

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

HANDBOOK

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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Board of Trustees – Policy Function
Series 101: Statement of Guiding Principles – Mission and Goals

It is the policy of the Board of Trustees to recognize and maintain the distinction between those activities which are appropriate to the Board of Trustees as the legislative governing body of Iowa Lakes Community College and those administrative activities which are to be performed by the College President and his/her staff in the exercise of delegated administrative authority.

Mission Statement: To provide opportunities for quality lifelong learning and promote economic development for our communities.

- Goal 1: Opportunities**
Extend opportunities for personal and professional growth that are responsive to the dynamic needs of the individual and society.
- Goal 2: Lifelong Learning**
Provide learner-centered activities that empower the individual to reach his/her full potential and to fulfill each individual's personal and career goals.
- Goal 3: Economic Development**
Support partnerships among business, communities, and labor groups that strengthen the economic health and quality of life of area residents.
- Goal 4: Communities**
Promote collaborations with communities that support access to college programs and services with sensitivity to diversity and equal opportunities for all.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 102: Name of Area Education Unit, Legal Status

Name of Area Education Unit

The Area Education Unit is organized and known as: **Iowa Lakes Community College.**

Legal Status

The Board of Trustees of Iowa Lakes Community College derives its legal status from the Constitution of the State of Iowa and the statutes enacted by the General Assembly. The College is a school corporation formed under the provisions of Chapter 260C, Code of Iowa. The College is legally organized as Merged Area III. Whenever the term Iowa Lakes Community College is used in these policies or in any other document of the College, it shall mean Merged Area III. When the term “College” is used in these policies, it shall mean Merged Area III.

Whenever the term Board of Trustees is used in these policies or in any other document of the College, it shall mean Board of Directors.

DATE OF ADOPTION: 3/28/67

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 103: Board Members – Terms of Office; Regular and Special Elections

Members

The Board of Trustees is composed of seven (7) members, one (1) from each Trustee District. Each member is elected from a Trustee District by the electors of that Trustee District and shall be a resident of the district from which elected. No member shall serve on the Board of Trustees who is a member of a Board of Directors of a local school district or a member of an Area Education Agency Board.

Term of Office

Each member of the Board of Trustees is elected for a term of four (4) years, or to complete the unexpired term of a regularly elected member. Terms shall expire on the regularly scheduled Organization Meeting in December. Regular terms commence at the December Organizational meeting and members shall qualify by subscribing to the oath of office prescribed in Section 277.28 of the Code of Iowa.

Regular and Special Elections

Elections for Iowa Lakes Community College shall be held every two (2) years on the first Tuesday after the first Monday in November in odd-numbered years. Special elections may be called by the Board of Trustees with reference to those matters stipulated in Section 277.2 which are applicable to Community Colleges.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June 18, 2019

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): 260C.11 & 277.28

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 104: Filling Vacancies of Members and Officers

Vacancies on the Board shall be filled in accordance with Code of Iowa, Chapter 260C.12 and 277.29.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): 260C.12, 277.29
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 105: Board Meetings - Organization Meeting

At the Organization Meeting of the Board held at the Regular meeting in December as required by law, the first order of business shall be for the Board President to call the meeting to order. Next in order are approval of minutes and discussion of old business. The last order of business shall be the counting of the ballots by tellers appointed by the Board President and the declaring of duly elected candidates. The meeting shall be adjourned. The Secretary acting as temporary Board President, shall then call the meeting to order. The first order of business shall be to swear into office any new members unless they have been so sworn previously. The Board shall then elect from its membership a Board President, a Vice President, and other appropriate positions. The Secretary and the Board President shall act as tellers for the election.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June 18, 2019
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 260.12
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 106: Standing and Temporary Committees

Temporary committees of the Board may be appointed by the Board President and their duties shall be outlined at the time of appointment. Board Committees shall be comprised of less than a majority of the Board membership.

The function of the committee shall be to provide information and recommendations as directed by the Board to assist the Board in its decision making capacity. The recommendations and reports of all committees shall be advisory in nature with final decision making authority retained by the Board.

A temporary Committee shall serve a specific function and shall be considered dissolved when its report is made to the Board of Trustees.

A Standing Committee shall continue to function and make periodic reports to the Board in the area designated as long as there is a manifested need. The status of functioning Standing Committees shall be reviewed annually at the Board's Organizational Meeting. Members of functioning Standing Committees shall be reappointed at the Board's Organizational Meeting for a period of one year or until the Committee is dissolved.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: General Organization and Operation
Series 107: Legal Counsel

The Board of Trustees, at its discretion, shall appoint attorneys to represent the school corporation and advise the Board according to the purpose to be served. Attorneys shall attend regular and special meetings of the Board when requested and be available for consultation as needed. They shall be paid on a “time” or “retainer” basis as determined by the Board.

DATE OF ADOPTION: 1/27/67
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 279.37
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: General Organization and Operation
Series 108: Formulation and Review of Policies

The formulation of policy rests with the Board and the College President who shall write and propose policy to the Board as needed or as directed by the Board.

Policy proposals shall be submitted to the Board, through the College President, prior to a regularly scheduled meeting. Final action on new policies or amended policies shall be taken no earlier than the next meeting following the one at which the proposal is made.

The College President shall cause ongoing review of the policies and make suggestions in writing for new policies or changes when deemed necessary.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 109: Compensation for Expenses

Iowa Lakes Community College Board of Trustees shall receive the per diem rate of fifty dollars (\$50.00) per day plus actual expenses and mileage incurred for official designated meetings of all Trustees. This rate may be adjusted annually on July 1 of each year.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.12

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization and Operation
Series 110: Trustee Conflict of Interest and Confidentiality

The Board recognizes that actual, and potential, conflicts of interest may arise. The Board shall ensure that all Trustees are educated on conflicts of interest, including Iowa Code Section 279.7A, and have disclosed all actual and potential conflicts of interest.

The Board also recognizes that Trustees may be privy to privileged or confidential information. The Board shall keep all such information confidential subject to Iowa Code Chapter 22.

All Trustees shall sign a statement annually which affirms they have received, read and understood this Policy, and have agreed to comply with this Policy.

DATE OF ADOPTION: 3/16/2010

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Section 279.7A, Iowa Code Chapter 22

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: Board Officers
Series 120: President and Vice President

The President of the Board of Trustees shall preside at all of its meetings, sign warranties and drafts, and all orders drawn upon the Treasurer as provided by law, sign all contracts made by the Board, and appear in behalf of his/her corporation in all actions brought by or against it, unless individually a party, in which case this duty shall be performed by the Vice President of the Board. The Board may authorize the College President to execute appropriate contracts and agreements.

The Vice President shall perform such duties as may be assigned by the President of the Board of Trustees and shall serve as Acting President during the absence of the President.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 291.1
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Board Officers
Series 121: Secretary

The Secretary shall be appointed at the organizational meeting of the Board of Trustees. The Secretary shall not be selected from Board membership. The Secretary shall give bond as prescribed by law. The term of appointment shall be for one year. He/She shall qualify within ten days following appointment. The duties of the Secretary shall be pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.42, 291.2, .6, .7, .8, .10, & .11

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Board Officers
Series 122: Treasurer

The Treasurer shall be appointed at the organizational meeting of the Board. The Treasurer shall give bond as prescribed in section 291.2, Code of Iowa. Term of office shall be for one year. Treasurer shall qualify within ten days following appointment. The Treasurer may not be selected from Board membership. He/She may be another employee of the College. The duties of the Treasurer shall be pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 12C, 260C.42, 298A, 291.2, 12, & 14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

Subject: Board Meetings
Series 130: General Structure

Meetings of the Board shall be conducted for the purpose of carrying on the business of the College. Meetings may be formal or informal and may be held in person or by electronic means. A gathering of Board members for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the provisions of the Iowa Open Meetings law shall not constitute a Board meeting.

Meeting Schedule and Notice

The Board shall hold regular, annual and special/emergency meetings pursuant to Iowa law. The Board Secretary shall be responsible for public notification of meetings. Notice of annual, regular and special meetings shall be given at least 24 hours prior to the meeting. An emergency meeting may be called with less than 24 hours' notice.

The Board of Trustees of Iowa Lakes Community College, with sufficient notice of at least forty-eight (48) hours prior to the start of a scheduled public meeting, will relocate the scheduled public meeting to accommodate the participation of individuals with disabilities.

Rules of Order

The Board shall generally follow Robert's Rules of Order, with some modifications, when conducting Board meetings.

Meeting Agenda and Minutes

The President of the College, in conjunction with the Board President, shall submit the meeting agenda to the Board. Individuals or groups may submit a written request to place an item on the agenda.

The Secretary may include on the agenda a unanimous consent item. Any member of the Board may ask to have any item removed from the unanimous consent order of business or have the unanimous consent order of business divided. The Board may vote on all items in the unanimous consent agenda or a motion to adopt the unanimous consent order of business, or upon the items as separated or divided.

Records of all transactions of Board meetings shall be set forth in official minutes. In addition, the proceedings of closed sessions shall be taped. The Board Secretary shall serve as custodian of the minutes and shall make the minutes of open meetings available to the public upon request.

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Participation by the Public

The Board encourages public attendance and participation in public meetings. The public is asked to recognize that time constraints and procedures are required to assure an orderly process during the meeting.

1. A person who wished to address the Board should fill out a card provided at the meeting, listing his/her name and the subject of his/her remarks. If the subject is on the agenda, the speaker shall be heard at the time the agenda item is initially brought up for discussion. Other speakers on the topic shall also be recognized if time permits.

If the subject is not on the agenda, speakers may address the Board in the public comment item on the agenda. If the subject requires preparation of an agenda item, it shall be referred to the President and the person raising the issue shall be informed of the meeting when it shall appear on the agenda.

2. Only those individuals recognized by the Board President shall be permitted to participate in the discussion. Any attempt by persons not so recognized to discuss any motion before the Board is out of order.
3. The Board President shall permit and conduct adequate discussion of each agenda item by Board members, employees and the public. Speakers are asked to keep comments as brief as possible, not to exceed five minutes. In general, no more than 20 minutes shall be allowed for public comments. Should additional time be needed, a motion to extend the discussion may be made by any Board member. Extended discussion or action on any item can only take place with items on the agenda as posted.
4. Members of the Board, after gaining recognition of the Board President, may interrupt the speaker to ask questions and clarify discussion.
5. Remarks and allegations by a speaker concerning the character or motives of a College employee shall be out of order.
6. The Correspondence item of the agenda is designed for written comments from the public, not discussion.

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

Closed Sessions

In general, all meetings of the Board shall be conducted in open public sessions. Closed sessions may be held, in accordance with the Iowa Open Meetings law, as either “exceptions” or “exemptions” to the law.

1. “Exceptions” to the Iowa Open Meetings Law.

This type of closed session occurs during an open meeting. A special motion stating the reason for the closed meeting must be made and seconded, followed by a two-thirds affirmative roll call vote on the total membership of the Board or of all members present. The vote of each member on the question of holding the closed session and the reason for holding the closed session by reference to a specific exception under this provision of the law shall be announced publicly at the open session and entered in the minutes.

The Board shall not discuss any business during a closed session which does not directly relate to the specific reason announced as justification for the closed session. All sessions closed under this provision shall be tape recorded and have detailed minutes kept. The tape recordings shall be kept for one year from the date of the meeting. Real estate-related minutes and tapes must be released after the transaction is completed.

The Board may enter into this type of closed session for the following reasons:

- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the Board’s possession or continued receipt of federal funds.
- b. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent and where disclosure would be likely to prejudice or disadvantage the position of the Board in that litigation.
- c. To discuss whether to conduct a hearing or to conduct a hearing to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.
- d. To discuss the decision to be rendered in a contested case conducted according to the provisions of Chapter 17A of the Code of Iowa.
- e. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria of the selection, prosecution or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- f. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations, inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
- g. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to

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prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

- h. To discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the College would have to pay for that property.

2. "Exemptions" to the Iowa Open Meetings Law

This type of closed session is exempt from the Iowa Open Meetings law. It may be held separate from an open public meeting and may be held without public notice. The Board may enter into this type of closed session to discuss negotiations strategy regarding a certified bargaining unit, to discuss negotiations strategy for groups of employees not included in a certified bargaining unit, and to conduct a private hearing relating to the recommended termination of a teacher's contract and the teacher requested said private hearing. No record need be maintained of negotiation strategy sessions. The private hearing in a teacher's contract termination shall be recorded by a court reporter.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: October, 2009

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 21.4, 279.2

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Administration – Policy Function
Series 201: Statement of Guiding Principles

It shall be the policy of the Board of Trustees that the Chief Executive Officer of the Board of Trustees is the College President of Iowa Lakes Community College. Said Officer is accountable directly to the Board of Trustees and is responsible to them for guiding and directing all operations and activities of the College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: College President
Series 202: Functions

It is the policy of the Board that the College President shall:

1. Be in all respects the Chief Executive Officer of the Board except as otherwise provided by law. Said Officer shall have the power to make rules not in conflict with the law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the College.
2. Exercise leadership in initiating new procedures for accomplishing goals.
3. Be directly responsible to the Board; he/she shall be expected to initiate and develop policies for the approval of the Board, and to delegate such responsibility to associates and subordinates deemed necessary.
4. Attend all meetings of the Board except those concerned with his/her contract status.
5. Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board. All appointments, promotions, demotions, and suspensions shall be recommended by the College President to the Board.
6. Direct the professional staff of the College. Through the staff said President shall direct, assign, and assist all educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such other duties as the Board determines. Said President shall make such reports to the Board, including a comprehensive annual report, as are necessary to keep the members properly informed concerning the matters under the College President's supervision.
7. Direct the work of the professional staff in the evaluation of the education programs, and upon the basis of the findings shall recommend revision, if needed, to the Board.
8. Direct the preparation of an annual budget showing the estimated financial needs of the ensuing fiscal year, and the anticipated income from all sources and submit the budget to the Board in accordance with the requirements of law. The preliminary draft of the budget shall be submitted to the Board at a meeting in February of each year.
9. Oversee the negotiation of the Master Contract with the faculty association and present to the Board recommendations for final approval.

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10. Represent the College as its Chief Executive Officer in all dealings with other professional entities.
11. Initiate and conduct research that will lead toward more effective operation of Iowa Lakes Community College.

SPECIFIC ENUMERATION OF THE DUTIES OF THE COLLEGE PRESIDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BOARD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF THE COLLEGE PRESIDENT.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Administrative Operations
Series 210: Lines of Responsibility

The lines of responsibility and communications shall be designated by the College President and shall be reviewed periodically with the Board of Trustees.

The organizational chart shall be reviewed by the Board of Trustees.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: 6/1/93

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: Assistants to the College President
Series 220: Qualifications

The qualifications for the positions of the President's Cabinet Staff shall meet the certification requirements as designated by the Iowa Department of Education, which should include sufficient educational background and experience to warrant recommendation by the College President.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: Personnel – Policy Function
Series 301: Statement of Guiding Principles

The goal of the Board of Trustees is to provide an educational program of the highest quality. Success in obtaining this goal is dependent in large measure upon the competency of the professional staff and those who serve in direct supporting positions to the instructional program of Iowa Lakes Community College.

It shall be the policy of the Board of Trustees to appoint all personnel only upon the recommendation of the President.

Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Iowa Lakes Community College offers career and technical programs in the following areas of study:

- Agriculture, Natural & Environmental Services
- Engineering and Construction
- Arts, Design, and Visual Communications
- Business, Management, and Marketing
- Education, Public, and Human Services
- Health Science
- Hospitality
- Information Technology
- Manufacturing
- Transportation & Logistics

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If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

DATE OF ADOPTION: 10/25/77

DATE OF REVISION: 9/18/2018

DATE OF REVIEW: 9/18/2018

LEGAL REFERENCE (Code of Iowa): Chapters 216.6 and 216.9, Titles VI and VII of the Civil Rights Act 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS: Student Handbook, Employee Handbook, Affirmative Action Plan of the College

**IOWA LAKES COMMUNITY COLLEGE
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Subject: Personnel
Series 302: Alcohol and Drug Testing

Iowa Lakes employees who operate college vehicles are subject to drug and alcohol testing if a commercial driver's license (CDL) is required to operate the particular vehicle and the vehicle transports sixteen (16) or more persons including the driver or the vehicle weighs twenty-six thousand one pounds (26,001) or more. For the purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position with responsibilities to drive an included vehicle.

Employees operating a college vehicle as described above are subject to: pre-employment drug testing; reasonable suspicion, post accident, alcohol and drug testing. Employees operating a college vehicle shall not perform a safety-sensitive function within four (4) hours of using alcohol.

Employees who violate the terms of this policy as further defined in federal and state regulations, are subject to discipline up to and including termination.

DATE OF ADOPTION: 1/22/96

DATE OF REVISION: 11/98

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 124

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
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Subject: Personnel
Series 303: Drug Free Work Place

Iowa Lakes Community College will provide a drug free work-place and prohibit employees from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in the work-place.

DATE OF ADOPTION: 5/23/89

DATE OF REVISION: March, 1993

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260F

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 304: Discriminatory Harassment Policy

Discriminatory harassment of any member of the Iowa Lakes Community College community will not be tolerated, and the College is committed to providing an educational and work environment free of discriminatory harassment.

Discriminatory harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on the actual or perceived sex, sexual orientation, gender identity, race, color, creed, national origin, age, religion, disability or any other characteristic protected by applicable law of that person, and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

- Places an individual in reasonable fear of harm to themselves or property;
- Has a substantially detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's school or work performance;
- or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the College.

This Policy applies to activities on the property within the jurisdiction of the College; while in College-owned or College-operated vehicles; while attending or engaging in college-sponsored activities; and while away from College grounds if the misconduct directly affects the good order, efficient management, and welfare of the College.

Iowa Lakes Community College employees and students who feel they have been denied equal opportunity or harassed on an actual or perceived characteristic protected by applicable law may seek remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA Officer, the respective Dean or another College official should be contacted in lieu of the EEO/AA Officer. Confidentiality will be maintained as much as possible in these procedures.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: August 18, 2020, June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (18), Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Employee Handbook, Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 304.1: Sexual Harassment / Sexual Violence Policy

It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the collegewide community are respected, that the discrimination or harassment of students, faculty and/or staff at any of its campuses, facilities, and/or activities will not be tolerated. This includes sexual harassment, which includes sexual assault, dating violence, domestic violence, and stalking as defined herein, as well as retaliation against an individual for exercising rights under this Policy and Procedures.

It is the policy of Iowa Lakes Community College to provide education to help prevent, facilitate the reporting of, and provide information on counseling concerning sexual harassment. This policy sets forth the College's prohibition on sexual harassment, and the applicable procedures for resolving complainant or report of sexual harassment under Title IX, the Clery Act, and other applicable law.

The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating this policy and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize this Policy and the related procedures to respond to claims of sexual harassment and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct, as herein provided and/or consistent with applicable law and policy (such as the Discriminatory Harassment Policy or Student Code of Conduct) and based on the nature of the alleged conduct. The parties will be notified of this decision.

DATE OF ADOPTION: August 18, 2020

DATE OF REVISION:

DATE OF REVIEW:

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (18), Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Employee Handbook, Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 305: Tobacco Free/Smoke Free Facilities

To maintain an atmosphere conducive to the learning process, eliminate potential safety hazards, and to comply with the State of Iowa and the Smoke Free Air Act of 2008, the buildings, property and vehicles of Iowa Lakes Community College shall be free of tobacco and smoke. This includes the use of smokeless tobacco and use of e-cigarettes.

DATE OF ADOPTION: 1/24/94

DATE OF REVISION: June 16, 2015

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 142B, Smoke Free Air Act of 2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 306: Alcohol Free Facilities

Iowa Lakes Community College prohibits the use or consumption of alcohol on College property at any time except at those times and places specifically approved by the Board of Trustees in accordance with the laws of the State of Iowa.

DATE OF ADOPTION: 1/24/94

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 123

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

Subject: Personnel
Series 307: Affirmative Action

Iowa Lakes Community College declares and reaffirms a policy on opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public.

Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Iowa Lakes Community College offers career and technical programs in the following areas of study:

- Agriculture, Natural & Environmental Services
- Engineering and Construction
- Arts, Design, and Visual Communications
- Business, Management, and Marketing
- Education, Public, and Human Services
- Health Science
- Hospitality
- Information Technology
- Manufacturing
- Transportation & Logistics

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

DATE OF ADOPTION: 12/18/79

DATE OF REVISION: 09/18/2018

DATE OF REVIEW: 09/18/2018

LEGAL REFERENCE (Code of Iowa): Chapters 216.6 and 216.9, Titles VI and VII of the Civil Rights Act 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act 1973 (29 U.S.C. § 206, et seq.), Title IX (Education Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS: Student Handbook,
Employee Handbook, Affirmative Action Plan of the College

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 308: Copyright

The Iowa Lakes Community College Board of Trustees supports the U.S. Copyright Law (United States Code, Title 17). Any violation of copyright is prohibited.

DATE OF ADOPTION: 3/28/94

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): U.S. Copyright Law (US Code, Title 17)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 309: College Staff – Originated Publications

All official College publications must receive appropriate administrative approval before being published and distributed.

DATE OF ADOPTION: 2/25/75
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa):
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel
Series 310: Child Abuse Reporting

In compliance with Iowa law, Iowa Lakes Community College has established procedures requiring reporting of suspected child abuse to Iowa Lakes Community College administration, law enforcement and the Iowa Department of Human Services.

Iowa Lakes Community College administration shall cooperate with law enforcement to investigate reports of suspected child abuse.

The Human Resources Department shall monitor completion of Mandatory Reporter child abuse training as required by Iowa law.

Child is defined as any person under the age of eighteen (18) years.

DATE OF ADOPTION: 12/18/2012

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 320: Recruitment and Selection

Recruitment of the employees of Iowa Lakes Community College shall be the responsibility of the President. In the discharge of this responsibility, the President shall make such use of other administrative staff, supervisory staff, faculty, and Board Members as may be both practical and effective.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Civil Rights Act, 1964

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 321: Assignment and Transfer

Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the College.

Changes in assignment may be made at the initiative of the President, other administration staff members, or at the request of the employee. All such re-assignments shall be made with the full knowledge of all parties related to the transfer, and shall be reviewed by the Board.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 322: Records - Personnel

All personnel records shall be kept and preserved by Human Resources and shall be housed in the administrative offices of the College. All personnel records shall be retained permanently pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 323 Evaluation Procedures

The Board of Trustees shall employ, retain, and advance only the most qualified employees of the College. The administrative and supervisory staff shall continually evaluate the services of the staff and shall submit such evaluations in writing to the President or his or her designee annually in a timely manner.

Evaluation of personnel subject to the Collective Bargaining Agreement with the Iowa Lakes Community College Education Association shall be in accordance with the terms of the agreement.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 324: Contracts

Contracts with personnel shall be in writing and shall state the length of time the contract is in force. Continuing contracts will be in accordance with appropriate sections of the Code of Iowa.

Such contracts shall be approved by the Board, signed by the Board President, and filed with the Human Resources Office of the College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 279

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 325: Resignations of Contracted Personnel

Resignations shall be in writing signed by the resigning party and directed to the College President, who will present the resignation to the Board of Trustees with recommendations.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 279
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 326: Resignations of Continuing Contracted Employees

A member of certified faculty (those subject to the contract provisions of section 279.13 of the Iowa Code) who has not accepted a contract for the ensuing school year tendered by the College Board of Trustees may resign pursuant to Code of Iowa.

DATE OF ADOPTION: 5/24/83
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 279.13
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 327: Reduction in Forces

When, at the recommendation of the President, a staff reduction is necessary, such reduction will be in accordance with the terms of the Collective Bargaining Agreement with the Iowa Lakes Community College Education Association.

Such recommendations shall be approved by the Board of Trustees.

DATE OF ADOPTION: 10/28/75

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Collective Bargaining Agreement

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 328: Tutoring

Professional personnel employed by the College shall not render tutorial services for pay to students enrolled in his or her own classes.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 329: Use of School Owned or Leased Cars

The President of the College may authorize an employee of the institution the use of College owned or leased vehicles to carry out his or her duties.

DATE OF ADOPTION: 2/28/84

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 330: Annuities

It shall be the policy of the Board of Trustees to honor the written request of the employees of the institution, when properly executed by the employee and filed with the Human Resources office, to purchase an individual annuity contract for such employee as provided by law.

DATE OF ADOPTION: 1/24/72

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 294.16, 260C.14(9)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 331: Faculty Organization

The Board of Trustees of Iowa Lakes Community College acknowledges the Iowa Lakes Education Association as the official full-time faculty bargaining representative as specified in Chapter 20, Code of Iowa, and the Rules and Regulations of the Iowa Public Employment Relations Board.

DATE OF ADOPTION: 9/13/75
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 20
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 332: Civic /Professional Memberships

Employees of Iowa Lakes Community College may make application to the College President for payment of membership dues to civic/professional organizations that will enhance the position of the College; and, may be paid at the discretion of the President or designee.

DATE OF ADOPTION: 9/28/85
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa):
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 333: Employee Air Travel

When it is necessary for an employee to use air transportation, either commercial or private, travel arrangements must be organized and completed by the College President's office. This travel is exclusively for employees of the institution and the Board of Trustees.

DATE OF ADOPTION: 5/30/84

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 334: Private Flying Services

The Board of Trustees and the President's Cabinet members may utilize private flying services when deemed necessary by the Board of Trustees or the College President.

A flight procedure form must be completed and approved by the College President prior to the flight.

DATE OF ADOPTION: 6/26/84

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Employment Conditions
Series 335: Credit Cards

Employees of the College may be issued credit cards to be used for payment of authorized expenditures incurred in the performance of work related duties. The College President or said designee shall identify those employees to whom the cards will be issued for work related expenditures.

DATE OF ADOPTION: 7/24/84

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): 260C.14 (11)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Personnel – Related Considerations
Series 340: Employees Infected with Dangerous and Life Threatening Diseases

It is recognized by Iowa Lakes Community College that most persons infected with dangerous and life threatening diseases should be allowed to continue employment at Iowa Lakes Community College in an unrestricted manner with approval of his or her personal physician. In cases where an infected employee may pose a risk of infection to others, Iowa Lakes may designate a physician to evaluate the employee on an ongoing basis.

DATE OF ADOPTION: 5/26/92
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 139
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Attendance
Series 401: Statement of Guiding Principles

It is the policy of the Board of Trustees to provide a learning program of quality and excellence and to maintain an educational environment conducive to these pursuits.

Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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- Agriculture, Natural & Environmental Services
- Engineering and Construction
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- Business, Management, and Marketing
- Education, Public, and Human Services
- Health Science
- Hospitality
- Information Technology
- Manufacturing
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If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

DATE OF ADOPTION: 10/25/77

DATE OF REVISION: 09/18/2018

DATE OF REVIEW: 09/18/2018

LEGAL REFERENCE (Code of Iowa): Chapters 216.6 and 216.9, Titles VI and VII of the Civil Rights Act 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS: Employee Handbook, Student Handbook, Affirmative Action of the College

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Attendance
Series 402: Records - Student

The Registrar shall initiate and maintain a complete individual permanent record for each student pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

Subject: Student Attendance
Series 403: Residency & Tuition

The comprehensive programming of the College is intended to offer quality educational opportunities to all people.

While a high-school diploma or equivalency is highly desirable, it is not mandatory to attend.

Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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- Hospitality
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IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

GENERAL

A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay a non-resident tuition cost. Tuition rates are established by a community college's board of trustees.

- A. Resident Tuition: Tuition for residents may not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time student. For students of high school age enrolled in a course through a contractual agreement with a school district, the limit on resident tuition shall not apply and the amount of tuition shall be determined by the board of trustees of the community college with the consent of the school board.
- B. Non-Resident Tuition: Tuition for non-residents shall not be less than the marginal cost of instruction of a student attending the college.
 - 1. A separate non-resident tuition rate for international students is permissible, provided the rate is reasonable and reflects the cost of appropriate services.
 - 2. A lower tuition for non-residents is permitted under a reciprocal tuition agreement between a community college and an educational institution in another state, if the agreement is approved by the director of the Iowa Department of Education.
 - 3. Other non-resident tuition rates may be established for specific purposes provided the tuition is greater than the resident tuition rate and not less than the marginal cost of instruction and the arrangement is approved by the director of the Iowa Department of Education.
- C. Online Consortia: A separate tuition rate for residents and non-residents is permitted under a consortium agreement for distance education coursework between Iowa community colleges, if the agreement is approved by the director of the Iowa Department of Education and tuition is not less than the marginal cost of instruction for non-resident students and does not exceed the lowest tuition rate charged by an institution under the state board of regents for resident students. Additionally, tuition shall not be less than the lowest resident rate or higher than the highest non-resident rate of institutions within the consortium.
- D. Non-Credit Courses: Persons who register for non-credit continuing education courses shall be charged course fees determined by course costs and market demand. A community college shall inform all students about residency status determination, the appeal process, and tuition policies. Information shall be included in appropriate publications such as the college's catalog, registration materials,

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

website, and student handbook. All tuition rates shall be reported to the Iowa Department of Education annually.

DETERMINATION OF RESIDENCY STATUS

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

- A. The registrar or official designated community college office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
2. Iowa state income tax return.
3. An Iowa driver's license.
4. An Iowa vehicle registration card.
5. An Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

In all events to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

- B. If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.
- C. These regulations shall be administered by the registrar or office staff designated by the community college. Resident and non-resident tuition rates shall be printed and available in the catalog or another major college publication.

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

RESIDENCY OF MINOR STUDENTS

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

RESIDENCY OF STUDENTS WHO ARE NOT CITIZENS OF THE UNITED STATES

- A. A person who is a refugee or who is granted asylum by an appropriate agency of the

United States must provide proof of certification of refugee or asylum grantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

- B. A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.
- C. A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is *prima facie* evidence of non-residency (i.e., in a rare case, a student holding the visa could overcome the presumption of non-residency).
- D. A person who is a resident of an Iowa sister state may be classified as a resident or non-resident, per rules adopted by the college's board of directors.

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

RESIDENCY OF FEDERAL PERSONNEL AND DEPENDENTS

A person, or his/her spouse or dependent child, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

VETERAN'S EXEMPTION

A veteran of military service or National Guard, or his/her spouse or dependent child shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits, under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.
2. The individual is an active duty military person, or activated or temporarily mobilized National Guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran's internal revenue service tax filing for the previous year.

RECLASSIFICATION OF RESIDENCY STATUS

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

APPEAL

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to the Iowa Lakes Community College Academic Appeals Committee. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision.

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

EFFECTIVE DATE

This policy is effective beginning with the 2014-2015 academic year.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: 09/18/2018

DATE OF REVIEW: 09/18/2018

LEGAL REFERENCE (Code of Iowa): Chapters 216.6 and 216.9, Titles VI and VII of the Civil Rights Act 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook, Affirmative Action Plan of the College, College Catalog, and Admissions Bulletin

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Resident and Non-resident Students
Series 404: Athletic Recruitment

PURPOSE: The purpose of this policy is to restrict athletic recruitment.

1. **Recruitment Area:** The athletic recruitment area shall be Region A as stated in the By-laws of the Iowa Community College Athletics Conference.

DATE OF ADOPTION: 3/28/78

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Iowa Community College Athletic Conference

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Behavior and Discipline
Series 405: Suspension and Expulsion

The power to suspend a student is hereby conferred upon the Executive Dean; however, the student may request an appeal before the College President or designee. In the instance of a disciplinary expulsion, the decision will be presented to the Board of Trustees for final action.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): 260C.14(5)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Behavior and Discipline
Series 405.1: Discriminatory Harassment Policy

Discriminatory harassment of any member of the Iowa Lakes Community College community will not be tolerated, and the College is committed to providing an educational and work environment free of discriminatory harassment.

Discriminatory harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on the actual or perceived sex, sexual orientation, gender identity, race, color, creed, national origin, age, religion, disability or any other characteristic protected by applicable law of that person, and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

- Places an individual in reasonable fear of harm to themselves or property;
- Has a substantially detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's school or work performance;
- or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the College.

This Policy applies to activities on the property within the jurisdiction of the College; while in College-owned or College-operated vehicles; while attending or engaging in college-sponsored activities; and while away from College grounds if the misconduct directly affects the good order, efficient management, and welfare of the College.

Iowa Lakes Community College employees and students who feel they have been denied equal opportunity or harassed on an actual or perceived characteristic protected by applicable law may seek remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA Officer, the respective Dean or another College official should be contacted in lieu of the EEO/AA Officer. Confidentiality will be maintained as much as possible in these procedures.

DATE OF ADOPTION: August 18, 2020

DATE OF REVISION:

DATE OF REVIEW:

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (18), Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Employee Handbook, Student Handbook

IOWA LAKES COMMUNITY COLLEGE BOARD POLICY

Subject: Behavior and Discipline
Series 405.2: Sexual Harassment / Sexual Violence Policy

It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the collegewide community are respected, that the discrimination or harassment of students, faculty and/or staff at any of its campuses, facilities, and/or activities will not be tolerated. This includes sexual harassment, which includes sexual assault, dating violence, domestic violence, and stalking as defined herein, as well as retaliation against an individual for exercising rights under this Policy and Procedures.

It is the policy of Iowa Lakes Community College to provide education to help prevent, facilitate the reporting of, and provide information on counseling concerning sexual harassment. This policy sets forth the College's prohibition on sexual harassment, and the applicable procedures for resolving complainant or report of sexual harassment under Title IX, the Clery Act, and other applicable law.

The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating this policy and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize this Policy and the related procedures to respond to claims of sexual harassment and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct, as herein provided and/or consistent with applicable law and policy (such as the Discriminatory Harassment Policy or Student Code of Conduct) and based on the nature of the alleged conduct. The parties will be notified of this decision.

DATE OF ADOPTION: August 18, 2020

DATE OF REVISION:

DATE OF REVIEW:

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (18), Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Employee Handbook, Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Confidentiality
Series 406: FERPA

The College shall adhere to the confidentiality rights of students pursuant to the Family Educational Rights and Privacy Act (FERPA).

DATE OF ADOPTION: 2/24/75

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Family Education Rights Privacy Act, 1974, P1 93-380, 88 Status 572-74, August 21, 1974

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook, College Catalog, and Admissions Bulletin

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 410: Student Government

A student government may be organized within the framework of guidelines adopted by the College President.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa):
RELATED ADMINISTRATIVE RULES AND REGULATIONS:
 Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 411: Student Organizations

Student groups may organize upon receiving the approval of the College President or their designated representative. Such groups shall operate in conformance with qualifications and regulations determined by the administration. Failure to comply with regulations may result in disbanding the organization.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 412: Publications

College sponsored student publications are intended to establish an academic tool by which students may explore communication skills and careers, utilize an open forum for students, staff, the community and other readers to exchange ideas while practicing the skills, exercising the rights and accepting the responsibilities of the press as identified by law.

No material may be published in a College sponsored publication that is libelous, obscene, or an invasion of privacy.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 413: Student Social Events and Presentations

All social events shall be under the control of College professional personnel. Approval for an event shall be secured from the College President or designee and the date of the event placed on the College calendar before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper as determined by the administration.

Student presentations shall be under the sponsorship of College professional personnel. Approval for the time, place, and type of presentations must be secured from the College President or designee.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa):
RELATED ADMINISTRATIVE RULES AND REGULATIONS:
Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 414: Intramural Program

It is the policy of the Board of Trustees that an intramural program shall be maintained. All such activities shall be approved by the proper administrative officers and shall be under the direction of professional personnel.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Activities
Series 415: Interscholastic Program

Students may participate in interscholastic competitions or events sponsored by the College and directed or guided by professional personnel according to rules established by College administrators pursuant to conference and association regulations.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 420: Students Infected with Dangerous and Life Threatening Diseases

It is recognized by Iowa Lakes Community College that most persons infected with dangerous and life-threatening diseases should be allowed to continue with his or her education at the College in an unrestricted manner with approval of his or her personal physician. Some students, however, infected with dangerous and life-threatening diseases may pose a risk to others. In cases where an infected student may pose a risk of infection to others, Iowa Lakes Community College may designate a physician to evaluate the student on an on-going basis.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 139

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 421: Medications

No medications shall be administered by College Personnel other than pursuant to physician's instructions.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 422: Use of Motor Vehicles

Motor vehicles shall be operated on the grounds of the College in compliance with rules and regulations established by the Executive Director of Plant Services as well as by state, county, and/or municipal laws.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (10)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 423: Emergency Closing of the College

The College President, or designee, shall have the authority to discontinue instructional sessions because of extreme weather or other emergency conditions for the length of time the emergency exists. He or she shall make provisions to publicly announce such closings via available mass communication media.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 424: Tobacco and Alcohol Regulations

To maintain an atmosphere conducive to the learning process, eliminate potential safety hazards, and to comply with the State of Iowa and the Smoke Free Air Act of 2008, the buildings, property and vehicles of Iowa Lakes Community College shall be free of tobacco and smoke. This includes the use of smokeless tobacco and use of e-cigarettes.

The Board of Trustees also prohibits the use or consumption of alcohol on College property at any time except at those times and places specifically approved by the Board of Trustees in accordance with the laws of the State of Iowa.

DATE OF ADOPTION: 1/23/79

DATE OF REVISION: February, 2018

DATE OF REVIEW: February, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (3), Smoke Free Air Act of 2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 425: Parking Violations

Students and employees of the College will be assessed for each improper parking violation. The College President or designee will prepare the regulations for each Campus.

DATE OF ADOPTION: 4/23/79

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (10)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Health and Safety Regulations and Procedures
Series 426: Campus Security

The College shall maintain procedures for the safety of employees and students.

DATE OF ADOPTION: 2/24/92

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Drug Free Schools and Community DATE
of Amendments – Public Law 101-226; Student Right to Know and Campus Security Act –
Public Law 101-542

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Personnel – Related Matters
Series 430: Student Insurance

An all-student insurance program shall be available. The purchase of student insurance shall be the responsibility of the student.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Personnel – Related Matters
Series 431: Management of Internal Accounts

Collection of any funds for College activities must have the approval of the College President or designee. All such funds shall be under the financial control of the Board of Trustees. A properly bonded employee shall be designated by the Board to keep accounting records of all such funds in accordance with Uniform Financial Accounting for Iowa Schools procedures.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (3), 279.8

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Personnel – Related Matters
Series 432: Commencement

Records shall be kept showing those students who successfully complete any program of instruction in the College. Recognition will be given to each student upon the successful completion of a program of instruction.

Attendance at commencement exercises or similar types of public recognition, though desirable, shall not be a prerequisite to receiving certificates of achievement and/or completion.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook, College Catalog

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Personnel – Related Matters
Series 433: Interviews with Students

Educational institutions and businesses must have administrative approval to interview students at College facilities.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook, College Catalog

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Personnel – Related Matters
Series 434: Missing Student Policy

The College will establish a policy and procedures for student who reside in an on-campus student housing facility for missing student notification. The missing student notification procedure will be located in the Iowa Lakes Community College Student Handbook, Employee Handbook and on the Iowa Lakes Community College Website. The policy is written in compliance with Section 488 of the Higher Education Act of 2008.

DATE OF ADOPTION: 9/15/2009

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Section 488 of the Higher Education Act—2008

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook, Employee Handbook, Iowa Lakes Community College Website

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program and Instruction
Series 501: Statement of Guiding Principles

To meet the needs of our students, multiple courses shall be provided within each of the major subject areas.

Iowa Lakes Community College subscribes to the twelve points of the Iowa Law, Chapter 260C.1, establishing the state's community colleges.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.1

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization
Series 502: School Year

The President of the College will submit a three-year academic calendar to the Board of Trustees for its approval.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: General Organization
Series 503: School Day

The President of Iowa Lakes Community College or designee with the assistance of the staff shall establish a schedule that governs the curricular and extra-curricular activities of the College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Curriculum
**Series 510: Academic Program; College Transfer Program;
Career and Technical Education**

The College shall offer educational programs pursuant to the Iowa Code.

Iowa Lakes Community College shall offer a college transfer program so that students in the College may transfer his or her first two years of work to a senior college or university and have the credit apply toward a baccalaureate degree.

The College shall offer occupationally oriented programs including career technical, business, and pre-professional programs.

All technical programs shall be evaluated continually with respect to course content, and with respect to the standards established by the State Department of Education and regional accreditors.

The successful completion of this curriculum shall be recognized by the awarding of an appropriate degree, diploma, or certificate.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): 260C.1, 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

College Catalog

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Curriculum
Series 511: Continuing Education

The College shall offer a program of continuing education. Recognitions shall be provided upon completion of the programs.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.1

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Curriculum
Series 512: Developmental Studies (First Time Students)

The College shall require all students to be assessed in the areas of reading, writing and mathematics skills prior to his or her first registration.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 260C.1
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Curriculum
Series 513: Academic Freedom

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Faculty are entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to one's subject.

Faculty are citizens, members of a learned profession, and respected employees of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and shall indicate that they are not speaking for the institution.

Faculty members occupy a unique position of influence and respect in the eyes of students, college employees and others and, therefore, are obligated to maintain professionalism at all times while conducting College business.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Services
Series 514: Academic Advising

Employees of the institution will assist students in making satisfactory progress at the College in terms of the academic environment.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Services
Series 515: Health Services

The College shall inform students regarding local opportunities for health care.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Services
Series 520: Testing Program

Each faculty supervisor, assisted by the faculty members under his or her supervision, shall develop standards and procedures to evaluate student progress.

Comprehensive testing services shall be established and maintained in order to evaluate the total program of the College as well as to provide academic counseling service to students.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Evaluation
Series 521: Long-Range Planning

The College President or designee shall develop new and expanding programs to be offered by the College.

The Board of Trustees shall grant approval for the implementation and the termination of academic programs.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (1)

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Student Progress Reports
Series 522: Grading System

GRADING SYSTEM

Grades are based on students' levels of achievement in those courses in which he or she enroll. The following scale is used at Iowa Lakes:

Grades for courses with attempted credits, which count toward the grade point average:

A	4 honor points
B	3 honor points
C	2 honor points
D	1 honor point
F	0 honor points

DATE OF ADOPTION: 6/28/78

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

College Catalog

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 530: Study Tour for Credit/Non Credit

All extended study tours for academic credit and non credit shall be submitted to the appropriate supervisor for approval with review by the President or designee.

DATE OF ADOPTION: 4/26/83

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 531: Citizen Inquiries on Curriculum and Related Matters

If an individual takes issue with the college curriculum, he or she shall discuss the concern with the faculty member. If the matter is not resolved, the appeal process will follow this order:

1. Faculty Supervisors
2. Chief Academic Officer
3. President
4. The Board of Trustees

All concerns shall be submitted in writing.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 532: Textbook and Material Selection

It shall be the responsibility of each instructional supervisor in conjunction with faculty member, to approve textbooks and instructional materials for use in his or her area.

Any changes in approved instructional materials must have the approval of the instructional supervisor and are subject to review by the Chief Academic Officer.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 533: Graduation Requirements

The College President or designee shall establish graduation requirements for each of the programs offered at Iowa Lakes Community College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

College Catalog, Student Handbook

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 534: Graduation Residency Requirement – Credit Programs

To be eligible for a degree or diploma in a credit program, a student must complete a minimum of 25% of the total degree or program credits in courses taken at Iowa Lakes Community College. This procedure may be appealed to the College President or designee.

DATE OF ADOPTION: 3/27/79

DATE OF REVISION: 4/17/2018

DATE OF REVIEW: 4/17/2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

College Catalog

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 535: Faculty Load

The load for a full-time faculty member shall be determined by the Board of Trustees pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Educational Program – Related Considerations
Series 536: Iowa Industrial New Jobs Training/Iowa Jobs Training

Prior to the approval of a Jobs Training contract the Iowa Lakes Community College Board of Trustees shall take the following into consideration: (1) the quality of jobs, which may include but not be limited to wage and benefits scale, turnover rate, types of positions, and other justifiable factors; (2) the level of need of the political subdivision; (3) the impact on the economy of the political subdivision, which may include but not be limited to competitiveness of the industry, potential for displacement of jobs, and other justifiable factors.

New Jobs Training Contracts shall be approved by the Board of Trustees pursuant to the Code of Iowa.

DATE OF ADOPTION: 9/22/87

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260E, 260F

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

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BOARD POLICY**

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**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Business and Operational Procedures
Series 601: Statement of Guiding Principles

The Board of Trustees recognizes its deep responsibility to the citizens of Iowa Lakes Community College, for the efficient use of public funds. It shall, therefore, be the duty of the Board of Trustees to determine guidelines for the most effective use of public funds.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.5

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Budget
Series 602: Published Budget

The administrative staff shall compile necessary data and in such form that, when presented to the Board of Trustees, it will enable them to make informed decisions.

The published budget is prepared and distributed to the Board annually.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Budget
Series 603: Requirements of the Budget

The budget document shall include the following estimates:

1. The amount of revenue thereof for the several funds from sources other than taxation;
2. The amount proposed to be raised by taxation;
3. The amount proposed to be expended in the General Unrestricted, the General Restricted and the Plant Fund;
4. A comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the prior years actual budget and current year projected budget;
5. The estimates required shall be fully itemized and classified so as to show each particular class of proposed expenditure, showing under separate headings the amounts required in such manner and form as shall be prescribed by the State Board.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 24.3, .5

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Budget
Series 604: Budget Publication and Public Review

The Board of Trustees shall adopt a budget for the ensuing fiscal year. The date for the public hearing shall be set at the January meeting. This approved budget shall be filed with the Secretary of the Board to be presented to the Board at their February meeting.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 24.9, .10, .11

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Budget
Series 605: Budget Adoption by Board of Trustees

The Board of Trustees shall, after the public hearing, adopt the final budget for the ensuing fiscal year and certify same to the control county auditor pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 24.12, .17
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Budget
Series 606: Budget as a Spending Plan

The final published budget shall be considered as the authority for all expenditures during the fiscal year.

The Board of Trustees shall cause an amended budget to be published and shall establish and publish the time when and the place where a public hearing shall be held for the purpose of public review of the budget document.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 24.9, .15

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 610: Local, State, and Federal

All income received by the College shall be deposited with the College depository banks as set by the Board of Trustees and in accordance with the Code of Iowa.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 12C.1
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 611: Tuition

The Board of Trustees shall annually establish tuition and fees.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 612: Rental of Property and Equipment

The College President or designee shall establish the schedules pursuant to the Code of Iowa governing the use of the College property and/or its equipment by outside groups and compensation for the use of the College property and/or its equipment. Great deference will be granted to the campus deans for facilities and equipment usage.

Since the facilities of Iowa Lakes Community College are public, it is the policy of the Board of Trustees to encourage the use of the facility by citizens of Iowa. Those organizations eligible to use the facilities will be limited to bona fide organizations of Iowa that are contributors to the educational, industrial, recreational, social, or cultural activities.

Priority for use of facility shall be with the classes or internal organizations of the College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 297.9, 10

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 613: Use of Public Facilities, Applications for Use

Applications shall be filed with the individual responsible for the particular facility who shall classify the organization, establish the fee schedule, and approve the application.

Priority for use of facility shall be with the classes or internal organizations of the College.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 614: Sale of Bonds

The Board of Trustees shall issue bonds pursuant to the Code of Iowa. The election, the issuance, the sale, the receipts from sale, and the payment of the bonds shall be made in accordance with the statutes of the State of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 75 and 76

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 615: Investments

The Board of Trustees hereby directs the Chief Financial Officer to invest funds not currently needed in accordance with procedures approved by the Board.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 12C
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 616: Depository of Funds

The Board of Trustees shall designate the official College depositories pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 12C.1
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Income
Series 617: Auxiliary Enterprise Sales

All employees, students, and the public in general receiving sales of services from College enterprises shall be billed upon the completion of that service or sale.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Expenditures
Series 620: Expenditures and Purchasing Policy

The College President or designee shall approve all purchases made in the name of the College pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 73A.2, .18; 297.7, .8

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Expenditures
Series 621: Purchasing Supplies and Equipment

The purchase of all supplies, equipment, and services shall be pursuant to the Code of Iowa and practices established by the Chief Financial Officer.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Expenditures
Series 622: Payment of Bills

The Board of Trustees of Iowa Lakes Community College shall cause to have warrants issued for all claims against the district upon audit and allowance by the Board. The Secretary of the Board is authorized to issue warrants prior to the audit and allowance by the Board for payments for all general fund, plant fund, auxiliary fund, agency fund, scholarship fund, endowment fund and student loan fund, not to exceed five thousand dollars (\$5,000) for any one warrant. In addition to the \$5,000 limit the Board authorizes the Secretary to issue warrants for other activities as listed:

1. Payments for salaries to employees approved by the Board
2. Payments to vendors for employee payroll deductions
3. Payments to vendors for employee benefits
4. Payments for utilities
5. Transfer of funds for investments/cash management
6. Payment for Bookstore (books) and Farm (fertilizer/feed/seed) expenses
7. Payments to vendors whose purchase orders have prior Board approval
8. Payment of invoices associated with involvement in fiscal services of external organizations
9. Payment to Wells Fargo for Purchasing Cards (“P-Cards”) activity

All claims for which warrants have been issued prior to audit and allowance by the Board as provided herein shall be passed upon by the Board at the first meeting thereafter.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.42

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Expenditures
Series 623: Unpaid Warrants

The Board of Trustees of Iowa Lakes Community College shall only in the case of necessity issue warrants for which there are no funds available for the payment of such warrants. If warrants are issued for which there are not funds available for payment of such warrants, the Chief Financial Officer shall institute procedures as stated in the Code of Iowa, Chapter 74.

DATE OF ADOPTION: 9/27/71

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 74

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Expenditures
Series 624: Travel Allowance

Employees of who incur expenses for approved travel shall be reimbursed as approved by the President and the Board.

Reimbursement for use of private vehicles shall be at a rate approved by the Board of Trustees pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 70A.9

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Reports
Series 630: Secretary's Monthly Report

The Secretary of the Board of Trustees of Iowa Lakes Community College shall file with the Board of Trustees each month a complete financial statement of the preceding month's business pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 291.7

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Reports
Series 631: Audits

The Board of Trustees of Iowa Lakes Community College shall cause to be initiated an annual audit pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 11.6

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Insurance
Series 635: Insurance Program

The College shall maintain a comprehensive insurance program pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 279.28

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Insurance
Series 636: Periodic Review

The College President or designee shall make recommendations to the Board concerning the College's program of insurance.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Records
Series 640: Board of Trustees

The Secretary of the Board of Trustees of Iowa Lakes Community College shall keep and preserve all records required by the Code of Iowa.

DATE OF ADOPTION: 1/28/69
DATE OF REVISION: June, 2005
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapter 291.6
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Records
Series 641: Bonds for Officers and Employees

The Secretary and Chief Financial Officer of the Board of Trustees shall each give bond to the College in such amount as the Board may require and pursuant to the Code of Iowa. Bonds shall be filed with the President of the Board.

All other employees shall be covered by a blanket bond at a minimum of one hundred fifty thousand (\$150,000).

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 291.2, .3

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Records
Series 642: Inventory

A perpetual inventory of furniture and other equipment shall be maintained under the supervision of the Chief Financial Officer. All items that exceed \$500 in value shall be included in the inventory.

Items in excess of \$5,000 shall be capitalized and recorded as an asset of the college and shall be depreciated, pursuant to audit guidelines.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Maintenance and Operation
Series 643: Disposition of Obsolete Equipment

The College may sell, lease, or dispose of, in whole or in part, property belonging to the College pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Maintenance and Operation
Series 644: Red Flags Policy

The College will establish a policy through which employees working with covered accounts detect and respond to red flags that could indicate identity theft. The policy was written in accordance with the rules and guidelines set forth in 16 CFR Part 681 implementing the identity theft red flags portion of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

DATE OF ADOPTION: 8/18/2009

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE: 16CFR Part 681 of the Fair and Accurate Credit Transactions (FACTA)—2003

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Construction, Building, and Sites
Series 650: Selection of Architect

Architects shall be selected by the College President or designee.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Construction, Building, and Sites
Series 651: Site Specifications

The Board of Trustees shall accept as its minimum standards such site specifications pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa): Chapter 260C.4, .19,

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Construction, Building, and Sites
Series 652: Financing Sites and Construction

The Board of Trustees shall authorize an election to incur indebtedness and issue bonds for the purpose of financing the purchase of College sites, buildings, and/or equipment pursuant to the Code of Iowa.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

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	<u>Use of Public Facilities</u>
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705	Free Speech and Expression Procedural Rights and Responsibilities

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Community Relations
Series 701: Statement of Guiding Principles

It shall be the policy of the Board of Trustees to maintain positive community relations with the various constituencies of the region served by Iowa Lakes Community College. This shall be accomplished through public relations which reinforce the College's mission and goals. Available media will be utilized to share the achievements, objectives, needs and condition of the College while focusing on the key tenets of honest and accuracy.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Relations Between College Personnel and the Public
Series 702: Gifts to Board Members and Employees

The Board may receive public and private gifts and grants on behalf of the College. Board Members and College employees are encouraged to seek public and private gifts and grants, but only those that are allowed pursuant to the Iowa Code.

All gifts or grants of \$50.00 or more shall be approved by the Board.

No College Trustee, nor College employee, shall accept honoraria unless such honoraria complies with the Iowa Code.

All Board Trustees and College employees shall educate themselves to know which gifts or grants are allowed under the Iowa Code, and which honorariums are allowed by the Iowa Code.

DATE OF ADOPTION: February, 98
DATE OF REVISION: June, 2005, November 19, 2019
DATE OF REVIEW: February 20, 2018
LEGAL REFERENCE (Code of Iowa): Chapters 68B.22 - .26
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Relations Between College Personnel and the Public
Series 703: Complaints Concerning College Personnel

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Other supervisory or administrators in the line of responsibility
2. The College President
3. The Board of Trustees

No appeal will be heard by the Board of Trustees, and no charges against the employees will be investigated or acted upon by the Board unless submitted in writing, signed by the party bringing the same, and presented to the Board through the College President.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION: June, 2005

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Use of Public Facilities
Series 704: Loan of College Equipment

Equipment of the College shall not be loaned outside of the College. In the event that equipment is used by organizations within the college facilities, appropriate College personnel shall operate or supervise the use of such equipment. Where a cost is involved, the using organization shall pay the cost.

DATE OF ADOPTION: 1/28/69

DATE OF REVISION:

DATE OF REVIEW: February 20, 2018

LEGAL REFERENCE (Code of Iowa):

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

**IOWA LAKES COMMUNITY COLLEGE
BOARD POLICY**

Subject: Free Speech and Expression
Series 705: Free Speech and Expression Procedural Rights and Responsibilities

Iowa Lakes Community College has adopted a Free Speech and Expression Policy as set forth below.

That the primary function of an institution of higher education is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. This statement shall provide that, to fulfill this function, the institution must strive to ensure the fullest degree of intellectual freedom and free expression allowed under the First Amendment to the Constitution of the United States.

That it is not the proper role of an institution of higher education to shield individuals from speech protected by the First Amendment to the Constitution of the United States, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive.

That it is the proper role of an institution of higher education to encourage diversity of thoughts, ideas, and opinions and to encourage, within the bounds of the First Amendment to the Constitution of the United States, the peaceful, respectful, and safe exercise of First Amendment rights.

That students and faculty have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus, within the bounds of established principles of the First Amendment to the Constitution of the United States, and subject to reasonable time, place, and manner restrictions that are consistent with established First Amendment principles.

That the outdoor areas of campus of an institution of higher education are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions that are consistent with established principles of the First Amendment to the Constitution of the United States.

This policy is made and published by Iowa Lakes Community College to prohibit intellectual restrictions and penalties based on protected speech, including political speech, to the fullest extent of the First Amendment of the United States Constitution.

DATE OF ADOPTION: 4/16/2019

DATE OF REVISION: 7/20/2021

DATE OF REVIEW:

LEGAL REFERENCE (Code of Iowa): HF744

RELATED ADMINISTRATIVE RULES AND REGULATIONS:

Employee Handbook, Student Handbook
