technology account by that information technology systems administrator.

**Peripherals:** an auxiliary device including, without limitation, a digital scanner, modem, camera, printer, fax machine or telephone handset that works in conjunction with the information technology facilities and resources.

**Project Director:** person charged with administering a group of information technology accounts and the information technology resources used by the people using those information technology accounts.

**Software:** programs, data or information stored on magnetic media including, without limitation, tapes, disks, diskettes, cassettes, usually used to refer to computer programs.

**System Administrator:** staff employed by a central computing department such as offices of Instructional Technology or Information Systems whose responsibilities include system, site, or network administration and staff employed by other College departments whose duties include system, site, or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational.

**Systems:** see Information Technology facilities and resources

**User:** see Authorized User

\*Oakton is intellectually indebted to the University of Cincinnati for considerable use of their Responsible Use Policy.

**Policy No. 1108**

4/20/2004

Renumbered 12/15/2009

Reviewed 2/17/2015

**COLLEGE WIDE POLICIES****Financial Records – Confidentiality**

Personally identifiable information, which is, defined as any information that a consumer provides to obtain a financial product or service, is kept confidential and may be disclosed only in accordance with the Gramm-Leach-Bliley Act (Public Law 106-102, 15 U.S.C. Sec. 6801, et seq.)

**Policy No. 1109**

4/20/2004

Renumbered 12/15/2009

Reviewed 2/17/2015

**COLLEGE WIDE POLICIES****Compliance with Health Insurance Portability and Accountability Act**

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

Further, activities undertaken by Oakton College's Health Center may also subject the College and its employees to the HIPAA Privacy Rule.

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

**Policy No. 1110**  
3/22/2005  
Revised 1/16/2007  
Renumbered 12/15/2009  
Reviewed 2/17/2015  
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## **COLLEGE WIDE POLICIES**

### **Reporting Employee Concerns Regarding the College's Financial Management**

Title III of the federal Sarbanes-Oxley Act of 2002 requires publicly traded companies to establish procedures to facilitate the reporting of concerns by employees regarding suspected financial irregularities, including questionable accounting or auditing matters. Although not applicable to the College in a legal sense, adoption of such procedures is in keeping with best practices for public institutions of higher education and serves the College's interest in fiscal stewardship and good governance.

Oakton College is committed to the highest standards of ethical and legal business conduct, and in line with that commitment, this policy is intended to provide an avenue for employees to report concerns regarding the College's financial management, and to provide assurance that they will be protected from retaliation for such reporting in good faith. Adoption of this Policy by the Board of Trustees does not imply or authorize adoption by the College of the Illinois Whistleblower Reward and Protection Act, 740 ILCS 175/1 et seq.

It is the responsibility of all trustees and employees to comply with all applicable laws, regulations, College policies and procedures regarding the financial management and financial reporting of the College, and to report suspected financial irregularity or inappropriate activity in accordance with this Policy.

Employees of the College should report any suspected financial irregularity or inappropriate activity to their immediate supervisor. If for any reason it would be inappropriate to report such suspected financial irregularity or inappropriate activity to the immediate supervisor (e.g., the supervisor may be involved in the suspected financial irregularity), the employee may report directly to the Chief Human Resources Officer.

Supervisors who receive reports of suspected financial irregularity or inappropriate activity are required to convey all such reports to the Chief Human Resources Officer, who has express responsibility and authority to investigate such reports. All reports will be promptly investigated, and the College will take appropriate corrective action or document why corrections are not necessary.

No trustee, administrator, or employee who in good faith reports any suspected irregularity or inappropriate activity regarding the College's financial management shall suffer harassment, retaliation or adverse employment consequences on account of such reporting. Any employee who retaliates against someone who has reported a suspected financial irregularity or inappropriate activity in good faith is subject to discipline up to and including termination of employment.

Suspected financial irregularity or inappropriate activity reported pursuant to this Policy will be handled in a confidential manner by all parties involved and will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation. An employee may make an anonymous report under this Policy by depositing a written statement describing the suspected financial irregularity or inappropriate activity in the secure complaint box located on the wall outside of the Des Plaines Campus Library, room 1406, and designated by the College for this purpose.

However, to the extent possible, employees are encouraged to provide their names with any report to facilitate appropriate follow-up questions and thorough investigation that may not be possible unless the source of the information is identified.

**Policy No. 1111**  
3/22/2005  
Renumbered 12/15/2009  
Reviewed 2/17/2015

## **COLLEGE WIDE POLICIES**

### **Document Retention and Destruction**

Under the Illinois Local Records Act, 50 ILCS 205/1 et seq., public records under the custody, control or possession of the College shall not be mutilated, destroyed, transferred, removed or otherwise damaged or disposed of, in whole or in part, except as provided by law.

Federal statutes, including the Sarbanes-Oxley Act of 2002, provide that it is a crime to

- (1) knowingly destroy a document with the intent to impede, obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States, or in relation to or contemplation of such matter or case; or
- (2) corruptly destroy a document, or attempt to do so, with the intent to impair the object's integrity or availability for use in an official proceeding.

The College shall maintain schedules of all public records in its custody, including electronic files and email and voicemail messages, identifying the length of time that records within each series warrants retention by the College for administrative, legal, or fiscal purposes as approved pursuant to the Local Records Act.

The College shall retain all relevant documents when the College knows, or should have reason to know, that the documents will become material in future litigation, and will cease document destruction of any and all potentially relevant documents at first notice of a lawsuit, or reasonable anticipation of a lawsuit.

**Policy No. 1112**  
12/11/2007  
Renumbered 12/15/2009  
Revised 09/17/2013  
Revised 2/17/2015

## **COLLEGE-WIDE POLICIES**

### **Compliance with Higher Education Smoke-Free Campus Act**

Effective July 1, 2015, the College will comply with the Higher Education Smoke-Free Campus Act (110 ILCS 64) which prohibits smoking on College property, including all indoor and outdoor space, and in all college-owned vehicles.

Littering of any smoking product or any other waste product on College property is prohibited.

This policy applies to any individual on College property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public.

Violation may result in monetary fines issued by the Police Department and/or disciplinary action by the appropriate administrative office.

#### **Definitions**

“Smoking” means:

The lighting or burning of any type of cigar, cigarette, electronic cigarette, pipe, or any other smoking equipment, whether filled with tobacco or any other type of material.



## **COLLEGE-WIDE POLICIES**

### **Code of Conduct**

The Higher Education Opportunity Act of 2008 requires colleges and universities to develop a code of conduct for their officers, employees, and agents who work with the student loan program or might have the opportunity to influence the work of the financial aid and business operations related to the student loan program.

Institutional officers, employees, and agents include, but are not limited to financial aid, admission, and business office personnel; supervisors of financial aid, admission and business office personnel; the College president; and members of the Board of Trustees.

This code is established to maintain high ethical standards, prohibit any conflicts of interest or the perception of conflicts of interest between College employees and employees from lending organizations and their agents.

The Code of Conduct specifically prohibits:

- 1) Soliciting or accepting any gift, gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimis amount from a lender, guarantor, or servicer of educational loans. This includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred;
- 2) Entering into revenue sharing agreements or arrangements between the College and a lender or vendor that is based on loans (including private loans) being made, insured, or guaranteed to students attending Oakton or to families of Oakton students; or recommendations to a lender in exchange for a monetary return or material good;
- 3) Allowing any family members to receive a gift if the gift was provided, or if there is reason to believe it was provided, because of the employee's position at the College;
- 4) Accepting payment of any kind from a lender in exchange for any type of consulting services related to educational loans;
- 5) For any first-time borrower, assigning, through award packaging or other methods;
- 6) Refusing to certify, or delaying certification, of a loan based on lender or guarantor;
- 7) Soliciting or accepting any offer of funds to be used for private educational loans
- 8) or opportunity pool loans in exchange for providing a lender with a specified number of loans, specified loan volume, or a preferred lender arrangement;
- 9) Requesting or accepting assistance from any lender with call center or financial aid office staffing; and
- 10) Taking any other action that results in a personal gain or benefit.

The Code of Conduct allows:

- 1) Requesting standard loan materials, workshops, training, or other programs for student loan related topics such as default aversion, default prevention or financial literacy. Brochures must identify the lender who provided them.
- 2) Accepting food, refreshments, training or information materials furnished to all participants as part of a professional development training program intended to improve the services of a lender, guarantor, or servicer;
- 3) Agreeing to favorable terms, conditions and borrower benefits if the terms, conditions, or benefits are provided to all Oakton College students;
- 4) Receiving student loan entrance and exit counseling services as long as Oakton staff are responsible for the counseling, and the counseling does not promote any specific lender products or services;
- 5) Collecting philanthropic contributions that are unrelated to educational loans and are not made in exchange for any advantage related to educational loans;
- 6) Requesting professional development training for Oakton College employees;
- 7) Accepting staffing services on a short-term, nonrecurring basis to assist with financial aid related functions during emergencies or natural disasters;
- 8) Receiving reasonable reimbursement for travel expenses if serving on a lender, guarantor, or servicer advisory board.

Those officers and members of the Board of Trustees who are not employed in the Office of Student Financial Assistance may be released from following the actions listed in this code by submitting a written request and recusing himself or herself from any decision making regarding educational loans to the Director of Enrollment Services.

The Director of Enrollment Services will provide this information annually to those officers, employees, and agents who are required to comply with the Code of Conduct.

Oakton College participates in the federal Direct Lending program and all student and parent borrowers receive federal educational loans from the U.S. Department of Education. Students and parents should inform the Office of Student Financial Assistance of the lender that the student has chosen for any private educational loans.

## **COLLEGE WIDE POLICIES**

### **Identity Protection Policy**

#### **Purpose**

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Oakton College intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.) regarding the use of social security numbers.

#### **Requirements**

- A. All employees that have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

#### **Prohibited Activities**

No employee may do any of the following:

- A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's social security number on any card required for the individual to access products or services.
- C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

- D. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- F. Collect, use, or disclose a social security number from an individual, unless:
  - 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - 2. The need and purpose for the social security number is documented before collection of the social security number; and
  - 3. The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use his or her social security number to access an Internet website.
- H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
- C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

- D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

#### Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

#### Public Availability

A copy of this policy shall be made available to the public upon request.

#### Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.

## **COLLEGE WIDE POLICIES**

### **Social Media Policy**

Oakton College may utilize social media and social network sites to enhance communications with students, employees, and the community. Social media facilitates discussion of College issues, operations, and services by providing members of the public the opportunity to interact and participate using a variety of venues. Any official Oakton College presence on a social media site or service is considered an extension of the College's information network, and must comply with all College policies, and state and federal regulations.

The College will establish Social Media Guidelines and Procedures to support Oakton's mission and purpose. These guidelines and procedures will apply to individuals acting on behalf of the College.

**Policy No. 1116**  
2/21/2012  
Reviewed 2/17/2015

## **COLLEGE WIDE POLICIES**

### **Compliance with Campus Sex Crimes Prevention Act**

Oakton College is committed to providing a safe and secure learning and working environment for all students and College employees. To that end, and in accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of Oakton College to track convicted sex offenders enrolled in classes or employed at the College, and communicate as necessary to the College community. Additionally, it may be necessary to place certain restrictions on these individuals in terms of their use and/or utilization of College facilities and resources.

**Policy No. 1117**  
 3/20/2012  
 Reviewed 2/17/2015  
 Revised 1/16/2024

**COLLEGE WIDE POLICIES**

**Reciprocal Support: Local Purchasing**

Recognizing the importance of financial stewardship and guided by the College’s statement of mission, vision and values (i.e. that “We are the community’s college”), the College will, whenever possible, solicit and encourage proposals from in-district vendors. When appropriate, fiscally responsible, and legally permissible the College will seek to purchase services from local vendors and recommend that associated entities or individuals at Oakton College do the same. All purchases shall be made in accordance with Section 3-27.1 of the Community College Act and other applicable procurement laws and regulations.

The aspirational purchasing goals of the Board of Trustees are:

- to allocate as many of the District’s resources that can be legally and appropriately offered to in-District businesses and organizations, and
- as part of our diversity, equity, and inclusion policy to encourage the allocation of these resources to women and minority businesses and organizations.

To that end, the Board has established its own monitoring mechanism to measure the level of activity related to the above-mentioned goals. Below is the format that is provided at each Board meeting to measure each meetings’ authorized purchases.

IN DISTRICT	\$55,682.30
CONSORTIUM	\$10,948,424.00
BID	\$3,765,627.90
BID EXEMPT	\$197,191.49
QBS	\$0.00
MBE	\$0.00
WBE	\$746,227.90

In-District purchases, for the purposes of this monitoring mechanism, are defined as a) purchases that are approved for businesses and organizations that reside in the District, as well as b) purchases from businesses or organizations who may not be or invoice in the District but who have affiliates, branches or other satellite operations that are physically located in the District.



## **COLLEGE WIDE POLICIES**

### **Concealed Carry**

#### **I. Statement of Purpose**

Oakton College ("College") hereby establishes this Concealed Carry Policy (hereafter referred to as the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/5 et seq.). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry firearms or weapons on the College campus in accordance with the College's authority to promulgate rules and regulations under the 2013 Illinois Firearm Concealed Carry Act.

#### **II. Persons Covered by this Policy**

This Policy applies to all employees, students, persons conducting business, or individuals visiting the College campus, as the term "campus" is defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their representatives.

#### **III. Prohibited Activities**

##### **A. Weapons or Firearms**

The College maintains a weapons and firearms-free Campus. "Campus" means the College's campus locations at 7701 North Lincoln Avenue, Skokie, Illinois and 1600 East Golf Road, Des Plaines, Illinois and includes all sites, whether owned, leased or controlled by the College where College programs, activities and classes are held. No person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or College regulation, is authorized to possess a weapon or firearm while on campus whether or not they are engaged in College-related business or activities. The term "campus" also means any satellite campuses now existing or that may hereafter be established.

It is the Policy of the College to prohibit:

1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by the College, even if that person has a valid federal or state license to possess a weapon or firearm. Property owned, leased, or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, or entertainment venue whether owned, leased, or operated by the College, and any real property, sidewalks, and common areas under the control of the College.

This Policy also applies to all College-related organization property whether leased or owned by the College and all College-officially-recognized organization property whether leased or owned by the College.

2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

## **B. Exceptions**

The provisions of this Policy do not apply to the possession of weapons or firearms in College vehicles, College buildings, on College grounds, or at any College-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is used in connection with a weapons safety course, weapons education course, military science or law enforcement training course offered by the College and/or approved and authorized by the College.
2. The weapon or firearm is carried by a full-time or part-time law enforcement officer, in good standing with their department, who is required to carry a weapon or firearm, whether on-duty or off-duty, as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or for any other exception deemed necessary as determined by the College's Chief of Police and Emergency Management.
3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College-related theatrical productions.

The possessor of a weapon(s) or firearm(s) that meets one or more of the exceptions allowed pursuant to this Section B shall register with the Police Department. The registrant shall provide the Police Department with their name, address, telephone number, and a description of the weapon(s) or firearm(s). They shall also indicate which of the four aforementioned exceptions applies to their circumstance. In addition, if the possessor is a full-time law enforcement officer, the registrant shall indicate the name of their law enforcement agency and their badge number.

**IV. Signage that Concealed Firearms are Prohibited**

The College's Facilities Department, in consultation with the College's Police Department, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

The College's Facilities Department, in consultation with the College's Police Department, shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

**V. Parking and Firearm Storage**

Storage of a weapon or firearm and its ammunition in plain view within a parked vehicle is prohibited. A weapon or firearm and its ammunition must remain locked in a separate and distinct case out of plain view within parked vehicles. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must be and remain unloaded at all times.

**VI. Enforcement**

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College Campus.

Any student found to be carrying or having carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or having carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or having carried a weapon or firearm onto the property of the College knowingly, or be carrying or having carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

## VII. Definitions

A. The term "firearm" is defined as a loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

B. The term "weapon" is defined as:

Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO<sub>2</sub>. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives and daggers.

The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly "clear and present danger" means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

**VIII. Police Department**

The College Police Department, in consultation with the College President and Board of Trustees, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons.

The College Police Department, in consultation with the College President and Board of Trustees, shall be responsible for determining the clear and conspicuous posting of signage at all building entrances and restricted parking area entrances where vehicles containing weapons or firearms are prohibited, stating that concealed firearms are prohibited, and signs shall be in accordance with the design approved by the Illinois Department of State Police and posting shall comply with any other administrative rules or procedures that may be promulgated from time to time by the Illinois Department of State Police.

The College Chief of the Police, in consultation with the College President and Board of Trustees, shall promulgate policies and procedures to be used in determining whether any exceptions to this Policy are necessary.

**IX. College Vice President of Student Affairs**

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Vice President of Student Affairs shall be the designee of the College President responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.

**X. Delegation**

The College's Board of Trustees hereby delegates to the President of the College the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations.

The President of the College shall from time to time report to the College's Board of Trustees any additional policies, regulations or procedures needed and the status of implementation of this Policy.

**COLLEGE WIDE POLICIES****Emergency Operations Plan**

It is the responsibility of the College to safeguard the health and welfare of its students and employees by developing and implementing, in cooperation with community governmental agencies, special emergency drill activities that would be appropriate in an emergency including, but not limited to, natural disasters, dangerous weather conditions, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases, and pandemics, that would demand that students remain at College. Drill activities shall assure proper accounting of students, orderly movement of students, and placement of students in the safest available building area under the circumstances, as designated by the Incident Commander in consultation with any appropriate experts or third parties.

The Board directs the College President, or his/her designee, to establish procedures to be followed during emergency situations on campus. These procedures shall be known as the Emergency Operations Plan. The Emergency Operations Plan shall be reviewed at least annually and modified as necessary.

This plan should be in compliance with the Campus Security Enhancement Act (110 ILCS 12/1), Illinois Emergency Management Agency Act (20 ILCS 3305), and the National Incident Management System (NIMS).

A current copy of the Emergency Operations plan will be held in the following locations on the College's campuses:

- President's Office
- Oakton College Police Department
- Facilities Offices
- Academic Division Deans' Offices

In addition, a copy should also be made available provided to the county Emergency Management Agency and local law enforcement. Pertinent parts of the plan shall also be communicated to students, employees, relevant stakeholders, and the community.

**COLLEGE WIDE POLICIES****Free Speech and Expression**

Oakton College is committed to maintaining an educational environment that fosters the free exchange of thoughts and ideas. Therefore, in accordance with the First Amendment of the United States Constitution, it is the policy of Oakton College to protect the speech rights of students, faculty, staff, community members, and the public, while preserving the order necessary for the College to achieve its educational purpose. The College reserves its right to limit the time, place, and manner of speech and expression in order to foster a safe and inclusive campus environment in compliance with such time, place, and manner restrictions, College policies and procedures, and applicable laws.

The Vice President for Student Affairs or designee is authorized by the Board of Trustees to develop procedures for the administration of this Policy.

**COLLEGE WIDE POLICIES****Ban of Incentives**

Oakton College prohibits the use of commissions, bonuses, or other incentive payment programs to employees or contractors who engage in any student recruitment or admission activity, secure student enrollments, or make decisions regarding the award of Federal Title IV financial aid funds, Higher Education Act program funds, Military benefits including Department of Defense Tuition Assistance funds, and Illinois higher education financial assistance.

Oakton Board of Trustee Policy 1025, Ethics and Gift Ban, also specifies procedures to conduct ethical behavior including gift limitations.



## COLLEGE WIDE POLICIES

### Oakton College Art Collection

As of September 2022, the art collection of Oakton College is legally owned by the College. The manager/curator of the Koehnline Museum of Art is responsible for the management, care, and exhibition of the art collection according to the museum's mission.

The art collection is divided into three categories:

- **Museum Art Collection** - focusing on modern and contemporary art created by Chicago area artists and reflecting excellence and educational value through a diversity of genres and aesthetic principles. Works from this collection may be sited in approved common areas throughout the college, stored in the archival area, or loaned as appropriate.
- **Teaching Collection** - includes items for educational purposes, selected for quality and significance and reflecting different disciplines of teaching such as anthropology, general history, or science. Items from this collection are stored in the archival area and available to faculty, students, researchers, and individuals by appointment
- **Secondary Art Collection** - includes non-significant art items such as posters and decorative pieces for campus offices. A separate inventory is kept of these items and they are not accessioned into the collections mentioned previously

Additions to the art collection can be made through purchase, commission, donation, exchange or loan. Acquisition through donation will follow the Gift Acceptance Policy jointly created by the College and Foundation Boards and set forth in Board Policy 3011. New additions will be designated to the appropriate collection category by the museum manager/curator.

Deaccessioning from the collection should be done with great care and in accordance with criteria established by the museum for such circumstances. If an item is determined to be deaccessioned through sale, the proceeds will be gifted to the *Educational Foundation's Richard L. Storing Art Endowment*, providing resources dedicated to the acquisition and conservation of artwork in the Oakton collection.