PREFACE

Iowa Valley Community College District is a publicly supported agency charted by the State of Iowa as merged Area (Education) VI Community College District. On November 8th, 1972, the Board of Directors adopted Iowa Valley Community College District as its functional name. All references hereinafter to Iowa Valley Community College District also refer to Merged Area (Education) VI Community College District.

Educational and support services are delivered consistent with governing laws and under the legal authority of the Board of Directors of Iowa Valley Community College District. It is the responsibility of the board to insure the economic and systematic operation of the district consistent with sound practice and directed toward the instructional goals chartered by law.
This manual is comprised of eight subdivisions. There is a more definitive index of contents at the beginning of each section.

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TITLE: Philosophy and Purposes

Mission Statement

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

Supersedes Revision Adopted:
March 12, 2008
October 4, 2006
August 11, 1999
November 8, 1995
June 8, 1994
September 12, 1990
December 9, 1987
TITLE: Philosophy and Purposes

Vision Statement

We will serve our communities as the essential catalyst for educational and economic vitality.

Supersedes Revision Adopted: October 4, 2006
December 8, 1999
October 12, 1994
TITLE: Philosophy and Purposes

Core Values

- **Educational Excellence** – We believe in helping students achieve their goals by offering distinctive educational programs and support services in a stimulating environment, accommodating different learning styles, valuing diversity, and preparing them to be successful in a global society.

- **Leadership & Communication** – We believe in challenging everyone to take responsibility for demonstrating frequent, effective, and transparent communication. Our strength and integrity depend on our willingness to be accountable and respectful to each

- **Partnerships** – We believe in constructing effective alliances to create educational

- **Recognition & Success** – We believe in recognizing our students, employees, and community members for contributions and outstanding achievements that align with our

- **Growth** – We believe in maximizing resources and encouraging innovation and planning

- **Quality** – We believe in continuous quality improvement in all that we do.

Supersedes Revision Adopted: April 14, 2010
October 4, 2006
October 13, 1999
October 12, 1994
September 9, 1992
December 14, 1988
It is the expressed policy of the Iowa Valley Community College District Board of Directors that Iowa Valley Community College District be a united district, consisting of Ellsworth Community College, Iowa Valley Continuing Education, Iowa Valley Community College Grinnell and Marshalltown Community College. Implementation of this policy shall be the responsibility of the Chancellor or his/her designee in conjunction with the IVCCD Board of Directors.

Supersedes Revision Dated: March 12, 2008
October 10, 2001
TITLE: Philosophy and Purposes

Key Core Competencies

Iowa Valley Community College District’s Key Core Competencies include:

- Commitment to Student Success
- Cultivating Stakeholder Engagement
- Dedicated Workforce
- Excellence through Continuous Quality Improvement
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TITLE: Board of Directors – Policy Function

Statement of Guiding Principles

The Board of Directors recognizes and maintains the distinction between policy-making activities, which are appropriate to the Board of Directors as the governing body of Iowa Valley Community College District, and administrative activities. Execution of these policies is to be performed by the Chancellor and the staff in the exercise of delegated administrative authority.
TITLE: General Organization and Operation

Name of the Unit

The unit is organized and incorporated under the name: Merged Area (Education) VI Community College District.

Equally legitimate is the use of the name: Iowa Valley Community College District.
Title: General Organization and Operation

Legal Status

The Board of Directors of Iowa Valley Community College District derives its legal status from the Constitution of the State of Iowa and the statutes enacted by the General Assembly.

The Board of Directors acts as an agent of the State in placing an educational program into operation in accord with the Constitution and the laws of the State of Iowa.
TITLE: General Organization and Operation

Board Members

The Board of Directors is composed of seven (7) members, one from each Director District. Each member is elected from a Director District by the electors of that Director District and shall be a resident of the district from which elected. Said Director Districts shall be reapportioned every ten years based on the national census.

Legal Reference: Iowa Code 260C.11
TERM OF OFFICE

Each member of the Board of Directors is elected for a term of four (4) years. Terms will expire on the first regularly scheduled Board meeting in October (usually the 2nd Wednesday in October) at the Organizational Meeting, held every odd numbered year. Regular terms commence on the first regularly scheduled Board meeting in October (usually the 2nd Wednesday in October) of every odd numbered year, and members will qualify by taking the oath of office as prescribed in Chapter 277.28 of the Code of Iowa.

Subsequent to service on the Board, the Board shall comply with the State law with regard to future service or employment of former Board members.

Legal Reference: Iowa Code 260C.11, 277.28

Supersedes Revision Adopted: September 8, 2010
November 14, 2001
August 12, 1992
Filling Vacancies of Board Members

A vacancy occurs when a Board member dies, resigns, ceases to be a resident of the Director District represented, forfeits or otherwise leaves office and under such other circumstances as are defined under Section 277.29 of the Code of Iowa.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by Board appointment at the next regular meeting of the Board following the occurrence of the vacancy. The individual so appointed shall be a resident of the Director District in which the vacancy occurred and shall hold the position until the next regular school election. At that time, the newly appointed member may run for the remainder of the unexpired term of the position to which appointed or, if such term is then due to expire, may run for a new four year term.

If the next regular meeting of the Board following the occurrence of the vacancy is less than forty-five days prior to the next regular school election, the newly appointed Board member shall hold the position until the second regular school election following the appointment.

Legal References:
- Iowa Code § 21.6(3)(d); 69.12; 260C.11; 277.28-29.
- Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
At the discretion of the Board of Directors standing committees shall be appointed at the October meeting of the Board. The term of each appointment shall be for two years. Re-appointment to the same committee shall be at the discretion of the President of the Board.

Newly elected Board members shall be assigned to a committee(s) at the Organizational Meeting in October in every odd numbered year. The Standing Committees include: Finance and Facilities, Academic and Student Affairs, Personnel, and Board Policy Review.

The number of Board members on any one committee shall be less than a quorum of the full Board. The Board President shall be a member of each committee.

Ad hoc committees will be appointed by the President of the Board or by the full Board on an as needed basis. Ad hoc committees dissolve when they complete their assigned task.

Standing committees will meet on an as needed basis, called by the Committee Chair or Chancellor in consultation with the President of the Board. The appropriate committee will meet to discuss a topic or issue which falls under its assigned responsibility and will then report to the full Board.

Supersedes Revision Adopted: October 13, 2010
April 9, 2008
May 11, 2005
November 14, 2001
December 8, 1999
October 9, 1991
The Board of Directors shall maintain active membership in appropriate state and national associations. Since the policy function of the Board can best be carried out by a well-informed membership, Board member attendance is encouraged at professional meetings.
A. **Organizational Meeting**

The board of directors of the merged area shall organize at the first regular meeting in October following the regular school election in odd-numbered years. The organizational meeting will immediately follow the adjournment of the regular meeting. The organizational Board meeting will be called to order by the Secretary of the Board.

The first order of business will be to swear into office any new members unless they will have been so sworn previously. The Board will then elect from its membership a President and a Vice-President and appoint a Board Secretary and Treasurer to each serve two-year terms. The Board Secretary and Treasurer, within 10 days after appointment and before entering upon the duties of the office, will be bonded in accordance with Iowa Code 291.2.

B. **President and Vice-President**

The President of the Board of Directors will preside at all of its meetings and will perform such duties as to sign general and plant fund warrants and drafts, sign all contracts made by the Board, and appear on behalf of the District corporation in all actions brought by or against it unless individually a party, in which case this duty will be performed by the
The Vice-President will perform such duties as may be assigned by the President or Board of Directors and will serve as President pro-tem during the absence of the President. In the absence of both the President and Vice-President, the Board members shall appoint some other Board member to serve as President pro-tem for that meeting only.

C. Secretary

In the absence of the Board Secretary, the Board shall appoint a Board Secretary pro-tem to perform the duties of the Board Secretary for that meeting only.

D. Legal Counsel

The Board of Directors, at its organizational meeting, will appoint an Attorney to represent the corporation and advise the Board.

The Attorney will attend regular and special meetings of the Board when requested and be available for consultation as needed.

The Board's Attorney will be paid on a "time" or "services rendered" basis, at the discretion of the Board.

Legal Reference: Iowa Code Sections 260C.12, 279.3, 279.5

Supersedes Revision Adopted: October 13, 2010
August 12, 2009
October 10, 2001
December 8, 1999
January 13, 1988
TITLE: General Organization and Operation

Formulation and Review of Policies

Policy proposals will be submitted in writing to the Board through appropriate channels via the Chancellor, and/or his/her designee prior to a regularly scheduled Board meeting. Every policy will be subject to two readings by the Board except as noted below. Final action on new or amended policies will be taken no earlier than the next meeting following the one at which the proposal is made. At the discretion of the Board, a second reading of the policy by the Board may be waived.

The Chancellor has primary responsibility for proposing Board policy. Board members may propose a Board policy or Board policy change.

Policies will be reviewed at least every five years to ensure relevance to current practices and compliance with the Iowa Code, administrative rules and decisions, and court decisions.

Legal Reference: Iowa Adm. Code 281:12.3(2)

Supersedes Revision Adopted: October 13, 2010
February 13, 2008
October 10, 2001
December 8, 1999
August 13, 1997
October 12, 1994
December 9, 1987
Procedure for Formulation of Board Policies:

Board policy proposals will be submitted in writing to the Board of Directors through appropriate channels via the Chancellor, and/or his/her designee, prior to a regularly scheduled Board meeting following the steps as listed below:

1. Board policy reviewed by Chancellor’s Administrative Leadership Team
2. Board policy reviewed by legal counsel when appropriate
3. Board policy submitted to the Board of Directors at a regularly scheduled meeting of the Board as an information item
4. Changes or modifications suggested by the Board of Directors submitted to the appropriate member of the Administrative Leadership Team and legal counsel, if necessary
5. Board policy submitted to the Board of Directors on the action agenda of the next meeting of the Board for final approval

Procedure for Board Policy Review:

1. Board policy reviewed by appropriate member of Chancellor’s Administrative Leadership Team
2. Board policy reviewed by Chancellor’s Administrative Leadership Team
3. Board policy reviewed by Board Policy Review Committee of the Board of Directors
4. Board policy placed on the next Board meeting agenda under Review of Board Policies on the Consent Action Agenda

5. The Board of Directors may either approve the review of the Board policy or request the Board policy be discussed further with the procedure noted above.

Procedure for Formulation of Guidelines for Board Policy:

Guidelines to Board policy will be submitted in writing to the Board of Directors through appropriate channels via the Chancellor, and/or his/her designee, prior to a regularly scheduled Board meeting following the steps as listed below:

1. Guideline for Board policy reviewed by Chancellor’s Administrative Leadership Team

2. Guideline for Board policy reviewed by legal counsel when appropriate

3. Guideline for Board policy is submitted to the Board of Directors at a regularly scheduled meeting of the Board as an information item.

Procedure for Review of Guidelines for Board Policy:

1. Guideline for Board policy reviewed by appropriate member of Chancellor’s Administrative Leadership Team

2. Guideline for Board policy reviewed by Chancellor’s Administrative Leadership Team

3. Guideline for Board policy reviewed by Board Policy Review Committee of the Board of Directors

4. Guideline for Board policy placed on the next Board meeting agenda under Review of Board Policies on the Consent Action Agenda as information only.

Supersedes Revision Adopted: March 12, 2008
Regular and Special Elections

Regular school elections will be held in odd-numbered years on the second Tuesday in September. Merged areas (community colleges) can only hold special elections:

In odd-numbered years: 1) the first Tuesday in February, 2) the first Tuesday in April, 3) the last Tuesday in June, or 4) the second Tuesday in September (day of regular School election).

In even-numbered years: 1) the first Tuesday in February, 2) the first Tuesday in April, 3) the second Tuesday in September, or 4) the first Tuesday in December.

Special elections may not be held with: 1) City primary or runoff elections (§39.2(1)(b), 2) Primary elections (§39.2(1)(b), 3) School elections, unless the special election is for a school district or merged area school. (§39.2(1)(b).

Elections held for the renewal of the twenty and one-fourth cents per thousand dollars of assessed valuation levy authorized in Iowa Code 260C.22 shall be held either on the date of the school election as fixed by Iowa Code 277.1 or at a special election held on the second Tuesday in September of the even-numbered year.


Supersedes Revision Adopted: July 8, 2009
February 11, 2009
November 10, 1999
TITLE: **General Organization and Operation**

**Special Election Vote - A Vote for Facilities Levy**

Upon a resolution approved by the Board of Directors of Iowa Valley Community College District, a vote for any special levies allowed by law may be submitted to the voters of Iowa Valley Community College District.

Elections held for the renewal of the twenty and one-fourth cents per thousand dollars of assessed valuation levy authorized in Iowa Code 260C.22 shall be held either on the date of the school election as fixed by Iowa Code 277.1 or at a special election held on the second Tuesday in September of the even-numbered year.

Supersedes Revision Adopted: October 13, 2010
November 10, 1999
October 12, 1994
December 9, 1987
TITLE: General Organization and Operation

Prayer in School

No "group" or "public" prayers of any type will be permitted at any District/College sponsored or supervised event.

Legal Reference: First Amendment to the U.S. Constitution and to the case of Lemon v. Kurtzman, 403 U.S. 602 (1971) (U.S. Supreme Court.)

Supersedes Revision Adopted: August 13, 1997
TITLE: General Organization and Operation

Prayer in School

No public prayers of any type will be permitted at any District/College sponsored or supervised event occurring on District/College premises or in District/College facilities, whenever the participation or presence of participants is mandatory. Such events will include, but not be limited to, the following:

1. All athletic and sporting contests and pep rallies.
2. All faculty/student meetings.
3. Commencement exercises.
4. All curricular and extra-curricular meetings, events and programs.

Legal Reference: First Amendment to the U.S. Constitution and to the case of Lemon v. Kurtzman, 403 U.S. 602 (1971) (U.S. Supreme Court.)

Supersedes Revision Adopted: August 13, 1997
September 13, 1994
TITLE: Board Members

Orientation of New Members

It will be the responsibility of the Chancellor and the President of the Board of Directors to orient newly elected Board members.

The orientation will have as its purpose acquainting new members with the policies, duties, and responsibilities of the Board and the programs of Iowa Valley Community College District.

Supersedes Revision Adopted: December 8, 1999
December 9, 1987
TITLE: **Board Members**

**Orientation of New Members**

Orientation of new Board members may include:

1. Initial meeting with the Board President and Chancellor with review of IVCCD Board Member Handbook
2. Tour of District facilities
TITLE: Board Members

Compensation for Expenses

Members of the IVCCD Board of Directors have elected to serve without pay except as noted below.

Members of the Board, other than the secretary and the treasurer, will be allowed their actual expenses incurred in the performance of their duties and may be eligible to receive per diem compensation as provided for in Iowa Code 260C.12.

Members of the Board who attend business meetings (other than workshops, seminars, or retreat meetings) of IACCT/IACCP will receive a per diem stipend in the amount of $50.

Legal Reference: Iowa Code 260C.12

Supersedes Revision Adopted: September 8, 2010
December 8, 1999
April 10, 1996
September 9, 1992
No member of the Board will knowingly have a personal monetary interest, directly or indirectly, in any contract, written or unwritten, for services to be performed and/or material to be furnished for Iowa Valley Community College District.
TITLE: Board Officers

Secretary

The Secretary of the Board will have the responsibilities as outlined in Iowa Code 279.3, 279.33, 291.2, 6, 7, 8, 10 and 11 and perform such other duties from time to time as may be required by the Board of Directors, President of the Board, or by law.


Supersedes Revision Adopted: May 14, 2008
November 10, 1999
September 9, 1992
TITLE: Board Officers

Treasurer

The Treasurer of the Board will have the responsibilities as outlined in Iowa Code 291.12 and 14, and perform such other duties from time to time as may be required by the Board of Directors, President of the Board, or by law.

Legal Reference: Iowa Code 279.3, 279.31, 279.33, Chapter 291

Supersedes Revision Adopted: May 14, 2008
November 10, 1999
September 9, 1992
TITLE: Board Officers

Absence of Officers

In the event both the President and Vice-President are absent, the Secretary will serve as temporary chairman for the purpose of selecting a President pro-tem.
TITLE: Board Meetings

Regular Meetings

Regular meetings of the Board will be held on the second Wednesday of each month commencing at 4:00 p.m., unless otherwise approved by the Board.

All meetings will be located in the District's Administrative Office in Marshalltown, Iowa, unless otherwise approved by the Board.

Supersedes Revision Adopted: October 13, 2010
December 8, 1999
December 9, 1987
Special Meetings

Special meetings may be held as determined by the Board, or called by the Board President, or by the Board Secretary upon the written request of a majority of the members of the Board. Unless otherwise provided by law, notice of special meetings will be given through usual media sources prior to conducting such meetings and by written notice specifying the time and place, delivered to each member in person, or by registered letter. Attendance at a special meeting will constitute a waiver of notice of such meeting. The agenda for all special meetings will be limited to the item(s) for which the special meeting is called.

Special meetings will be held in the location officially designated for regular meetings unless otherwise determined by the Board in a previous legal session.

Legal Reference: Iowa Code 279.2

Supersedes Revision Adopted: September 8, 2010
May 14, 2008
November 14, 2001
Meetings of the Board will be held in open sessions except under those circumstances where closed sessions are expressly authorized by law.

A gathering of a majority of Board members in which deliberation of an issue within the jurisdiction of the Board takes place is a Board meeting.

The Board may schedule work sessions and retreats to provide its members and the administration with opportunities for planning, brainstorming and thoughtful discussion without action. The Board has the authority to hire an outside facilitator to assist in work sessions.

Topics for discussion and study at work sessions and retreats will be announced publicly, and such meetings will be conducted in open session. However, no Board action will take place at such sessions.

Legal Reference:
Iowa Code, Chapter 21

Supersedes Revision Adopted:
November 10, 1993
January 10, 1979
All actions and discussions at meetings of the Board of Directors, whether formal or informal, will be conducted and executed in open session unless a closed session is necessary for any of the following reasons:

1. 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.

2. To discuss application for letters patent.

3. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the Board in that litigation.

4. To discuss whether to conduct a hearing or to conduct hearings 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.

5. To discuss the decision to be rendered in a contested case conducted according to the provisions of Chapter 17A of the Code.
6. 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.

7. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.

8. To discuss the purchase or sale of particular real estate but only where premature disclosure could be reasonably expected to increase the price the Board would have to pay for that property or reduce the price the Board would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

9. To discuss information contained in records in the custody of the Board that are confidential records pursuant to Section 22.7, subsection 50 of the Code.

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The vote of each member on the question of holding a closed session and the reason for holding a closed session, with reference to one of the specific exemptions set forth above, will be announced publicly at the open session and entered into 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. A minimum of two-thirds of the Board, or all of the Board members present, must vote in favor of the motion on a roll call vote.

The detailed minutes and the audio recording of the closed session will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended, as well as all discussion. The audio recordings and the written minutes will be kept for at least one year from the date of the meeting. The detailed minutes and audio recording will be sealed and will not be public records open to public inspection. The minutes and audio recording will only be opened upon court order in an action to enforce the requirements of the open meetings law. The Board has complete discretion as to who may be present at a closed session. Final action by the Board on any matter discussed during a closed session shall be taken in an open session, unless other provision of the Iowa Code expressly permits an action to be taken in closed session.

Exemptions to the Open Meetings Law

Meetings of the following type are exempt from the open meetings law and may be held without public notice, be separate from an open meeting, be held without audio recording the gathering or taking minutes, and be held without a vote or motion:

1. Negotiating sessions, strategy meetings relating to collective bargaining and mediation sessions.

2. Strategy meetings relating to employment conditions of employees not covered by the collective bargaining law.
3. Private hearings relating to the recommended termination of a teacher’s contract. However, the private hearing in the teacher’s contract termination proceedings will be recorded verbatim by a court reporter.

Legal Reference: Iowa Code, Chapter 21, Sections 20.17(3), 279.15 and 279.16.

Supersedes Revision Adopted: September 8, 2010
May 14, 2008
November 10, 1993
February 21, 1977
TITLE: Board Meetings

Notice of Meetings

Public notice will be given in accordance with Iowa Code 21.4.

Board Members:

No official notice will be necessary to notify Board members of regular meetings.

Others:

The public media will be notified of all board meetings or their cancellation at least 24 hours prior to the commencement of any meeting unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible will be given. When necessary to meet on less than 24 hours’ notice, or at a place not reasonably accessible or at a time not reasonably convenient to the public, good cause for departing from these requirements shall be in the minutes.

The agenda contents will also be made available, with exceptions as noted in Board Policies 251 and 252.

Legal Reference: Iowa Code 21.4

Supersedes Revisions Dated: May 14, 2008
November 10, 1999
TITLE: Board Meetings

Quorum – Rules of Order

A majority (4) of members physically present or electronically present will constitute a quorum for the transaction of business.

Parliamentary procedures not provided for in these policies or by statute will be determined by Robert’s Rules of Order, Revised.

Supersedes Revision Adopted: October 10, 2001
TITLE: **Board Meetings**

**Determination of Agenda**

The Chancellor will submit to the Board of Directors for its consideration, at least 24 hours before a regular or special meeting, an agenda which will set forth the business for that meeting.

The agenda will contain supporting data for the suggested items of business together with recommendations of the Chancellor or recommendations from staff members designated by the Chancellor.

Legal Reference: Iowa Code 21

Supersedes Revision Adopted: October 13, 2010
April 9, 2008
October 12, 1994
December 9, 1987
TITLE:  Board Meetings

Order of Business - Regular Meetings

The following will be the order of business for regular meetings of the Board of Directors:

TENTATIVE AGENDA

1.0  Call to Order
    1.1  Additions/Deletions to the Agenda
    1.2  Approval of the Agenda

2.0  Correspondence and/or Visitors
    2.1  Introduction of and Comments from Representatives to the Board
    2.2  Public Comment
    2.3  Recognitions

3.0  Fifteen Minute Presentation

Consent Agenda

4.0  Chancellor’s Comments Concerning Consent Agenda

5.0  Action Items
5.1 Approval of Minutes
5.2 Personnel Report and Adjunct Report
5.3 Approval of Bills Audited by the Finance Committee
5.4 Review of Board Policies
5.5 Acceptance of Gifts and Grants
5.6 Approval of Athletic Schedules

6.0 Information Items
6.1 Meeting Reports
   a. ECC Trustees
   b. IACCP & IACCT
   c. Upcoming Meetings

Regular Agenda

7.0 Action Items

8.0 Information Items
8.1 Monthly Financial Statements and Investment Report
8.2 Board President’s Report
8.3 Board Directors’ Reports
8.4 Chancellor’s Report
8.5 Board Secretary's Report

9.0 Adjournment
Supersedes Revision Adopted:

- February 13, 2008
- October 10, 2001
- December 8, 1993
- June 13, 1990
Minutes

Records of all meetings and transactions of the Board will be set forth in the official minutes of the Board. The minutes will be retained in a permanent file. The Secretary will prepare and act as custodian of the minutes and will make them available to any citizen desiring to examine them during usual office hours. The minutes will show the date, time and place of the meeting, the members present, the action taken and information sufficient to indicate the vote of each member present. A copy of the previous Board minutes is sent to each Board member in advance of the next regular Board meeting.

Legal Reference: Iowa Code 21.3

Supersedes Revision Adopted: March 12, 2014
November 10, 1993
February 21, 1977
Meetings with the Area Education Agency

The Board of Directors of Iowa Valley Community College District will meet annually with the Board of Directors of the Area Education Agency to discuss coordination of programs and services and other matters of mutual interest to the boards.

Legal Reference: Iowa Code 273.3(16)

Supersedes Revision Adopted:
December 8, 1999
December 9, 1987
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TITLE: Administration

Guiding Principles

The administrative activities which implement Board Policy are expected to be performed by those persons designated as administrators.

The general supervision of all administrative activities in Iowa Valley Community College District is vested in the office of its chief executive officer, the Chancellor.

Supersedes Revision Adopted: December 9, 1987
The title of the Chief Executive Officer of the Iowa Valley Community College District is Chancellor.

The Chancellor is responsible to the Board of Directors and is accountable for leading and managing all operations and activities of Iowa Valley Community College District.

The Chancellor is the educational leader of the District and the chief administrator and executive officer of the Board of Directors. The Board President, acting on behalf of the Board, serves in a supervisory role to the Chancellor.

The Chancellor is responsible for the operation of the district with respect to its educational program, its faculty and student services programs, and the use of its facilities. The Chancellor will delegate to the staff all necessary administrative and supervisory responsibilities to ensure an efficient operation of the institution. (Legal Reference: Iowa Administrative Code 21.2(3)).

The Board of Directors expects the Chancellor to operate the district through five major areas of responsibility: district finance, institutional performance, leadership, personal characteristics and relationships as follows:

A. **District Finance**

- Provides oversight of all district expenditures and spending decisions
- Uses district resources appropriately to achieve short and long-term budget objectives
• Assures balanced district funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources

B. Institutional Performance

• Guides and communicates annual district objectives
• Leads visioning of potential community and student programming needs and interests
• Assures student success in quality learning experiences through Arts & Science, Career Technical, and Continuing Education programming
• Administers district policies
• Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training

C. Leadership

• Engages district stakeholders in shared vision of district initiatives through the district’s vision and mission statements, and strategic plan
• Encourages innovation and ideas for district excellence through AQIP and other quality related initiatives
• Leads district economic development efforts
• Provides oversight of public relations and news media contacts
• Participates in higher education and community college activities and uses current literature in decision making

D. Personal Characteristics

• Is fair, flexible, and open-minded when working with others
• Demonstrates valuing people through communicating and listening skills
• Provides energy and fresh thinking to district initiatives
• Exhibits integrity, humility, and ethical behavior
• Committed to learning through professional organizations and association with other external resources

E. Professional Relationships

• Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD
• Develops partnerships with leaders of area business and industry, agencies, and other education institutions
• Works directly with area, state and federal legislative bodies and agencies; and professional organizations to facilitate district objectives
• Oversees district employee-management relations
• Maintains quality work relationships with the governing board and district faculty and staff.

Supersedes Revision Adopted: September 9, 1992
October 10, 2001
A self evaluation by the Chancellor and appropriate district data will be expected commensurate with the annual evaluation time schedule to adequately complete the evaluation process.

Prioritize the five major categories of responsibility and list specific expectation(s) or expand on the following areas in which you expect the Chancellor to focus:

_____ District Finance

Provides oversight of all district expenditures and spending decisions
Uses district resources appropriately to achieve short and long-term budget objectives
Assures balanced district funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources

IVCCD Board Member Expectations - ________________________________

______________________________

_____ Institutional Performance

Guides and communicates annual district objectives
Leads visioning of potential community and student programming needs and interests
Assures student success in quality learning experiences through Arts & Science, Career Technical, and Continuing Education programming
Administers district policies
Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training

IVCCD Board Member Expectations - ________________________________

______________________________

_____ Leadership

Engages district stakeholders in shared vision of district initiatives through the district’s vision and mission statements, and strategic plan
Encourages innovation and ideas for district excellence through AQIP and other quality related initiatives
Leads district economic development efforts
Provides oversight of public relations and news media contacts
Participates in higher education and community college activities and uses current literature in decision making

IVCCD Board Member Expectations - ________________________________________________

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IVCCD Board Member Expectations - ________________________________________________

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IVCCD Board Member Expectations - ________________________________________________
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS
EXPECTATION SETTING FOR NEW CHANCELLOR

In the first year of operating as the chief executive officer (Chancellor) of Iowa Valley Community College District, as a board member I expect this individual to:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

At the end of the first year of operating as the chief executive officer (Chancellor) of Iowa Valley Community College District, as a board member I anticipate that this individual will have accomplished:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

IVCCD will initiate a new strategic plan by mid-year. What specific area(s) do you believe necessary for the new Chancellor to work on with immediacy to be deemed successful at the end of the first year? How will success be measured?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Think forwarded three to five years – what specific area(s) do you believe will take the new Chancellor that amount of time to address effectively? How will success be measured?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS
CHANCELLOR EVALUATION FORM

Definition of Ratings

**Exceptional (5):** Truly outstanding performance, consistently exceeds relevant performance standards. Significant contributions to district and board objectives.

**Exceeds Expectations (4):** Consistently meets and periodically generates results above those expected of the position. Contributes to relevant performance standards in an above average manner or has achieved significant improvement in these areas.

**Meets Expectations (3):** Meets all relevant performance standards in fulfilling position requirements. On occasion generates results above those expected of the position or has achieved some improvement in these areas.

**Below Expectations (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or has not sustained adequate improvement, as required, since the last performance evaluation.

**Needs Improvement (1):** Consistently falls short of performance standards. Less than acceptable performance requiring immediate review and action.

_Evaluation scoring and documentation should reflect the chancellor’s self evaluation, appropriate district data and the document used by the IVCCD Board of Directors for Chancellor Expectation Setting._

<table>
<thead>
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_Evidence of Accomplishments:

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Evidence of Accomplishments:

Areas for improvement:

OVERALL RATING ________

Additional Comments: __________________________________________________________

___________________________________________________________

___________________________________________________________
Recommended initiatives for the coming year:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

_____________________________  __________/_____/______
Chancellor’s Signature          Date

_____________________________  __________/_____/______
Board President’s Signature    Date
TITLE: **Administrator**

**Chancellor Appointment**

The Iowa Valley Community College District Board of Directors may employ a Chancellor for a term of not to exceed three years. However, the Board's initial contract with a Chancellor shall not exceed one year if the Board is obligated to pay a former Chancellor under an unexpired contract.

The Chancellor who serves as an ex-officio member of the board (without vote), will be the executive officer of the Board and have such powers and duties as may be prescribed by rules adopted by the Board.

The Chancellor will have professional training, expertise, practical experience, and talent appropriate to meet the demands of this office.

The IVCCD Board of Directors will at least once annually review the performance of the Chancellor in terms of Board expectations.

Legal Reference: Iowa Code 279.20

Supersedes Revision Adopted:

- October 13, 2010
- January 14, 2009
- October 10, 2001
- August 13, 1997
- January 11, 1995
- October 10, 1990
TITLE: Administrator

Other Appointments

The Board of Directors will review with the Chancellor administrative positions and act upon the Chancellor’s recommendations for appointments, reappointments, and/or changes in assignments. This will be done as needed, but no less than annually. According to Chapter 281-21.2(2) of the Iowa Administrative Code, a community college shall develop an administrative staff appropriate to the size and purpose of the institution and one which permits the institution to function effectively and efficiently. This administrative staff shall provide effective leadership for the major divisions of the institution including administrative services, adult and continuing education, career and technical education, college parallel education, and student services. Subject to Board approval, the Chancellor will be expected to provide an administrative staff appropriate to serve district functions.

Supersedes Revision Adopted: October 10, 2001
The Iowa Valley Community College District Organizational Chart is Attachment to Board Policy 320.

Supersedes Revision Adopted: August 13, 2008
March 13, 2002
TITLE: Communications

External and Internal Communications

The Board expects effective communications to prevail between and among the units of IVCCD so that the goals and objectives of IVCCD are met.
In appropriate areas of college policy formulation, the Iowa Valley Community College District Board recognizes the need for broad representation and participation by the many populations served. The Board, administrators, faculty and students have certain legal or delegated rights and responsibilities which should not be abrogated because of undue pressure or threat. It is the thoughtful mix of opinions, the differences in solutions offered, and the respect for the task of those with whom final authority rests that makes a strong and viable institution.
TITLE: Governance

Student Participation in College Governance

The Iowa Valley Community College District Board recognizes the importance of participatory democracy in institutional governance. Students are free, individually or collectively, to express their views on issues of institutional policy or on matters of general interest to the student body. As constituents of the academic community, students can contribute to policy formulation and change. Students in college credit courses may pursue this through their elected representatives on designated committees of the college and through the Iowa Valley Community College District Board of Directors. Students in non-credit classes may pursue this through communication with employees of Iowa Valley Continuing Education.

Student representation at board meetings of Iowa Valley Community College District will be provided as follows: MCC and ECC - two representatives each from the student body appointed by their respective Student Senate or Council, IVCE - two representatives from IVCE will be appointed by the Vice Chancellor of Continuing Education and Training.
TITLE:  Governance

Faculty Participation in Governance

As a result of American society there are institutions of higher education, which are responsible to the republic for providing learning places and learning sequences for adult American populations. Iowa Valley Community College District therefore is responsible for providing learning in wisdom, skills, attitudes and other knowledge primarily for the public which financially supports it. Operating therefore as a district-wide community of scholars, it is important that all be given the opportunity to participate in the development of the ultimate destiny of Iowa Valley Community College District.

The Board of Directors assumes the legal responsibility for approving any and all plans of the district. The Board of Directors delegates the responsibility of providing the plans for this development to the Chancellor who is consequently responsible for ensuring faculty have an opportunity to participate in local governance. Further, the Board of Directors recognizes duly elected faculty representation at Board Meetings.

Supersedes Revision Adopted: October 10, 2001
TITLE: Evaluation

Annual Reports

Following the end of each fiscal year Administrative Leadership Team members will review with the IVCCD Board the general condition of their areas of responsibilities.

From this, the office of the Chancellor will prepare an annual report. This in turn will lead to the development of goals and objectives expected for the next academic year.
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</table>
TITLE: Personnel

Statement of Guiding Principles

The goal of the Board of Directors is to provide an educational program of the highest quality possible. Success in attaining 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 the District.

It will therefore be the policy of the Board of Directors that the highest caliber of professional and supporting personnel will be recruited for positions.

It will further be the policy of the Board of Directors to appoint all personnel according to law.

Supersedes Revision Adopted: December 9, 1998
TITLE: Personnel

Equal Employment Opportunity, Affirmative Action and Americans with Disabilities Act

The District will provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, The Americans with Disabilities Act, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the District will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the program or position for which they apply. In employing District personnel, the District will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation, and gender identity. In keeping with the law, the District will consider the veteran status of applicants.
Supersedes Revision Adopted: December 8, 2004
March 13, 2002
March 10, 1993
April 4, 1990
TITLE: Personnel

Equal Employment Opportunity, Affirmative Action and Americans with Disabilities Act Compliance Program

The District has established this policy of Equal Employment Opportunity and Affirmative Action which prohibits unlawful discrimination with respect to race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation, and gender identity. The administration is expected to know of and comply with the Equal Employment Opportunity and Affirmative Action policy, and to make certain that no employee or applicant for employment will suffer any form of discrimination because of race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation or gender identity in its employment related activities and personnel policies.

In order to effectively communicate and implement the District’s policy to all levels of the administration, and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

A. Dissemination of Policy.
   1. Employees will be reminded on an on-going basis of the District’s written statement of policy by:
      b. When appropriate, publicize the Equal Employment Opportunity and Affirmative Action policy and such activities through news stories or other articles in District publications.
      c. Detailed discussions at administrative conferences and staff meetings.
   2. Employment advertisements will contain assurance of equal employment opportunity.
3. All employment and recruiting sources where jobs are listed by the District will be reminded of this policy, both verbally and in writing.

4. Notices will be posted on the IVCCD website and District bulletin boards to inform employees and applicants of their rights under federal and state civil rights laws.


1. Responsibility is assigned to the Vice Chancellor of Administrative Services/Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in implementing equal employment opportunity and affirmative action procedures and in complying with the Americans with Disabilities Act.

C. Hiring and Placement of Personnel

1. The District recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity and Affirmative Action policy, continued affirmative action must be taken to ensure that job opportunities of all kinds are called to the specific attention of members of underrepresented groups and that qualified members of underrepresented groups should be offered positions on the same basis as all other qualified applicants or employees. To assure achievement of the objectives, the District will periodically review its practices in advertising, recruiting, screening and hiring job applicants.

2. Employment decisions concerning disabled applicants or disabled employees or job applicants will be based upon objective factual evidence about the particular individual and the essential functions of the job.

D. Compensation.

All employees, including women, minorities, and individuals with disabilities, will receive like compensation for like job. Opportunities for performing overtime work or earning overload pay will be afforded to all qualified employees without discrimination as identified in this policy.
Inquiries or grievances regarding compliance with these policies including but not limited to complaints of discrimination, may be directed to the Affirmative Action Coordinator/Vice Chancellor Administrative Services, Iowa Valley Community College District, 3702 S. Center Street, Marshalltown, Iowa 50158; or by telephoning (641) 752-4643. Inquiries may also be directed to the Director of the Iowa Civil Rights Commission in Des Moines (515) 281-4121; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission; or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri (816) 880-4200.

Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the District’s administrative office.

Formerly Board Policy 401.1
TITLE: Personnel

New Hire Selection and Employee Transfer Procedure

A vacancy exists when a position becomes available because of resignation, retirement, transfer, death, or termination of an employee or because a new position is being created.

The Board of Directors charges district staff involved in the interview and hiring process to support equal opportunity in its interview and hiring practices.

The Board of Directors delegates the hiring of IVCCD staff to District Administration. New hires will be documented in the monthly Personnel Report to the Board.

All new non-faculty hires and current employees transferring to a new position will have an initial employment period as defined by Board Policy 404.

If extenuating circumstances exist, IVCCD reserves the right not to post a position or offer preferential consideration to an employee for a posted position. Exceptions would be limited to situations such as preserving employment for an employee whose job has been identified for reduction; major reorganizations of a district unit; and resolutions to grievances associated with the selection procedure.

Supersedes Revision Adopted: March 13, 2002
August 13, 1997
February 8, 1995
December 9, 1987
New Hire Selection and Employee Transfer Procedure

A position opening will be posted internally through a notice of vacancy for at least three (3) working days in locations designated by the District. During the time school is not in session but the District is open, notices of vacancies will be posted for one calendar week. Full and part-time IVCCD vacancies will be posted on the district website once the internal posting time frame has passed unless the hiring supervisor communicates to Human Resources that the posting will be for internal candidates only. The hiring supervisor has the discretion to request that Human Resources remove a notice of vacancy from the website after posting for two calendar weeks or until the position is filled. Additional applications and transfer requests will not be considered if submitted after the position is removed from posting.

The notice of vacancy will identify the qualifications and skills needed by the successful candidate. Specific information about posted jobs can be obtained from the Human Resources Department.

To be considered for a posted position, an employee must submit a transfer request form to the Human Resources Department. Transfer requests must be for a specific posted position and will not be held on file for future posted positions. The supervisor will review relevant portions of the internal transfer’s personnel file to determine if the applicant meets the minimum qualifications of the position. Minimum qualifications are defined as the education and previous work experience as documented in the job description. All internal applicants who meet the minimum qualifications for an open position will be given consideration; however, the hiring supervisor will determine the appropriate number of interviews. Hiring supervisors may review applications of individuals not currently employed by IVCCD for open positions.

An interview committee, led by the hiring supervisor, can be used for interviewing candidates for open positions. The committee leader will contact the top candidates to set up interviews with the committee. The hiring supervisor is responsible for sending acknowledgement of the interview and a current job description to all candidates.
Once all interviews are completed the committee will make recommendations to the hiring supervisor based on the assessment documents used during interviews. The hiring supervisor will hire the applicant who is determined to be the most qualified for an open position based on the following selection criteria:

1. Formal Education; Licensure, Certification or Registration; Previous Work Experience – required or preferred as documented in the job description.
2. Quality of Past Work Performance – as documented by past performance reviews, attendance records, and notice to remedy history for internal transfers and a minimum of two employment related references, preferably the two most recent supervisors, for external candidates.
3. Search Committee Interview Assessment – in areas identified in the job description as each is applicable to the open position. Particulars identified during an interview which have a significant impact on a hiring decision should generally be documented during the interview process and verified through other sources, such as performance review documents or reference checks.
4. District Seniority – will be the determining factor when the qualifications and employment records of two or more applicants have been judged to be essentially equal. Seniority is calculated based on an employee’s most recent hire date with IVCCD.

A recommendation for employment must be completed by the hiring supervisor and approved by the unit head, who forwards it to the Vice Chancellor of Administrative Services. The recommendation for employment must be approved by the District Chancellor before the offer is extended. If the recommendation for employment is approved, the hiring supervisor will formally offer the position.

Internal transfers not selected for a posted position will be contacted by the hiring supervisor. If any employee believes his or her qualifications have not been fairly evaluated for a posted position, the employee is encouraged to contact the Human Resources Department. The hiring supervisor will notify external applicants interviewed but not receiving an offer once another candidate has been hired and required pre-employment paperwork is completed.

Once a position has been offered, a pre-employment post-offer criminal background check will be completed by Human Resources per Board Policy 403. In accordance with federal labor regulations employment eligibility verification (I-9) must be completed on or before the hire date.

If the position involves an internal transfer, the employee will notify his or her current supervisor upon accepting the new position. The two supervisors will agree upon an effective date for the transfer, which ensures on-going provision of services in each unit. Transfers should generally occur in a two to three week period whenever possible. A time period of more than four weeks will be considered excessive unless unusual circumstances exist.
The employee may be offered a new pay rate when transferring to a different position. The pay established for the position will be based upon such factors as relative placement of the job in the district pay schedule and the pay relationship with others working in the same type of position. The final pay rate will be determined by the Human Resources Department with concurrence of the hiring supervisor.
Prior to making any commitment to a prospective full-time employee, regular part-time employee (20 hours per week or more), adjunct faculty or other employees as deemed necessary by the nature of the position, District Human Resources staff will perform post-offer, pre-employment background checks, which may include but are not limited to criminal background checks as authorized by Section 692.2 of the Iowa Code, child abuse and/or dependent adult abuse record checks and/or sexual abuse registry checks.

The hiring supervisor will receive notice when the background check has been completed. If there are any concerns about hiring an individual based on information contained in the background check a decision will be made by the hiring supervisor in consultation with Human Resources.

All background checks must be completed before the new employee begins working.
Title: Personnel

Initial Employment Period

The initial employment period is defined as a specified period of time for new non-faculty employees and transfers to become oriented to their position and demonstrate their ability to meet the required standards of performance. The initial employment period is designed to provide both the employee and the district the opportunity to decide whether the employee is suited for her/his job.

The initial employment period is the first three continuous months of employment. For management level positions that oversee a department or supervise staff, the initial employment period will be the first six continuous months of employment.

During the initial employment period, should an employee determine that they are unsuited for their position, they may resign without notice. Similarly, should an evaluation of an employee’s performance or conduct be considered unsatisfactory, the district may terminate them without notice and without the right of appeal.

The supervisor, after consultation with Human Resources, may extend the initial employment period if the new employee has not been able to demonstrate competence as needed or complete the initial employment period as anticipated.

This initial employment period will apply to current employees transferring to a new job title or department as they orient to their new position and demonstrate their ability to meet the
required standards of performance.

IVCCD does not guarantee future employment of existing employees who transfer to a new position. If it is determined an employee is unsuited for this new position, they will be terminated without prejudice thirty days following notification of unsuccessful completion of the initial employment period. They may apply for other positions for which they qualify. In the interim, benefits will be maintained at the status of the position they were working in and any required benefits follow up after employment will be completed as if the employee resigned from the position. IVCCD Board Policy 427 provides benefit payout details.
TITLE: Personnel

Employer/Employee Relationship

Employees Covered by Chapter 279 of the Code of Iowa

Instructional personnel and administrators who supervise instructional personnel will receive contracts in accordance with the code requirements. The Board approves the faculty collective bargaining agreement and non-faculty salary increases, which then authorizes Administration to issue individual employment contracts, signed by the Board President, of which the signed originals are filed with the Human Resources Department.

All Other Employees

Staff not covered by Chapter 279 will receive at the time of hire an employee agreement indicating their status as at-will employees. These employees will receive annual compensation communication, which will be approved by the Board of Directors and copies filed with the Human Resources Department.

Previously Board Policy 403

Supersedes Revision Adopted:

- July 8, 2009
- June 23, 2008
- March 13, 2002
- December 9, 1998
- February 9, 1994
- September 9, 1992
- December 9, 1987
TITLE: Personnel

Job Descriptions and Evaluation Procedures

Job descriptions are developed and maintained for each IVCCD job title. Job
descriptions are reviewed and updated at the time of a position opening, annually as part of the
performance review process, and as changes in district operations require.

Administrators are responsible for establishing and supervising evaluation procedures.
Throughout IVCCD, most evaluations are carried out by administrators and professional staff.

Previously Board Policy 404

Supersedes Revision Adopted: March 11, 2009
December 9, 1998
March 13, 2002
TITLE:   Personnel

Job Descriptions and Evaluation Procedures

The evaluation document needs to reflect a meaningful evaluation of the employee’s efforts for the past year. To gain input about those efforts, some form of self evaluation is offered and documented in the annual evaluation. It is recommended that open-ended questions be given to the employee in advance. A discussion of goals for the next evaluation period should occur during the evaluation process and included in the final evaluation document. The original evaluation document should be sent to the Human Resources department upon completion.

Non-faculty evaluations should be completed and sent to the Human Resources department by July 31. Faculty evaluations are completed in accordance with the terms of the Master Agreement.

Human Resources will compile a report for administration at the beginning of the fall term to identify percentage of completed and non-completed evaluations by supervisor.

Previously Guideline for Board Policy 404

Supersedes Revision Adopted: March 11, 2009
TITLE:       Personnel

Responsible Use of Computer Resources

With the increased use of computer related resources in the workplace, the Board of Directors recognizes that students and employees are connected to the global community. The use of technology brings new responsibilities as well as opportunities. The District will provide access to computing and information resources for education and educational support purposes for faculty, staff, students, and other authorized users within institutional priorities and financial capabilities. Our goal in providing this access is to promote educational excellence.

The use of IVCCD’s computer resources is a privilege and not a right. All members of the IVCCD community who use the District's resources are responsible for the integrity of the resources. The resources will not be used in any way that may be disruptive, offensive, or illegal as outlined in the guidelines for disciplinary measures. The District reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Persons found in violation of this policy will be subject to discipline, including but not limited to, sanctions as outlined in accompanying guideline.

See Also Board Policy 524

Supersedes revision adopted:   March 13, 2002
                                July 14, 1999
TITLE: Personnel

Responsible Use of Computer Resources Guidelines

PRIVACY AND CONFIDENTIALITY

District e-mail, networks, and electronic communications systems are intended for the business use of the District, which is a public community college district. With limited exceptions, information, communications, and data stored in the District’s email, networks, and electronic communications systems are public records under the law of the State of Iowa. Employees do not have a reasonable expectation of privacy in the District’s e-mail, networks, and electronic communications systems. The District reserves the right to inspect and examine any electronic content on any IVCCD owned or operated systems. Information resulting from or residing on District computer systems may be subject to disclosure under the Iowa Public Records Act, in litigation, or for audit purposes.

INTERNET ACCESS

The Internet is a valuable resource for advancing the District’s mission; however information or materials may be controversial, offensive, or inaccurate. Any and all access to and use of information or materials obtained via the Internet is at the users’ own risk. The District will rely on each individual to act responsibly and appropriately in his/her use of District information resources.
INDIVIDUALS WILL BE RESPONSIBLE FOR AND MAY BE HELD LIABLE FOR ANY UNACCEPTABLE USE OF THE INTERNET OR ELECTRONIC MAIL. THE DISTRICT ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY WRONGFUL USE BY INDIVIDUAL EMPLOYEES.

It is expected that each IVCCD employee will abide by the law and District and College policies when using District computer equipment and services to access the Internet.

EMAIL

Electronic mail (email) accounts will be available for all IVCCD employees. Appropriate use of email is expected. IVCCD employees will not initiate or intentionally respond to chain letters. Email has the capability of being copied and forwarded to numerous recipients. Keep email free of personal opinions and inappropriate commentary. Never create a message that you would not want to become public. Do not use email to communicate confidential or personal information outside of the District without proper security safeguards. Protect access to your email. Do not share your password.

EMAIL RETENTION

This email retention guideline is secondary to IVCCD Records Retention Policy 750. For retention purposes there are four categories of message value:

1. Records Retention Policy 750 Related – Primary or supporting emails for records indicated in Records Retention Policy 750 should be printed out and stored accordingly.

2. Transitory – Many emails are created primarily for informal communication and do not have lasting value. These emails should be retained until read, and then deleted.
3. Temporary Value – Emails in this category have temporary “working” value and may be retained in your mailbox up to two years and deleted when no longer of value.

4. Lasting Value – when contents contain information that has longer term value they may be classified as “Lasting Value” Examples include:
   a. Document important actions taken or planned
   b. Have legal or evidential value
   c. Have historical significance
   d. Document important information that may need to be referenced in future

These emails should be moved to the employee’s “archive folder”. There is no single retention period for these messages. The value of the email is based upon its informational content and should be retained and deleted accordingly. Emails left in employees' inboxes for more than two years and not given the "lasting value" designation and moved to the archive folder will be automatically removed by the system. Please contact your supervisor if classification assistance is needed.

**LITIGATION HOLD**

When litigation against the District or its employees is filed or threatened, the law imposes a duty upon the District to preserve all documents and records that pertain to the litigation. A litigation hold overrides this retention policy.

**WEBSITES**

The World Wide Web (WWW or Web) provides an opportunity for IVCCD to have a presence online and to provide information, and educational services. IVCCD's official websites represent the District's programs, policies, and image to the world. No modifications may be made
to the IVCCD websites without administrative approval.

The development of unofficial web pages will be encouraged by IVCCD college departments, staff and students (as part of an instructional activity), but the District will not be liable for the content of personal web pages. Individuals will act responsibly and appropriately when developing personal web pages.

RESPONSIBLE USE

The user bears the primary responsibility for the material that he or she chooses to access, send or display. Respect the privileges of others by complying with all District and College policies and these guidelines. Remember that you are representing the District in all of your communications.

Use only computer IDs or accounts and communications resources which you are authorized to use, and use them for the purposes for which they were intended. Do not let others use your user name or password.

UNACCEPTABLE USE

Unacceptable use of computer resources may result in suspension or revocation of computer privileges and may include disciplinary action as well as possible legal and civil action, such as an infringement action by the copyright owner or disciplinary action by the District. Examples of unacceptable computer use include, but are not limited to:

a. Unauthorized copying of any software (including operating systems, programs, applications, databases or code) that is licensed or protected by copyright.

b. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system).

Knowingly introducing a "computer virus" (or other unauthorized program - either harmless
or damaging) to a District computer or network.

d. Unauthorized access, willful damage, or misuse of systems, applications, databases, codes, or data.

e. Use of the campus network, the Internet, ICN or other telecommunications or data networks for actions that constitute abuse, harassment, libel, slander, fraud, misrepresentation, or intimidation. This includes introduction of inappropriate materials to the network, the intentional viewing or display of inappropriate materials and the printing of inappropriate materials.

f. Using the network or District equipment to conduct personal business for one's own personal benefit or profit, for the personal benefit or profit of others, for solicitation of services, or for political lobbying or campaigning.

g. Allowing others to use your personal username and password to access campus networks or the Internet or using another person’s username and password to access campus networks or the Internet.

h. Use of IVCCD logos without prior approval.

PERSONAL USE OF DISTRICT COMPUTER SYSTEMS AND NETWORKS

District computers, equipment, and resources are to be used to support its teaching, training, research, service, and administrative functions. Occasional, limited personal use of computers including email and Internet access is permitted under the following conditions:

a. Any use is brief

b. Any use occurs infrequently

c. The use does not interfere with the performance of the employee’s duties.
d. The use does not compromise security, performance or integrity of district property, networks, information or software.

**OBSERVATION OF UNACCEPTABLE USE**

Any individual observing or learning of unacceptable use should report the violation to the appropriate IVCCD personnel (i.e. student to instructor/staff; staff to supervisor; faculty to dean; or to Vice Chancellor Administrative Services). IVCCD personnel who receive the initial report of unacceptable use may, depending on severity, report the violation in writing to the appropriate Administrative Leadership Team (ALT) member. The ALT member may contact the District Chancellor, but all disciplinary action will be followed according to Board Policy 418 - Disciplinary Guidelines. If the violation could be a violation of state or federal laws, the ALT member will communicate the violation to the District Chancellor.

**USER VIOLATIONS: CONSEQUENCES, NOTIFICATIONS, AND APPEAL**

A violation by staff of Board Policy and this Guideline relating to responsible use of the computer resources will be referred to the staff member’s supervisor for appropriate disciplinary action. The sanctions to be imposed will be determined on a case-by-case basis and may vary from a written warning to termination of employment, depending upon the severity of the offense and the number of prior violations, among other things. Staff members adversely affected by such disciplinary action may resort to the appropriate grievance procedure.

Formerly Guideline for Board Policy 407

See also Guideline for Board Policy 524
TITLE: Personnel

Social media

Many current and future students, faculty, staff, alumni, and donors are utilizing social media such as Facebook, Twitter, LinkedIn, YouTube and many others to stay connected. Iowa Valley Community College District believes that having a presence in these areas will allow the District to broadcast information and interact with the public and various stakeholder groups. In order to operate within these media effectively, Iowa Valley has developed a social media policy to ensure that any and all interactions on behalf of the District represent the District’s best interests.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct; the policy may be adjusted. This guideline only applies to social media accounts created to represent IVCCD groups, departments, programs, teams, entities, etc. and does not apply to private personal accounts.

College Officially Recognized Social Media Accounts

To set up an official District-sanctioned social media account, the group administrator(s) must seek approval from the Marketing Office. Designated Marketing Office staff will

- determine whether there’s sufficient merit, content and ongoing commitment to establish the new account.
- maintain administrative access and rights to the account.
• assign responsible administrators.

• serve as a resource for the District for any social media needs.

• make the final decision in any issues regarding the use of social media.

• ensure the accounts and content are set up properly according to District policy and the social media site’s policy.

• ensure that each officially created account includes the following disclaimer statement regarding content and opinions contained on the site. “All opinions, comments, and other content posted or submitted on this social media site page are those of the persons submitting them, and do not necessarily reflect the views of the Iowa Valley Community College District.”

• maintain a list of all officially recognized social media accounts.

Facebook Use

If an IVCCD organization, department, group, program, or team creates a Facebook page, they will be listed on the appropriate unit Facebook page under “Favorite pages.” Doing this creates a link from the main unit page to the new page.

Account Administrators

All social media accounts officially recognized by IVCCD must have an IVCCD faculty or staff member as an administrator at all times. Marketing Office staff must have access to all official administrative accounts for general content monitoring of all official social media interactions. A generic District e-mail address not tied to a personal account should be used as the primary administrative account.
Should an IVCCD employee administrator of an account leave the District for any reason or no longer wish to be an account administrator, a new account administrator will be appointed. It is that individual’s responsibility to designate another IVCCD employee to be an account administrator prior to being removed from that role. Marketing Office staff should be notified when a new administrator takes over.

IVCCD employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the District’s policies and notify the District administration if posted content may contain a direct or indirect threat to an individual or the District. The District is not liable for any social media activities of its employees or actions resulting from social media use of District employees.

In the event that an account is determined by the Marketing Office to be inactive, ineffective, or inappropriate, the Marketing Office will meet with the account administrator(s) to rectify the situation. If the issue is not resolved, the Marketing Office is authorized to close the account and remove it from public access.

**Content**

- Follow IVCCD Guidelines for Board Policy 407.1 for Responsible Use of Computer Resources.

- Use good judgment about content and respect privacy laws. Do not include confidential information about the District or its staff or students.
• Do not post any content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

• Keep the content engaging and tone casual.

• Representation of personal opinions as being endorsed by the District or any of its organizations is strictly prohibited. The IVCCD and unit names may not be used to promote any opinion, product, cause, or political candidate.

• Always include citations when using or posting online materials that include direct or paraphrased quotes, thoughts, ideas, photos, or videos. Provide a link to the original material if applicable.

• By posting content to any social media site, individual employees agree that they own or otherwise control all of the rights to that content or that their use of the content is protected fair use, that they will not knowingly provide misleading or false information, and that they hold the District harmless for any claims resulting from the content.

• IVCCD reserves the right to remove any content for any reason, including but not limited to content that it deems threatening, obscene, in violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

• Refrain from using information and conducting activities that may violate local, state, or federal laws and regulations.
The Employer may require a physical examination or medical evaluation of any Employee at any time if in its judgment good cause is indicated and the Employer will pay the full cost of such examination. A physician’s release of suitability for return to and/or continued employment is required.
TITLE: Personnel

Employee Safety and Health: OSHA

The District is committed to providing the optimum in employee safety and health in keeping with sound business practice and requirements of the 1970 Occupational Safety and Health Act as amended and standards promulgated therein.

It is the policy of this board to assure, so far as possible, that every employee has a safe and healthful place to work. It is also the policy of this board to help each employee recognize his/her responsibilities to safe employment and require that he/she live up to these responsibilities.

Supersedes Revision Adopted: September 9, 1992
TITLE: Personnel

Inclement Weather Conditions

1. Employees may use their best judgment about reporting to work when inclement weather and/or hazardous driving conditions exist in their area. If faculty and staff choose not to report to their workplace, they must use accrued personal or vacation leave. If no accrued leave exists, a pay deduction will occur.

2. District-wide or Campus Closing
   When all or part of a workday is officially canceled or postponed due to present or impending hazardous weather conditions, the absence will not be charged against any employee.

Procedure for Official Closing

- If the closing involves a potential late start or full day closing, the Chancellor should contact unit heads for consultation by 5:30 a.m., and the public announcement made by 6:15 a.m. Unit heads may initiate a phone call to the Chancellor.

- Daytime classes may be canceled either for all day (7:30 a.m. to 4:30 p.m.) or on a delayed basis depending on road and weather conditions. Evening class closings at each unit may be made independently and announced no later than 4:00 p.m.

- Closings will be for all components of an IVCCD unit, and all units within the same geographic area (Marshalltown, Iowa Falls, or Grinnell) if at all possible. A provost may close their respective location independent of the other campuses if weather related information indicates that is the appropriate decision.

- Final decisions on district-wide closing will be made by the District Chancellor.

- Public announcements should identify the units by name, e.g., Ellsworth Community College, Iowa Valley Continuing Education, Iowa Valley Grinnell, Marshalltown Community College.
Each unit head will be responsible for activating the emergency response system including appropriate messages on the unit’s phone system.
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Iowa Valley Community College District adopts this Bloodborne Pathogens Exposure Control Plan pursuant to final rules adopted by the Occupational Safety and Health Administration, entitled Occupational Exposure to Bloodborne Pathogens as published in 29 Code of Federal Regulations, Part 1910.1030 (Federal Register, Volume 56, No. 235, pgs. 64,175-64,182). The Plan will be in place at all locations of the District’s operations and will be under the general supervision of the Associate Vice President of Human Resources of the District. All individuals performing services on the District’s premises who have potential exposure to bloodborne pathogens will conform to the requirements of this Plan even though they may not be employees of the District. Custodial and maintenance personnel employed by ServiceMaster will look to ServiceMaster and not to the District for the implementation of a Bloodborne Pathogen Exposure Control Plan and ServiceMaster, as the employer of such individuals, will be responsible for the administration of such Plan, insofar as it relates to individuals performing custodial and maintenance services on District premises.

**Exposure Determination**

The following job classifications have been determined to have some potential occupational exposure to bloodborne pathogens or other potentially infectious materials (OPIM) during the regular performance of the duties of such classifications. “Occupational exposure” means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties. Employees determined to be in these job classifications will complete a training session on how to treat blood or other potentially infectious spills.

In addition, employees in the categories determined to have occupational exposure will be offered Hepatitis B vaccination within 10 working days of initial assignment.
<table>
<thead>
<tr>
<th>JOB CLASSIFICATIONS</th>
<th>TASKS/PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Instructors in the area of Health Occupations that perform their duties in the Clinical setting or who perform/demonstrate medical procedures in a classroom setting exposing them to blood and OPIM.</td>
<td>Administration of shots, handling sharps, handling contaminated linens and/or waste, demonstration of any medical procedure exposing them to blood or OPIM, cleaning of blood or OPIM spills.</td>
</tr>
<tr>
<td>2. Science instructors (chemistry, biology, etc.) who instruct/demonstrate procedures in a classroom or laboratory exposing them to blood or OPIM.</td>
<td>Finger punctures, blood typing and any other procedures involving blood or OPIM.</td>
</tr>
<tr>
<td>3. Athletic coaches, trainers, managers, and lifeguards.</td>
<td>Administering basic first aid, cleaning spills of blood or OPIM, cleaning materials that have been exposed to blood or OPIM.</td>
</tr>
<tr>
<td>4. Custodians (contracted service).</td>
<td>Cleaning spills of blood or OPIM, cleaning materials that have been exposed to blood or OPIM and handling contaminated waste and/or linens.</td>
</tr>
<tr>
<td>5. Child care workers who have direct contact with children in the child care center and may be exposed to urine, feces, bites or other OPIM.</td>
<td>Cleaning spills of blood or OPIM, diapering or cleaning urine and feces and attending to minor wounds (bites, abrasions, etc.)</td>
</tr>
<tr>
<td>6. College nurse (contracted service).</td>
<td>Responding to illness; administering basic first aid, cleaning spills of blood or OPIM, cleaning materials that have been exposed to blood or OPIM.</td>
</tr>
<tr>
<td>7. Resident attendants.</td>
<td>Administering basic first aid, cleaning spills of blood or OPIM, cleaning materials that have been exposed to blood or OPIM.</td>
</tr>
<tr>
<td>8. Vocational instructors (carpentry, etc.) who instruct/demonstrate procedures exposing them to blood or OPIM.</td>
<td>Responding to injuries from hand, mechanical, or electrical tools.</td>
</tr>
</tbody>
</table>
Implementation Schedule and Methodology

Universal precautions will be observed at all IVCCD locations in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or OPIM will be considered infectious regardless of the perceived status of the source individuals.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees of IVCCD. Where occupational exposure remains after institution of these controls, personal protective equipment will also be provided and utilized by employees. “Personal protective equipment” is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection equipment. Personal protective equipment would include such items as special gloves, gowns, laboratory coats, face shields or masks and eye protection and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. IVCCD has adopted the following measures.

1. Hand washing facilities are provided and readily accessible to all employees.
2. First Aid Kits are positioned in key locations and are equipped with latex rubber gloves, disinfectant and appropriate disposable bags for contaminated materials.
3. Employees that are considered to be routinely “at risk” because of the nature of their job will be provided with and will use appropriate personal protective equipment.
4. Contaminated needles/sharps are not to be bent, recapped or removed unless they are decontaminated. Contaminated needles/sharps are to be placed in a labeled, puncture resistant, leak proof container that will be properly discarded.
5. Eating, drinking, smoking, applying cosmetics and handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.
6. All procedures involving blood or OPIM are performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
7. Equipment or facilities which may have become contaminated with blood or OPIM are examined and decontaminated as necessary and properly discarded.
8. Hepatitis B vaccination is available after the employee has received the required training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

The above controls will be reviewed and maintained on a regular schedule.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Maintenance Schedule</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of hand washing facilities</td>
<td>Ongoing</td>
<td>Custodians</td>
</tr>
<tr>
<td>First Aid Kits equipped properly and audited regularly</td>
<td>Ongoing</td>
<td>Vice President or Designee</td>
</tr>
<tr>
<td>Provision of personal protective equipment</td>
<td>Ongoing</td>
<td>Vice President or Designee</td>
</tr>
<tr>
<td>Contaminated equipment properly disinfected, stored or discarded</td>
<td>Ongoing</td>
<td>Employee using equipment or facilities</td>
</tr>
<tr>
<td>Prohibition of eating, drinking, smoking, handling contact lenses in prohibited areas</td>
<td>Ongoing</td>
<td>Vice President or Designee/Employees</td>
</tr>
<tr>
<td>Minimizing splashing, spraying, spattering and generation of blood droplets or OPIM</td>
<td>Ongoing</td>
<td>Custodians/Employees/ Vice President or Designee</td>
</tr>
<tr>
<td>Contaminated facilities and equipment decontaminated or disposed of properly</td>
<td>Ongoing</td>
<td>Custodians/Employees/ Vice President or Designee</td>
</tr>
</tbody>
</table>

**Hepatitis B Exposure**

All employees who have been identified as having exposure to blood or OPIM will be offered the Hepatitis B vaccine, at no cost to the employee. Hepatitis B vaccination is available after the employee has received the required training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will be required to sign a waiver in the form attached. Employees who initially decline the vaccine can have it provided at a later date.
Post Exposure Evaluation and Follow-Up

When the employee incurs an exposure incident, it should be reported to the appropriate Vice President’s office. All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with OSHA. Follow-up will include the following:

Documentation of exposure and circumstances related to the incident.

If possible, the identification and health of the source individual should be documented. The blood of the source individual should be tested (with consent) for HIV/HBV infectivity.

Results of testing of the source individual will be made available to the exposed employee.

The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for 90 days to allow the employee time to decide on whether or not to have the blood tested.

The employee will be offered post exposure prophylaxis in accordance with current recommendations of the U.S. Public Health Service, as from time to time in effect.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident.

The office of the Associate Vice President of Human Resources will maintain the necessary records and ensure that this Plan is followed.

Interaction with Health Care Professionals

The Associate Vice President of Human Resources office will follow the procedure outlined below when interacting with health care professionals:

1. A written opinion from the health care professional should be obtained when: an employee is sent to obtain the Hepatitis B vaccine or whenever an employee is sent to a health care professional following an exposure incident.

2. The written opinion should include need for Hepatitis B vaccine and follow-up, statement verifying that the employee has been informed of the results and any resulting medical conditions/recommendations.
3. It will be the responsibility of the Associate Vice President of Human Resources to maintain a written record of (i) incidents resulting in referrals to health care professionals and (ii) the resultant opinions of such professionals.

**Training**

Training for employees that are determined to be at risk because of their occupational tasks will include:

1. OSHA standard for Bloodborne Pathogens.
2. Epidemiology and symptomology of bloodborne diseases.
3. Modes of transmission.
4. Employer exposure and post-exposure control plan.
5. Personal protective equipment availability and use.
6. Hepatitis B vaccine program.

All such training will be the responsibility of the IVCCD Division of Continuing Education.

**Miscellaneous**

1. Warning labels will be affixed to containers of regulated waste containing blood or OPIM and other containers used to store blood or OPIM.

2. Accurate records will be maintained for each employee with occupational exposure and will include all information specified in the OSHA standard.

3. Records will be maintained for the duration of employment and for thirty (30) years thereafter.

4. A copy of this Exposure Control Plan will be made accessible to all employees and, upon request, will be made available for examination and copying.

5. This Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date _____________________________ _______________________________________
(Print Name)

(Signature)
TITLE: Personnel

Non-District Employment

Full-time employees of the District may accept other employment so long as such employment does not interfere with the employee’s performance of duties in the District.
Title: Personnel

Salary Schedules and Guides

The Board of Directors of the District will establish salary schedules for faculty positions and salary guides for all other employees.

Salary Schedules for Faculty Positions

The salary schedules for faculty positions are determined by the negotiated collective bargaining agreement between the Faculty and the Board of Directors. Negotiated faculty schedules remain in effect for the term of the negotiated contract between the Faculty and the Board of Directors.

Salary Guides for All Other Positions

The salary guides for all other positions are set by the Board of Directors upon recommendation of the Administration. The salary guides for these positions are reviewed annually.

The Board of Directors will approve schedules for faculty positions and salary guides for all other positions separately.

Supersedes Revision Adopted: March 13, 2002
November 12, 1997
GUIDELINE FOR BOARD POLICY 411

REVISION ADOPTED: August 10, 2011

DATE: July 12, 1989

TITLE: Personnel

Adjunct Faculty

1. Adjunct faculty will normally be paid at the rate of $525 per weighted hour if the course generates sufficient tuition income to cover instructional costs. (An example would be a two hour laboratory class for one semester hour of credit would provide weighted hours of $525 or a salary of $787.50)

2. If the course fails to generate sufficient tuition to cover scheduled instructional costs, the instructor may have the option to teach the course for the tuition generated. If the course is a requirement for an approved program, the college Provost may approve the course at the $525 weighted hour rate.

3. An adjunct faculty member or former faculty (not including retirees) who has successfully taught four semesters or less in adjunct capacity for the District will be paid at the rate of $525 per weighted load hour; between five to eight semesters will be paid at the rate of $550 per weighted load hour and more than eight semesters will be paid at the rate of $575 per weighted hour.

4. Former IVCCD permanent faculty who continue to teach in an adjunct status will be compensated at the rate of $625 per weighted load hour.

5. Current and former permanent staff (non-faculty, including employees with extra page responsibilities) who teach in an adjunct status will be compensated at the rate of $625 per weighted load hour.

6. Current faculty who teach during interim or summer school will be compensated at the rate of $625 per weighted load hour.

7. In an effort to provide increased educational service and opportunity to outlying areas, the Chancellor may upon written request permit a class to be taught at the full adjunct rate or the full overload salary.

Supersedes Revision Adopted: June 27, 2005
November 14, 2001
November 8, 2000
September 28, 2000
February 11, 1998
November 12, 1997
December 19, 1989
<table>
<thead>
<tr>
<th>Positions</th>
<th>Annual Salary Range</th>
<th>*Added Compensation for Associate Degree</th>
<th>*Added Compensation for Bachelor’s Degree</th>
<th>*Added Compensation for Master’s Degree</th>
<th>*Added Compensation for Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base</td>
<td>Mid-point</td>
<td>Top</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellor</td>
<td>Set by IVCCD Board of Directors</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unit Head or DO Administration</td>
<td>$76,413</td>
<td>$97,426</td>
<td>$118,440</td>
<td></td>
<td></td>
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<tr>
<td>Director or Dean</td>
<td>$49,122</td>
<td>$65,087</td>
<td>$81,052</td>
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<tr>
<td>Mid-level Professional or Supervisor</td>
<td>$39,320</td>
<td>$52,211</td>
<td>$65,103</td>
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<tr>
<td>Entry-level Professional</td>
<td>$32,747</td>
<td>$41,753</td>
<td>$50,760</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New hire salaries are established using years of applicable work experience and education attained.

Duplicate degrees at the same level will not be compensated.

Added compensation for Associate, Bachelor’s, Master’s, and Doctorate will be prorated for less than full-time employees.

Added compensation for job related professional certification(s) or license(s) will be paid with Unit Head approval up to $2,000.
GUIDE LINE FOR BOARD POLICY 411B

REVISION ADOPTED: July 9, 2014

IOWA VALLEY COMMUNITY COLLEGE DISTRICT
NON-EXEMPT SALARY GUIDE

<table>
<thead>
<tr>
<th>Positions</th>
<th>Hourly Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base</td>
</tr>
<tr>
<td>Clerical</td>
<td></td>
</tr>
<tr>
<td>Office Associate Range</td>
<td>10.50</td>
</tr>
<tr>
<td></td>
<td>$14.95</td>
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<tr>
<td>Executive Assistant Range</td>
<td></td>
</tr>
<tr>
<td>Plant Services</td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td>$9.28</td>
</tr>
<tr>
<td></td>
<td>$10.37</td>
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<tr>
<td>Floor Care Specialist</td>
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<tr>
<td>Lead Custodian/Plant Services Technician</td>
<td>$11.46</td>
</tr>
<tr>
<td>HVAC Technician</td>
<td>$16.66</td>
</tr>
</tbody>
</table>

All other non-exempt student and non-student workers will be paid the current minimum wage established by the State of Iowa unless approved in advance by the Unit Head.

New hire salaries are established using years of applicable work experience and education attained.

Added compensation will be paid for the following education: Masters at $2,500, BA at $2,000, or AA at $1,000.

Added compensation for job-related professional certification(s) or license(s) will be paid with Unit Head approval up to $2,000.
## Faculty Salary Schedule

### 2014-2015

<table>
<thead>
<tr>
<th>Step</th>
<th>BA/MA(EQ)</th>
<th>MA</th>
<th>MA+15</th>
<th>MA+30</th>
<th>MA+45</th>
<th>MA+60</th>
<th>Doctorate</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Vertical</td>
<td>Horizontal</td>
<td>Career</td>
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<td>43,670</td>
<td>45,077</td>
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<tr>
<td></td>
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<td>39,447</td>
<td>40,855</td>
<td>42,262</td>
<td>43,670</td>
<td>45,077</td>
<td>46,485</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>40,855</td>
<td>42,262</td>
<td>43,670</td>
<td>45,077</td>
<td>46,485</td>
<td>47,892</td>
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<tr>
<td></td>
<td>4</td>
<td>42,262</td>
<td>43,670</td>
<td>45,077</td>
<td>46,485</td>
<td>47,892</td>
<td>49,300</td>
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<tr>
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<td>5</td>
<td>43,670</td>
<td>45,077</td>
<td>46,485</td>
<td>47,892</td>
<td>49,300</td>
<td>50,707</td>
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<tr>
<td>Assistant</td>
<td>6</td>
<td>45,077</td>
<td>46,485</td>
<td>47,892</td>
<td>49,300</td>
<td>50,707</td>
<td>52,115</td>
</tr>
<tr>
<td>Professor</td>
<td>7</td>
<td>46,485</td>
<td>47,892</td>
<td>49,300</td>
<td>50,707</td>
<td>52,115</td>
<td>53,522</td>
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<tr>
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<td>50,707</td>
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<td>49,300</td>
<td>50,707</td>
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<tr>
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<td>50,707</td>
<td>52,115</td>
<td>53,522</td>
<td>54,930</td>
<td>56,337</td>
<td>57,745</td>
</tr>
<tr>
<td>Associate</td>
<td>11</td>
<td>52,115</td>
<td>53,522</td>
<td>54,930</td>
<td>56,337</td>
<td>57,745</td>
<td>59,152</td>
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<tr>
<td>Professor</td>
<td>12</td>
<td>53,522</td>
<td>54,930</td>
<td>56,337</td>
<td>57,745</td>
<td>59,152</td>
<td>60,560</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>54,930</td>
<td>56,337</td>
<td>57,745</td>
<td>59,152</td>
<td>60,560</td>
<td>61,967</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>56,337</td>
<td>57,745</td>
<td>59,152</td>
<td>60,560</td>
<td>61,967</td>
<td>63,375</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>57,745</td>
<td>59,152</td>
<td>60,560</td>
<td>61,967</td>
<td>63,375</td>
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<td>63,375</td>
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<td>69,005</td>
<td>70,412</td>
<td>71,820</td>
<td>73,227</td>
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<tr>
<td></td>
<td>18</td>
<td>66,190</td>
<td>70,412</td>
<td>71,820</td>
<td>73,227</td>
<td>74,634</td>
<td>76,042</td>
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<tr>
<td></td>
<td>19</td>
<td>69,005</td>
<td>73,227</td>
<td>74,634</td>
<td>76,042</td>
<td>77,449</td>
<td>78,857</td>
</tr>
</tbody>
</table>
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
CLINICAL INSTRUCTORS SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Experience</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 years</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>6 - 10 years</td>
<td>$31.00 per hour</td>
</tr>
<tr>
<td>Over 10 years</td>
<td>$32.00 per hour</td>
</tr>
</tbody>
</table>

Supersedes Revision Adopted: August 10, 2011
                               July 1, 2005
Coaches will be compensated as follows:
Compensation for each sport will fall within a range. The compensation will be determined by the campus Athletic Director, Unit Head and the Vice Chancellor of Administrative Services as follows:

$895 per coaching unit.
Units to be determined from the following table.

<table>
<thead>
<tr>
<th>Head Coach</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td></td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>4-7 Units</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
</tr>
<tr>
<td>Women’s Golf</td>
<td>1-3 Units</td>
</tr>
<tr>
<td>Men’s Golf</td>
<td></td>
</tr>
<tr>
<td>Cheerleading</td>
<td></td>
</tr>
</tbody>
</table>

Assistant Coaches will be paid at the rate of 1-3 Units.
The Board of Directors of the District will permit a supplementary salary schedule and guide for special assignments at the discretion of the Chancellor or his/her designee carried on outside of regular duties.
TITLE: Personnel

Definitions

Faculty

Full and Regular Part-time Faculty
A full or regular part-time individual employed by the District working as instructional staff and covered by Chapter 279 of the Code of Iowa.

Adjunct Faculty
An individual employed by the District working as instructional staff on an as needed basis.

Non-faculty

Full-Time Position
A position that requires an individual employed by the District to work a minimum of 40 hours per week.

Part-Time Position
A position that requires an individual employed by the District to work less than 40 hours per week. The percentage of full-time equivalent (FTE) is determined by a ratio of the employee's annual hours worked to 2080 hours (e.g. 1560 hours per year equals a .75 FTE). Part-time employees working 20 hours per week or more are benefit eligible.

Temporary Employee
An individual employed by the District under limited circumstances, either in the number of hours worked per week or in the length of service required.

Non-exempt/Hourly
An employee who is compensated for the hours in which they work for the District. The Fair Labor Standards Act (FLSA) requires this employee classification receive overtime or compensatory (“comp”) time for the hours worked in excess of 40 in a week.

Exempt/Salaried
An employee who is compensated for the services performed for the District. This employee classification does not receive compensation for hours worked in excess of 40 in a week.
Compensation Requirements
It is IVCCD’s policy to comply with the salary basis requirements of the FLSA in the compensation of employees. Overtime, compensatory time and deductions from pay are to be administered according to FLSA regulations.

If an employee believes that an improper deduction has been made to his or her salary, this information should be reported to the individual’s direct supervisor or to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Work Week
The work week is defined as Sunday through Saturday.

Employee Classification
The classification of all personnel and the subsequent placement on the salary guides will be determined by campus and district administration based upon position requirements, including relevant work experience and education.

Supersedes Revision Adopted: March 13, 2002
November 11, 1992
TITLE: Personnel

Public, Private, or Political Endorsements

Employees of the District and board members are encouraged to be active in community affairs. An individual employee or board member, however, shall not knowingly link his or her name with that of the District or any of its divisions for any kind of endorsement whatsoever, including private, public, or political endorsements, without advance written approval through a resolution by the Board of Directors.

Previously Board Policy 422
TITLE: Personnel

Tobacco Prohibitions

The Iowa Valley Community College District Board of Directors prohibits the use of tobacco products in any form, and nicotine simulation or vapor products (e.g. e-cigarettes), on its grounds or in any of its facilities or vehicles.

See Board Policy 523 Titled Student: Tobacco Prohibitions

Supersedes Revision Adopted: June 23, 2008
April 16, 1997
June 9, 1993
December 9, 1987
The District is committed to the purposes and objectives of the federal Drug-Free Workplace Act of 1988 and intends to comply in all respects with the provisions of such Act and with the requirements of the regulations promulgated thereunder, in order to assure a drug-free workplace for all employees. Accordingly, the following policies are adopted for purposes of achieving and maintaining a drug-free workplace environment:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent to provide a drug-free, healthful, safe, and secure work environment.

2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on District premises or while conducting District business off District premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may also result in criminal charges and sanctions. Employees must, as a condition of employment, abide by the terms of this policy statement and must report any conviction under any criminal drug statute for violations occurring on or off District premises while conducting District business. A report of such conviction must be made within five (5) days after the conviction.
3. The District recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek help and utilize our health insurance plans, as appropriate.

4. All employees engaged in the performance of any grant from a federal agency will be given a copy of the Policy Statement set forth in paragraph 2 above.

5. It will be the responsibility of the District administration to see that all employees are informed about the dangers of drug abuse in the workplace, about this policy statement and about any available drug counseling, rehabilitation and employer assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

6. The District administration will notify any federal agency from whom grants have been received within ten (10) days after receiving notice of a conviction as provided in paragraph 2 above or otherwise receiving actual notice of such conviction.
TITLE: Personnel

Drug-Free Schools and Campuses

Iowa Valley Community College District (IVCCD) is committed to comply with all state and federal laws by prohibiting the possession, use and distribution of alcoholic beverages by persons under the legal age and illegal drugs by any person on any campus, at district-sponsored events, and in district-managed property. The District recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees desiring help in dealing with such problems are encouraged to take advantage of available drug and alcohol counseling treatment.

It is the policy of the Board to prohibit the consumption or possession of alcohol at district-sponsored events unless expressly authorized by the Chancellor or designee. Administrative discretion will be exercised in the approval of the location of authorized activities, as such decision pertains to the nature of the group and event involved. The personal or individual purchase or use of alcoholic beverages by individuals of legal age attending district-authorized activities is a personal and individual responsibility.

The District will impose appropriate disciplinary sanctions on employees up to and including termination for violation of the standard of conduct referred to above. In addition, the District may refer violations to the appropriate law enforcement agencies for prosecution where penalties may include fines and/or imprisonment.
See Board Policy 522 Titled Student: Drug-Free Schools and Campuses

Supersedes Revision Adopted: March 13, 2002
March 11, 1998
July 10, 1996
November 14, 1990
The District recognizes its obligation and reaffirms its long-standing commitment to provide a safe and healthful environment for all employees and students.

**Students with Chronic Communicable Diseases**

Students with identified chronic communicable diseases, including, without limitation, infectious hepatitis, tuberculosis and AIDS, may, subject to the provisions of this policy and the attached guidelines, attend classes and participate in other college-related activities. The District will attempt to make reasonable accommodation for such students so that there is no reasonable risk of transmission of the disease to others and/or no reasonable risk of further injury to the student.

The District will respect the right to privacy of any student who has a chronic communicable disease.

**Employees with Chronic Communicable Diseases**

Employees with identified chronic communicable diseases, including, without limitation, infectious hepatitis, tuberculosis and AIDS, will not, due solely to the existence of such disease, be denied continued employment whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the District, there is no reasonable risk of transmission of the disease to others.
Such employees will remain subject to any applicable collective bargaining agreement and to the District's employment policies, including, but not limited to, sick leave, physical examinations, long-term disability and termination.

Employment decisions will be made by utilizing the foregoing general standard and will be consistent with federal and state handicap discrimination statutes and regulations and with current, available public health department guidelines concerning the particular disease in question.

The District will respect the right to privacy of any employee who has a chronic communicable disease.
TITLE: Personnel/Student

Chronic Communicable Disease

Students

Class placement decisions will be made by using the communicable disease policy in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend classes and participate in other college-related activities will be made in accordance with the policy of the District which is not to unlawfully discriminate against any individual because he or she may have any identified chronic communicable, life-threatening or serious disease, including, without limitation, infectious hepatitis, tuberculosis, AIDS or an AIDS related condition.

The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons will not further disclose such information.
Employee

Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with the policy of the District which is not to unlawfully discriminate against any individual because he or she may have any identified chronic communicable, life-threatening or serious disease, including, without limitation, infectious hepatitis, tuberculosis, AIDS or an AIDS related condition.

The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons will not further disclose such information.
TITLE: Personnel/Student

Chronic Communicable Disease (AIDS)

The terms "infected students", "infected employee" and "infected individual" are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are "asymptomatic carriers", i.e., those who have been infected by the AIDS virus and are capable of transmitting it but who have not developed any of the symptoms of AIDS.

1. (a) Infected students who have uncoverable, oozing lesions, will not be permitted to attend classes or participate in other college-related activities.

(b) The determination of whether an infected student who is not excluded pursuant to Section 1(a) above will be permitted to attend classes or participate in other college-related activities with other students will be made on a case-by-case basis by a team composed of public health personnel, the student, the student's physician, the students’ parent or guardian (if the student is a minor), and appropriate college personnel. In making this determination, the team will consider: (1) the behavior, neurological development and physical condition of the student; (2) the expected type of interaction with others in the college setting; and (3) the impact on both the infected student and others in that setting.

(c) The determination of whether an infected employee should be permitted to remain employed in a capacity that involves contact with students or other employees will
be made on a case-by-case basis by a team composed of public health personnel, the employee's physician, the employee and/or his/her representative and appropriate college personnel. In making this determination, the team will consider: (1) the physical condition of the employee; (2) the expected type of interaction with others in the college setting; and (3) the impact on both the infected employee and others in that setting.

2. (a) If the District has reasonable cause to believe that a student or employee is an infected individual, the District may require such individual to submit to an appropriate medical evaluation.

(b) The sexual orientation of a student or employee will not constitute reasonable cause to believe that he or she is an infected individual. No student, employee or potential employee will be required to provide information as to his or her sexual orientation.

3. If the employment of an infected employee is discontinued, such employee will be entitled to use any available medical leave and receive any available medical disability benefits.

4. An employee will not be required to instruct or provide other personal contact services to an infected student, or to work with an infected employee, unless a determination has been made pursuant to Section 1 above to permit the infected individual to remain in the college setting.

5. The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual will not be publicly revealed. If an infected individual is permitted to remain in the college setting after a determination has been made pursuant to Section 1 above, employees who are likely to have regular personal contact with such
infected individual will be informed of his or her identity by the District, and provided with appropriate information as to such individual's medical condition, including information as to any factors that might warrant a reconsideration of whether he or she should be permitted to remain in the college setting.

6. It will be the responsibility of the District President to notify the proper authorities, such as the Iowa State Department of Health, in accordance with Iowa law when it is found that a communicable disease exists in the college setting. It will be the responsibility of the President or his designee, subject to the guidelines set forth in Section 1 above, to develop procedures for excluding from the college setting students and employees with a communicable disease. These procedures will be based on recommendations from public health agencies and the U.S. Public Health Center for Disease Control.

7. Health data is private information, and it is not to be disseminated to the public, to the students, or to employees in the District without strict observance of privacy rights. Knowledge that a student has a communicable disease will be limited to the Board, the President of the District, the nurse, and to whomever else the team provided for in Section 1 above recommends.

8. It will be the responsibility of the President or his designee to keep the public, staff and students informed about all communicable diseases and related issues.
TITLE: Personnel

Dismissal and Suspension of Non-licensed Employees

In the event of a suspension or dismissal for disciplinary reasons, appropriate due process will be adhered to and the following provisions shall apply:

1. The chancellor is authorized to discharge or to suspend from active duty without pay, any non-licensed employee as recommended to the chancellor by that employee’s supervisor(s).

2. Any non-licensed employee may be suspended without pay or discharged by the employee’s supervisor subject to the approval of the chancellor.

   Non-licensed employees covered by a collective bargaining agreement will resort to the grievance procedures under the agreement if they desire to contest the suspension or discharge.

   All other non-licensed employees may seek review of any suspension or discharge by filing with the chancellor a written request for a hearing within five (5) days of the approval of the suspension or discharge by the chancellor. The chancellor or his designee will hold a hearing as soon as possible after receipt of the employee’s request for hearing and will rule on the matter within ten (10) days following the hearing.

   The employee, if dissatisfied with the chancellor’s ruling, may file a written appeal with the board of IVCCD within ten (10) days following the chancellor’s ruling.
and the board will consider the matter based upon the record of the hearing before the chancellor.

3. Procedures relating to the discharge or suspension of non-licensed employees may be included in a collective bargaining agreement between the union representing such employees and the board. In that event, any procedures set forth in the collective bargaining agreement must be followed.

4. The chancellor will, at least once per year, file a report with the board relating to any incidents of suspension or discharge of non-licensed employees.

5. The chancellor will establish guidelines to be used in effecting discipline which will include a system of progressive discipline. The guideline will delineate the nature of the offense and the penalty to be imposed, based upon the seriousness and frequency of the violations. The penalty to be imposed will be within the immediate supervisor’s discretion, unless suspension or discharge is involved, in which event the chancellor’s concurrence must be obtained.

6. In certain situations these procedures may not be followed and the employee may be subject to immediate termination without notice. Nothing contained herein is intended to effect the at-will status of the employment relationship.

7. This policy may be revised from time to time as the Board of Directors deems necessary and appropriate and may be revised at any time without notice.

Supersedes Revision Adopted: September 10, 1997
February 8, 1995
GUIDELINE FOR BOARD POLICY 418

DATE: APRIL 30, 1991

TITLE: Disciplinary Guidelines (Non-licensed Personnel)

Reasonable rules of conduct are necessary for the orderly and efficient operation of any college or college district. The rules as stated herein and the penalties as related to violations are necessary for the orderly and efficient operation of the district. The rules will not be used in a capricious manner by the district.

The penalties listed for violations are intended to be the penalties for the normal type of violations having normal consequences. The district may take more severe disciplinary measures where a violation has serious consequences. Conversely, the district may take a less severe disciplinary measure when there are less serious consequences.

Employees shall be subject to discharge when three (3) different rules have been violated or upon receipt of three (3) written warnings within a twelve (12) month period or as specified in the Guidelines.

Warnings will be issued for all offenses including those that call for suspension or discharge.

<table>
<thead>
<tr>
<th>Rule</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 1: Unauthorized absence or leaving job without authorization or just cause.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 2: Insubordination, disregarding instruction or refusal to perform task assigned.</td>
<td>Warning</td>
<td>5 day suspension</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 3: Using profane or abusive language towards administrators, faculty members, supervisors, fellow employees or students</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 4: Unsatisfactory performance of duties, loafing, or incompetence.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
<td>Discharge</td>
</tr>
<tr>
<td>Rule 5: Unauthorized operating of machines or equipment.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>Description</td>
<td>Penalty 1</td>
<td>Penalty 2</td>
<td>Penalty 3</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Rule 6</td>
<td>Soliciting, distributing, circulating, posting or removing literature, notices or signs or collecting contributions on District premises without prior written approval of Dean or supervisor.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>Rule 7</td>
<td>Smoking in prohibited areas.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>Rule 8</td>
<td>Reporting to work under the influence of alcohol or a controlled substance.</td>
<td>Suspension with Employee agreement to seek formal counseling; otherwise discharge.</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 9</td>
<td>Use or possession of alcohol or controlled substances on District premises at any time.</td>
<td>Suspension with Employee agreement to seek formal counseling; otherwise discharge.</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 10</td>
<td>Intentional falsification of personnel or other records.</td>
<td>Warning</td>
<td>5 day suspension</td>
<td>Discharge</td>
</tr>
<tr>
<td>Rule 11</td>
<td>Failure to maintain records as required by law, District policy and administrative regulations.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>Rule 12</td>
<td>Theft of District property or property belonging to other employees or students.</td>
<td>Warning or 10 day suspension depending on nature and value of item.</td>
<td>Discharge</td>
<td></td>
</tr>
<tr>
<td>Rule 13</td>
<td>Gambling on District premises at any time.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>Rule 14</td>
<td>Threatening, intimidating, coercing or fighting on District premises at any time.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>Discharge</td>
</tr>
<tr>
<td>Rule 15</td>
<td>Violating or disregarding safety rules, procedures and common safety practices of the District.</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
<td>Discharge</td>
</tr>
<tr>
<td>Rule 16</td>
<td>Unauthorized possession of weapons on District premises at any time.</td>
<td>Discharge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule 17:</td>
<td>Excessive absence.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>---------</td>
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<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Rule 18:</td>
<td>Excessive tardiness.</td>
<td>Warning</td>
<td>3 day suspension</td>
<td>5 day suspension</td>
</tr>
</tbody>
</table>

The above rules and regulations are not all-inclusive. Penalties for violations of other accepted standards of conduct, such as, but not limited to, proven criminal activities, will be administered consistent with the seriousness of the offense.

In addition to the foregoing, the District may impose probationary status, for such period of time as the District may determine, upon any employee who has violated any rule or regulation.
The IVCCD Board of Directors expects that each employee will perform assigned jobs, conform with board policy, and obey the law.

When a violation of this trust occurs, the Board of Directors will expect the President of IVCCD to take appropriate disciplinary action to suspend or terminate an employee.

In the event of a suspension or dismissal for disciplinary reasons, appropriate due process will be adhered to and the following provisions will apply:

1. The Board of Directors will follow procedures established by law (Chapter 279 of the Code of Iowa) for the dismissal of licensed personnel.

2. The president is authorized to suspend from active duty, with pay, a licensed employee whom the president has recommended for termination under Chapter 279, pending hearing and determination by the board.

3. The president, as the board’s designee and representative is authorized to suspend, without pay, as a disciplinary action, any licensed employee, except in the case where the president has recommended to the board that the employee be terminated under Section 279.27.
TITLE: Personnel/Faculty

Oral Communication Competency

All persons providing instruction for Iowa Valley Community College District will exhibit competence in oral communication.

Oral communication competence is the ability to communicate appropriately with students in the language(s) of instruction.

Students will be provided the opportunity to evaluate their instructional personnel at the end of each academic period.

Supersedes Revision Adopted: January 8, 1992.
TITLE: Personnel/Faculty

Oral Communication Competency

Iowa Valley Community College District is committed to clear and understandable instructor/instructional assistant oral communication. To provide for this commitment, the following guidelines have been adopted to insure oral competency in teaching.

1) Upon recommendation of a candidate for employment as an instructor or instructional assistant the campus academic dean or supervisor shall certify the candidate’s oral competence. If it is determined the instructor/instructional assistant may have problems with oral competence, an individual development plan shall accompany the recommendation.

2) In their review of teaching effectiveness, the campus academic deans or supervisors will assess all IVCCD instructors’ oral communications competency. This procedure will include both classroom observation and student instructional assessment of the teacher evaluation document.

3) If this process reveals a need for oral communications improvement to assure teaching effectiveness, the instructor will be informed during a private assessment conference. Together, the instructor and the campus academic dean or supervisor will establish a correctional development plan with specific improvement goals and target dates.
for completion. If the correctional development plan is unsuccessful, the instructor will be
terminated according to Board Policy 407.
Iowa Valley Community College District is committed to ensuring personal and professional growth for all employees of the District.
Staff development at Iowa Valley Community College District encourages and strives to facilitate the professional and personal development goals of all employees to upgrade their knowledge and enhance the quality of their job performance. Each district unit has the responsibility for developing plans, activities, budget and review of staff development activities.

Types of Activities:

1. District Workshop Days
   * IVCCD Annual Workshop
     The Chancellor is responsible for planning the workshop activities with input from the district units.
   * Fall & Spring In-service Days
     Staff development activities are developed and implemented by each college and continuing education staff development committee for each district unit.

2. Conferences - Each district unit supports individual staff participation in conferences, workshops, seminars, and technical courses which contribute to upgrading/updating specific job related skills.

3. Staff Development Units - IVCCD supports and encourages administration, support staff and faculty to participate in undergraduate and graduate work, continuing education units and work experience. The course must contribute to the upgrading/updating of specific job related skills. The appropriate form should be submitted prior to completing the work.

Administration and Support Staff: Full-time employees will be reimbursed for the cost of the course upon satisfactory completion at the rate of up to $550.00 per SDU. Reimbursement for less than full-time (50 to 99%) employees is pro-rated according to his or her FTE. There is a maximum of six (6) credit hours per person during the calendar year subject to an annual cap agreed to by the IVCCD Board of Directors. In no event will the amount reimbursed be more than the IRS allowable reimbursement (Internal Revenue Service Code Section 127).
Faculty: The master agreement provides guidance for faculty SDU reimbursement.

IRS Rules & Regulations - Congress enacted the Economic Growth and Tax Relief Reconciliation Act of 2001 which allows an employer to offer its employees tax-free educational assistance (Internal Revenue Code section 127). This Educational Assistance Program is intended to comply with this Act. The plan document is on file in the Human Resources office.

4. Tuition Waiver – Board Policy 441 addresses tuition waiver for IVCCD courses.

5. Educational leave/Sabbaticals – Board Policies 435 and 445 provide guidance for leaves of this nature.

7. New Employee Orientation - Orientation of new employees will be arranged by the IVCCD Human Resources office and each individual unit within the Iowa Valley Community College District.

8. Individual staff development activities are selected by the individual staff members in consultation with the respective supervisor. The individual activities are expected to be the result of the individual personal educational development. Such activities are expected to contribute to improve job performance by the individual.

9. IVCCD encourages internal, external and international faculty exchange opportunities, i.e. Fulbright Seminar Abroad Program, other community college programs etc.

10. As a result of limited funding resources, IVCCD may be unable to carry out all the staff development needs of the employees. Even though each of the units has prioritized activities and needs they may be unable to meet those needs.

Supersedes Revision Adopted: July 8, 2009
August 13, 2003
November 8, 1999
October 14, 1998
July 1, 1997
August 22, 1995
November 15, 1994
It is the policy of the District to maintain an environment free from harassment and discrimination on the basis of race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation or gender identity. As a result, harassment or discrimination in any form will not be tolerated. Board members, employees, students, vendors, employees of independent contractors and any others having business or other contact with the District are expected to act appropriately under this policy.

The Vice Chancellor of Administrative Services, who serves as the District’s Affirmative Action Coordinator, or designee, will inform and educate District personnel about harassment or discrimination. Periodic training sessions on this policy and the prevention of harassment and discrimination will be provided. Supervisory personnel are responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment and discrimination within his or her areas of responsibility.

Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by District Administration.

Harassment or discrimination may include, but is not limited to:
• physical behavior or verbal or written comments of an offensive nature; social invitations and comments with sexual innuendos;

• the use of racial or sexual epithets or stereotypes, “slang” names, or any other language or action that by their nature or effect degrade or insult a person;

• repeated remarks of a demeaning nature;

• implied or explicit threats concerning one’s job;

• demeaning jokes, stories, activities directed at an employee;

• inappropriate touching, such as unwelcome hugging, pinching, or patting;

• vulgar or obscene jokes, cartoons or pictures.

Prohibited discrimination based on sex includes sexual harassment, which consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual or otherwise offensive nature when:

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

• submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

• such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or

• such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment also includes sexual violence.

Employees who experience what they believe is harassment or discrimination based on their sex, race, or other protected factor should immediately report such incidents to their immediate supervisor, and they in turn, will report to the Vice Chancellor of Administrative Services, who serves as the District’s Affirmative Action Coordinator. If the incident involves
the employee’s immediate supervisor, the Vice Chancellor of Administrative Services should be contacted directly.

No person making a complaint or assisting in an investigation will be subject to retaliation by any persons, including co-workers, supervisors or students. Founded retaliation is subject to disciplinary action, up to and including termination of employment.

Complaints will be handled in a timely and confidential manner to the extent reasonably possible. Individuals who are involved in the investigation will not discuss information regarding the complaint outside the investigation to the extent possible. All actions taken to resolve complaints of harassment or discrimination through internal investigations will be conducted confidentially to the extent possible.

The coordinator will promptly investigate claims of harassment or discrimination and determine their validity. Upon receiving a complaint, the coordinator or designee will meet with the person making the complaint to obtain an understanding and a statement of the facts from the person. Once the coordinator/designee has obtained a statement of the facts from the person filing the complaint, the coordinator or designee will attempt to meet with the person charged with harassment or discrimination to obtain a response to the complaint. The coordinator/designee may meet with the parties involved in the complaint as often as deemed necessary. The coordinator/designee may also interview any witnesses involved in the complaint and conduct such other investigation as appropriate.

The coordinator will determine what further action should be taken on a complaint of harassment or discrimination. Upon completion of the investigation, the coordinator will make a recommendation to the Chancellor. If the incident involves a student and an employee, the
education equity officer or Provost of the respective unit will handle the student portion of the investigation and confer with the coordinator.

In addition to the above procedures, complaints alleging domestic violence, dating violence, sexual assault, or stalking shall be subject to procedures required by the Violence Against Women Reauthorization Act of 2013 including the Campus Sexual Violence Elimination Act. It is important for alleged victims to preserve evidence as may be necessary to the proof of sexual violence, or in obtaining a protection order. The alleged victim has the option to notify proper law enforcement authorities if the alleged victim so chooses. Any campus disciplinary proceeding arising from a report of domestic violence, dating violence, sexual assault, or stalking shall use the standard of preponderance of evidence in determining outcomes. The complainant and respondent(s) are each entitled to the same opportunities to have others present (including an advisor of their choice) during such proceeding, and will each be informed of the results of the proceeding in accordance with law. Employees will be provided with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other support services available for alleged victims. An employee who is an alleged victim of sexual violence may request accommodations as reasonably available such as a change in working situations. An employee who reports that the employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the employee’s rights and options in accordance with law.

Inquiries or complaints regarding this policy should be directed to the District’s Affirmative Action Coordinator located in the Human Resources department at the District
Office. The District encourages individuals to use the internal complaint process. However, an individual may also file a complaint with the Iowa Civil Rights Commission at 400 East 14th Street, Des Moines, Iowa 50319, 1-800-457-4416, and/or the U.S. Equal Employment Opportunity Commission at the Milwaukee Area Office, 310 West Wisconsin Avenue, Suite 500, Milwaukee, Wisconsin 53203, 1-800-669-4000.

Previously Board Policy 402.1

See Also Board Policy 517
TITLE: Personnel

Reporting Sexual and/or Physical Abuse of a Child

The purpose of this policy and related guidelines is to define sexual and/or physical abuse of a child and provide faculty and staff with procedures to carry out their responsibilities to report suspected child abuse. Sexual and/or physical abuse of children is a criminal offense and not tolerated at any of the campuses or facilities of the District and/or District sponsored events.

This policy applies to any employee who in the scope of the person’s employment responsibilities examines, attends, counsels, or treats a child.

Previously Board Policy 402

Legal Reference: Iowa Code 2013, Section 260C.14(23), 232.69
TITLE: Personnel

Sexual and/or Physical Abuse of a Child

A. DEFINITIONS

Sexual abuse of a child is defined as the commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. A child is defined as a person under the age of 18 years.

Sexual abuse is also defined as any sex act between persons when the act is performed with the other person.

The terms “sex act” means any sexual contact between two or more persons by: penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment of a person licensed pursuant to applicable law; ejaculation onto the person of another; or by use of artificial sexual organs or substitutes therefore in contact with the genitalia or anus.

Physical abuse is defined as any non-accidental, physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.

Other forms of child abuse as defined by law shall also be subject to reporting under this policy.

B. PROCEDURES FOR REPORTING CHILD ABUSE

All employees who in the scope of their employment responsibilities, examine, attend, counsel or treat a child must report physical or sexual or other child abuse when they see, know about, or reasonably suspect such abuse. Proof that abuse has occurred is not required in order to report. Employees shall make a report of abuse of a child who is under age 12 which would be defined as sexual abuse above or as child abuse involving prostitution, except that the abuse resulted from the acts and omissions of a person other than a person responsible for the care of the child.
1. If there is imminent danger, call 911 and report to law enforcement.

2. Suspected abuse shall be reported to the Unit Head or designated representative within 24 hours.

3. A child abuse report needs to be made by phone to the Iowa Department of Human Services (DHS) within 24 hours at 1-800-362-2178. A written report needs to be faxed to DHS at 1-515-564-4011 within 48 hours of making the oral report.

C. EMPLOYER RETALIATION PROHIBITED

IVCCD shall not take retaliatory action against an employee as a reprisal for the employee’s participation in good faith in making a report, or aiding and assisting in an assessment of a child abuse report.

Previously Guideline for Board Policy 402

Legal Reference:  
Iowa Code 2013, Chapter 232.2, .68-.70,.73A  
Iowa Code 2013, Chapter 260C.14(23)  
Iowa Code 2013, Chapter 709.1  
Iowa Code 2013, Chapter 702.17
All District personnel should take measures to avoid conflicts of interest, coercion, favoritism, or bias in academic, counseling, evaluative or supervisory situations. Any personal nonprofessional relationship leading to any such concerns, or leading to the appearances of such concerns would be contrary to the interests of the District, its students, faculty, administrators and staff and the public interest which the District serves. Personal nonprofessional relationships between faculty and students with whom they also have a counseling or academic evaluative role, between supervisors and those whom they supervise or evaluate, and between non-faculty professional staff and students and/or clients whom they counsel create such appearances. Such relationships are particularly susceptible to charges of exploitation or other impropriety.

Consent by the student, employee or client involved in a personal relationship is not sufficient to protect the integrity of the professional relationship. The respect and trust accorded an instructor/counselor by a student, as well as the power exercised by the instructor/counselor in an academic, counseling, or evaluative role, make voluntary consent by the student suspect. The same is true in the case of supervisors and those whom they supervise or evaluate and in the case of non-faculty professional staff and the students and/or clients whom they counsel. Even when both parties consent, the existence of such a relationship renders the staff member, the supervisor, as
well as the institution, vulnerable to potential allegations of exploitation or other impropriety in light of the significant power differential that exists between faculty and students, supervisors and subordinates or non-faculty professional staff and students/clients.

Therefore, faculty members are prohibited from participating in or continuing personal nonprofessional relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, counsel, or supervise. Likewise, administrators, supervisors and non-faculty professional staff involved in counseling students and/or clients are prohibited from participating in consensual relationships with those whom they or their departmental colleagues supervise, evaluate or counsel. Whenever such a consensual relationship situation arises, the employee involved shall report the situation immediately to his or her direct supervisor or Vice Chancellor of Administrative Services. The supervisor, in consultation with the Vice Chancellor of Administrative Services, shall take steps to address the situation.

(For purposes of this policy, “faculty” shall include all Regular or Adjunct District employees who teach or counsel students).

Supersedes Revision Adopted: November 12, 2008
TITLE: Personnel

Development of Intellectual Property

It is the policy of the District to foster an environment that encourages development and use of “state-of-the-art” instructional materials, equipment, processes, methods, and/or technology that may result in inventions useful for instruction. The development of such items or other marketable materials shall be accomplished so as not to interfere with the proper conduct of classes.

Intellectual Property is any product developed by an employee to which there can be applied rules of ownership, patenting, copyrighting, control, licensing and use of an invention.

The use of any District materials, facilities, personnel or other District resources to develop Intellectual Property must be pursuant to advance arrangements made with the College Provost, Vice Chancellor of Iowa Valley Continuing Education, or their designees.

Formerly Board Policy 613
Communication between and among employees is essential to the operation of the District. Employees are more likely to engage in positive and effective communication when their communication is uninhibited and is treated with an appropriate level of confidentiality. The recording of communications without permission or consent or the perception that communications are being recorded without permission or consent tends to inhibit interaction and to reduce the confidentiality of communication. Any employee who violates the policy described below will be subject to disciplinary action.

**AUDIO RECORDING**

It is the policy of the District that employees are prohibited from using any type of recording device to record communications between or among employees of the District without the permission or consent of all participants involved in the communications. This policy applies only to communications which pertain, directly or indirectly, to the business of the District or to any aspect of the employment relationship of any party to the communication. The policy applies regardless of where or when the communication originates or takes place.
In order to enforce this policy, employees who possess any type of recording device
while on District property may be required by a member of the Administration to produce the
device upon request and to play any recording which is in the employee’s possession.

This policy does not apply to automated voice mail or voice messaging recordings or to
any communication which is required to be recorded by state or federal law. This policy also
does not apply to any communication which is recorded with the consent of all participants to the
communication. If a communication is recorded by consent of all participants to the
communication, then the following conditions should be met: (1) at the beginning of the
recording, the recording should identify each of the participants to the communication, and the
date, time, and place of the communication, (2) the recording should include the verbal consent
of each participant, (3) upon request of any participant, a copy of the recording must be provided
by a person in possession of the recording to the participant at a cost which does not exceed the
actual cost of the material on to which the communication is recorded.

VIDEO RECORDING

When employees are in restrooms, showers, changing rooms, or locker rooms, or any
other area where persons have a reasonable expectation of personal privacy, it is the policy of the
District that employees are prohibited from using any type of photographic device, including, but
not limited to, cameras, video recorders, cellular telephones or other devices which are capable
of taking photographs or recording images of any kind. This policy regarding
photographic/video recording applies to all locations which are on District property and to all
other locations where employees are present while they are performing duties for the District.
This policy does not apply to employees who are directed by the Chancellor or a campus Provost or whose job description requires use of a camera, video recorder, or other device which is capable of taking photographs or recording images in these restricted areas.
TITLE: Personnel

Resignations

A resignation form will be completed in writing signed by the resigning party, directed to the unit head who will then forward the original form to the Human Resources department upon receipt. The resignation will be documented in the monthly Personnel Report to the Board.

The Board recognizes that there are some circumstances that force an employee covered by a collective bargaining agreement or a continuing contract to request a release before the expiration date of the contract; therefore, a person may be released from a contract if a suitable replacement can be secured.

If an individual resigns from the District, and is later rehired, his/her former period of employment is not automatically considered in determining seniority.

Previously Board Policy 406

Supersedes Revision Adopted: January 14, 2009
March 13, 2009
December 9, 1987
TITLE: Personnel

Resignations

Non-exempt (hourly) employees are required to give two weeks of written notice prior to the last day to be worked. Exempt employees are required to give four weeks of written notice prior to the last day to be worked. Exceptions must be approved by the unit head and documented on the resignation form submitted by the employee.

Vacation, personal leave, and holiday or spring break cannot be used to fulfill the resignation notice. Only special circumstances with supervisory approval prior to the resignation being submitted permit vacation and personal leave to be used during the resignation notice time frame. Accrued, unused vacation and personal days will be paid up to the maximum allowable rollover accrual. Sick days are not paid.

Employees terminating employment who have given proper notice will be scheduled for an exit interview with Human Resources prior to the final day worked. A reasonable attempt will be made to meet in person; however, some interviews will be completed through the mail. The purpose of the exit interview is to establish the reason for termination; obtain information and observations from the employee which might be helpful in formulating future policies; answer benefit questions; and make final pay arrangements.

The supervisor will complete and send the delete user form to the Information Technology
department in advance of the termination date to remove the employee from relevant district computer systems. The supervisor is responsible for collecting any district property (e.g. keys, computers) in the resigning employee’s possession. If applicable, the supervisor is responsible for assuring removal of unit specific access and/or passwords in a timely manner.

Previously Guideline for Board Policy 406

Supersedes Revision Adopted: August 10, 2011
August 12, 2009
Iowa Valley Community College District is committed to providing accountability and transparency in its financial and other operations. Employees are encouraged to report violation of law or rule, mismanagement, abuse of funds, abuse of authority, or substantial and specific danger to public health or safety to the Chancellor or, if involving the Chancellor, to the Chairman of the Board of Directors. Employees have certain protections for the latter and related actions under Iowa Code chapter 70a, section 29.

Legal Reference: Iowa Code Chapter 70A, Section 29
TITLE: Personnel

Development of Intellectual Property

It is the policy of the District to foster an environment that encourages development and use of “state-of-the-art” instructional materials, equipment, processes, methods, and/or technology that may result in inventions useful for instruction. The development of such items or other marketable materials shall be accomplished so as not to interfere with the proper conduct of classes.

Intellectual Property is any product developed by an employee to which there can be applied rules of ownership, patenting, copyrighting, control, licensing and use of an invention.

The use of any District materials, facilities, personnel or other District resources to develop Intellectual Property must be pursuant to advance arrangements made with the College Provost, Vice Chancellor of Iowa Valley Continuing Education, or their designees.

 Previously Board Policy 613 and 425

Supersedes Revision Adopted: February 5, 2014
Title: Personnel Benefits

Part-time Employees

Eligible employee benefits for permanent part-time employees who work more than half-time will be prorated to their full time equivalency.

1. Personnel employed on a fifty to ninety-nine percent basis shall receive all benefits for which they qualify prorated on their time worked. This includes vacation, sick leave, personal days and holidays (holidays and vacation hours accrued apply only for active months of employed -part-year employees).

2. Part-time employees who are employed less than fifty percent of a full-time basis are not eligible for benefits.

3. COBRA provisions apply in the event of changes in employee and employee dependent status.

Supersedes Revision Adopted: March 13, 2002
December 9, 1987
TITLE: Personnel Benefits

Reduction in Hours

Non-faculty

Non-faculty who have given continuous service to the District who are converted from full-time to part-time status of 50 to 99% at the District’s discretion will retain all sick leave and vacation leave benefits accrued. Non-faculty converted to less than 50% will be paid for unused accrued vacation and personal leave benefits. Sick leave benefits are not retained or paid for non-faculty of less than 50%.

Faculty

Faculty covered by collective bargaining should refer to the Master Agreement for details.
TITLE: Personnel Benefits

Holidays

The Board of Directors will approve a personnel holiday schedule.
GUIDELINE FOR BOARD POLICY 433

DATE: February 8, 2012

TITLE: Personnel Benefits

Holidays

Faculty holidays are identified in the annual academic calendar. Non-faculty holidays are identified for the following fourteen days:

<table>
<thead>
<tr>
<th>HOLIDAYS</th>
<th>DATES OBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Veterans Day *</td>
<td>November 11 *</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November plus prior Monday</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 23, 24 and 25</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>December 31 and January 1</td>
</tr>
<tr>
<td>M. L. King’s Birthday *</td>
<td>3rd Monday in January *</td>
</tr>
<tr>
<td>Washington’s Birthday *</td>
<td>3rd Monday in February *</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
</tbody>
</table>

Unless otherwise designated by district administration, if a listed holiday falls on a Saturday, it will be observed on the previous Friday and if a listed holiday falls on a Sunday, it will be observed on the following Monday.

An alternative day off will be scheduled by the supervisor in lieu of the holiday if an employee is required to work on a day designated as a holiday by the district.

* The District may designate Martin Luther King’s Birthday, Washington’s Birthday, and Veterans Day to be used as part of the December holiday break.

Veterans Day
Consistent with the requirements of Iowa Code Section 91A.5A, IVCCD will generally approve requests by employees who are veterans for time off as a holiday on Veterans' Day, November 11. Since IVCCD pays this as a holiday during holiday break, the employee must use vacation or personal leave unless unavailable, then such time will be unpaid.

An employee who wishes to take this holiday must make his or her request known to the supervisor at least 30 days in advance. The veteran will be notified if the time off request will be granted by November 1.

An employee may be asked for proof of veteran status by providing a copy of the federal certificate of release or discharge from active duty or similar federal document that demonstrates his or her eligibility.
TITLE: Personnel Benefits

Vacations

The Board of Directors will provide a vacation policy for its employees which is reasonable, financially sound, and consistent with good management practices.

The Board of Directors will develop appropriate guidelines to reflect the intent of this policy, and will review and/or revise these guidelines at the board meeting immediately following final salary negotiations for that year.

Supersedes Revision Adopted: December 9, 1987
Vacation days are granted only when mutually agreed upon with the appropriate chief administrator (Provost, Vice Chancellor of Continuing Education and Training, or Chancellor).

1. **Rate Earned:**
   A. All personnel not included in B. below - Paid vacation days will be earned at the rate of eight (8) hours per month of full-time work (minimum 40 hour week) for the first 48 months of employment (only for those employed for more than nine (9) consecutive months) and 12 hours per month starting with the 49th month of employment. Staff working more than 1040 hours in a fiscal year, but less than 2080 will earn a prorated amount of full-time employee, unless the proration is based on an "academic year". Staff working less than 1040 hours per year will not receive vacation.

   B. Administrators/(Coordinators/Instructors) - Paid vacation days will be earned at the rate of 12 hours per month of full-time work (minimum 40 hours week). Administrators working more than 1040 hours in a fiscal year but less than 2080 will earn a prorated amount of full-time employee. Administrators working less than 1040 hours per year will not receive vacation.

All personnel, except faculty, who begin IVCCD employment will receive one-half of their monthly vacation allotment on their first paycheck.

2. **Accumulation of vacation leave:**
   A. Office Associates and Assistants are allowed 120 hours of carryover from one fiscal year to the next. All excess leave will be deleted.

   B. Administrators - A maximum of 120 hours leave may be carried into a new fiscal year. All excess leave will be deleted.

   C. With the approval of the Chancellor, cabinet level administrators may carryover excess vacations days into a new calendar year.
The amount of leave an employee has earned is indicated on the employee's payroll voucher. (Note: the current payroll voucher will not include leave taken during the current month. Each paycheck will include one-half of the vacation earned for the month.

3. **Other:**

   A. Legal holidays and extended holidays approved by the Board of Directors will not count as days of vacation leave taken. Vacation listed as part of the college calendar shall not apply to administrators and staff. Any variations must be approved in advance in writing by the Chancellor.

Vacation leave will be charged to individuals in minimum units of one half hour.

The only vacation leave a person may take is what is credited at the time he/she takes the vacation.

   B. Accrual of additional days after biennial service for non-administrative personnel:

      1) For every two fiscal years of continuous employment, full-time employees who work more than nine (9) consecutive months each year will be granted an additional 12 hours of vacation leave each biennium to a maximum of sixty-four (64) hours.

To determine this advantage, the following tables, which may be pro-rated, is used.

<table>
<thead>
<tr>
<th>Year 1 - 0</th>
<th>Year 2 - 12 hours</th>
<th>Year 3 - 12 hours</th>
<th>Year 4 - 24 hours</th>
<th>Year 5 - 24 hours</th>
<th>Year 6 - 36 hours</th>
<th>Year 7 - 36 hours</th>
<th>Year 8 - 48 hours</th>
<th>Year 9 - 48 hours</th>
<th>Year 10 - 64 hours</th>
<th>Year 10 &amp; Above - 64 hours</th>
</tr>
</thead>
</table>

      2) For every two fiscal years of continuous employment, full-time employees who work no fewer than nine (9) consecutive months each year will be granted an additional eight (8) hours of vacation leave each biennium to a maximum of sixty-four (64) hours.

To determine this advantage, the following tables which may be pro-rated, is used.

| Year 1 - 0 | Year 2 - 8 hours | Year 3 - 8 hours | Year 4 - 16 hours | Year 5 - 16 hours | Year 6 - 24 hours | Year 9 - 32 hours | Year 10 - 40 hours | Year 11 - 40 hours | Year 12 - 48 hours | Year 13 - 48 hours | Year 14 - 56 hours |
3) Administrative Personnel & Instructor/Coordinators:

For every two full fiscal years of continuous employment, administrators will earn an additional twelve (12) hours of vacation leave to a maximum of sixty (60) hours and accrue a vacation leave maximum of 204 hours. (In effect after the second full year of employment administrators are entitled to twelve (12) hours during both the third and fourth years of employment; after four years of work entitled to twenty-four (24) additional hours of leave during both the fifth and sixth years of employment, etc.) In the case of the Chancellor, effective 7/1/92, the continuous employment period, to earn additional vacation leave, shall be half that noted above. (Thus, in effect, after the first full year of employment the Chancellor is entitled to 12 additional hours, after two years 24 hours, etc.)

4) If the continuity of an individual's employment is broken by termination or leave of absence, but not a reduction in force, the additional leave accumulation will start again as for a new, first-time employee.

5) In order to eliminate the need for continuous individual determinations of lengths of a year's employment, both at the beginning of employment and at termination, the following rule will apply:

If an employee has worked in Iowa Valley Community College District for over six (6) calendar months of a fiscal year, the full fiscal year will count toward the years of credit for earning these additional days of leave only.

Supersedes Revision Adopted: August 13, 2003
June 11, 2003
November 8, 1999
July 1, 1998
October 15, 1997
August 20, 1997
October 14, 1992
EDUCATIONAL LEAVE

In addition and without regard to any leave authorized by other regulations, leave of absence for educational improvement granted by the Board upon recommendation of the President will be considered according to the following limitations and requirements:

1. Leave of absence without pay will be granted to Employees who have had at least four years continuous service with the District and with the President's approval.

   a. Such leave will be not be granted for a period of more than one year, but may be extended for one (1) additional year upon appropriate request from the Employee not later than February.

   b. Leave will not be granted unless the Employee's position can be filled by temporary appointment or promotion, if needed.

   c. A detailed written plan of educational work and travel itinerary to be undertaken must be submitted in advance and approved by the College Dean before being submitted to the President. Any change in the plan must also be approved in advance, if credit earned during the leave is to be accepted toward salary advancement upon return.
d. A transcript of credits earned and a report on any travel undertaken must be submitted to the President immediately prior to return to duty.

e. Persons on leave-without pay basis from the District for educational improvement, who are to accept a foreign one-way exchange teaching position with pay (when the foreign position is related to their field), may also be considered for educational leave.

f. Years of absence will not count as years of service for salary purposes. Retirement contributions will not be made during this period of leave.

g. Any person granted educational leave is expected to return to work for the District for at least one year upon completion of such leave and will notify the District not later than February 1 that he/she either (i) intends to return immediately upon conclusion of the leave or, (ii) requests an extension of the leave or, (iii) resigns.

2. Reduced teaching load, for the purpose of educational improvement without pay, will be granted to Employees who have at least two years continuous service with the District. Such reduction in teaching load will follow the conditions in Paragraph 1 above and can only be received twice in any five (5) year period.

3. In evaluating applications for educational leave, the following factors may be considered:

a. Relation of the program to the teaching assignment of the applicant and to special needs of the District.

b. Effectiveness of teaching and professional dedication of the applicant, as evaluated by supervisors.
c. Availability of a qualified replacement for the applicant during the period of leave, if needed.

4. In relation to the above, the following guidelines are provided for persons interested in applying for leave:

a. The primary purpose of the leave program is improvement of the educational program of the District. Therefore, the applications must be evaluated in terms of value for their proposed program of study and travel to the present assignment of the applicant, or to some indicated possible future assignment in the District.

b. Applications showing a graduate degree program will usually be rated more highly than those which show no degree goal.

c. It will be necessary for the applicant to show evidence of acceptance by a specific institution for the program to be studied. When an applicant has already been attending a graduate institution, new evidence of acceptance will no be required unless there is a significant change in program or degree goal.

d. There must be demonstrated aptitude to pursue successfully the indicated program. This aptitude may be indicated by such evidence as prior academic record, responsibilities undertaken previously in one's career, acceptance by the graduate institution, and/or any aptitude tests such as the Graduate Record Examination.

e. The applicant must list any courses to be studied. Changes in the program will obviously be necessary in many instances, but the initial list of courses will provide evidence that the program has been planned adequately.
PROFESSIONAL LEAVE

1. Employees may be granted paid or unpaid leave in the discretion of the College Dean for purposes of attending activities of a professional nature which are designed to improve Employees' educational qualifications. Lodging, meal, registration, material and transportation expenses will be paid by the Board if a faculty member is assigned to attend a professional event. Events attended at the discretion of the College Dean during regular working hours will be at no loss of salary. Paid professional leave will not apply where employees are taking courses or training to obtain minimum upgrading or qualifications imposed by the District.

2. Payment for earning staff development unit credits will not be made where paid professional leave is utilized.

DISCRETIONARY AND EXTENDED LEAVES

Paid and unpaid leaves for reasons other than those specified in this Article and paid and unpaid leaves for absences extending beyond the number of days authorized above for specific types of absences may be granted in the sole discretion of the President, when deemed necessary by the President. Such leaves will not extend beyond the end of the academic year in which the same are granted and whether such leaves or extensions are granted and whether they are to be paid or unpaid are matters within the sole discretion of the President.

IMMEDIATE FAMILY ILLNESS LEAVE

The Employee can be granted up to an aggregate of five (5) days of leave per year to permit the Employee to administer to the needs of a sick minor child, children, spouse, or dependent parent in the case of sickness, hospitalization, hospital out-patient treatment, post-
operative care or extended-care placement. Such days of leave will be charged against the Employee's accumulated days of sick leave. Such use of sick leave must be requested by the Employee and approved by the Dean. In certain extenuating circumstances, with permission of the District President, this benefit may be applied in the Employee's responding to the illness-related needs of other close family members. It is the responsibility of the Employee to justify/explain the strength of familial ties and needs of the ill family member when making his/her request.

Supersedes Revision Adopted: September 10, 1997
November 11, 1992
TITLE: Personnel Benefits

Bereavement, Personal Leave and Family Catastrophic Leave

A. Bereavement Leave

1. In each case of death in the Employee's or spouse's immediate family, the Employee will be granted permission to be absent from duty for not more than five (5) days, as may be determined to be necessary for attendance at the funeral and for any other purposes directly arising out of the said death. No deduction of pay or leave will be made for the first three days of absence. The additional two days leave will be charged against the Employee's accumulated sick leave. Immediate family is defined as spouse, child, parent, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent, and grandchildren. For the purpose of determining eligibility for bereavement leave family relationships include step, foster and domestic partners.

2. In each case of death in the extended family of the Employee or spouse, the Employee will be granted permission to be absent from duty, with pay, for two (2) days, one of such days to be paid bereavement leave and the other day to be charged against the Employee's accumulated sick leave. Extended family is defined as uncle, aunt, niece, nephew, or spouse of brother or sister.
B. Personal Leave for Administration and Support Staff

1. Employees will be allowed a total of four (4) days in any one fiscal year for personal leave.

2. Leave for such requested reasons are contingent upon the immediate supervisor’s approval prior to taking it.

3. Personal leave will be defined as an absence due to circumstances such as emergency illness in the family, a court appearance or personal or family business (i.e., contingencies demanding attention during work hours over which the employee has no control). Leave of absence which falls under the auspices of personal leave will not exceed more than (4) days in any given fiscal period. Personal leave may be taken in one half hour increments.

C. Military Leave

When a full-time employee receives orders requiring a military (voluntary or involuntary) tour of active duty, he/she will be entitled to a leave of absence for a period of such active duty in accordance with federal and state regulations in place at the time of the military duty. IVCCD may make a temporary appointment to fill any vacancy created by such leave of absence.

D. Workers’ Compensation

When an injury covered under the Iowa Code, Chapter 85, Worker’s Compensation occurs, the employee will be eligible to receive the direct allowance under
the Workers’ Compensation Program. Payment for illness or injury leave will not be more than the employee’s per diem salary. The difference between the employee’s normal wages and worker’s compensation payments can be supplemented through accrued sick, vacation, or personal leave at the employee’s request.

E. Family Catastrophic Leave

In the event that an employee or his/her immediate family member (spouse, child, parent, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent, or grandchild including step, foster and domestic partners relationships) experience an illness or injury resulting in a medical condition for which a physician has certified the condition is likely to result in the inability of the employee to report to work for more than 30 work days on a consecutive or intermittent basis, an employee may apply for family catastrophic leave. The amount of leave available shall not exceed 40 days and will be determined on an individual basis, based on the number of hours donated by other employees.

1. To be eligible for family catastrophic leave an employee must have been employed by IVCCD on a full-time or benefit eligible part-time basis for at least 12 consecutive months.

2. Employees must provide proof that they meet eligibility criteria; provide medical certification, and must have exhausted all sick, vacation and personal leave time.
Employees may apply for leave by requesting it in writing to the Human Resources office. The Human Resources office will notify other employees that a triggering event has occurred and accept donations of leave time from employees to a maximum of 40 days.

3. Non-faculty employees who accrue vacation and wish to donate to the employee’s leave bank may pledge accrued vacation hours in increments of four (4) hours minimum. Faculty who accrue personal leave and wish to donate to the employee’s leave bank may pledge accrued personal leave in increments of four (4) hours.

4. Donations are made to a specific employee and not a “pool.”

Supersedes Revision Adopted: May 11, 2011
January 11, 2006
July 9, 2003
March 13, 2002
June 9, 1999
September 9, 1998
November 11, 1992
TITLE: Personnel Benefits

Jury Duty

When an employee is called to jury duty he/she will receive for the days (or part days) of actual attendance his/her full regular salary. The stipend received for jury duty will be turned into payroll. On the days excused from jury duty the employee will report to his/her regular District position.
A. Non-Faculty

1. A maximum of 15 days for the first full fiscal year of employment cumulative to 105 days for full-time employees. Part-time employees (at 50 to 99%) earn a prorated benefit. All employees who work less than 50% of full-time do not earn sick leave.

2. New employees’ sick leave benefits are prorated based on their start date.

3. Sick leave will be charged to individuals in minimum units of one half hour increments.

4. Employees will accrue all sick leave benefits as of July 1 each year. The policy statement is to be interpreted that sick leave earned at the time of illness will include the total number of sick leave days allotted for that particular year.

5. Any illness or condition involving a “serious health condition” as defined by the Family and Medical Leave Act (FMLA) requires concurrent use of FMLA leave when sick leave is requested. The guideline for this board policy addresses FMLA details.

6. Employees will not be paid for unused sick leave upon the termination of their employment.
7. The Chancellor or designee, at his/her discretion, may request a doctor's statement from the employee for any period of illness requested as sick leave. The District may also require certification from the Employee's physician that the employee is physically and mentally recovered from an illness or disability to the point that he/she can return to his/her normal duties.

8. Any sick leave which is not verified within two working days of the request will be charged to the employee's accrued vacation leave, or may be deducted from the employee's pay.

9. Immediate Family Illness Leave - The Employee can be granted up to an aggregate of five (5) days of leave per year to permit the Employee to administer to the needs of a sick minor child, sick minor children, spouse, or parent in the case of sickness, hospitalization, hospital out-patient treatment, post-operative care or extended-care placement. Such days of leave will be charged against the Employee's accumulated days of sick leave. Such use of sick leave must be requested by the Employee and approved by the Provost. In certain extenuating circumstances, with permission of the District Chancellor, this benefit may be applied in the Employee's responding to the illness-related needs of other close family members. It is the responsibility of the Employee to justify/explain the strength of familial ties and needs of the ill family member when making his/her request. The Chancellor must approve additional sick leave used for any of these circumstances in advance unless there are extenuating circumstances which do not allow advanced notice if more than five (5) days are needed.
10. Sick leave is intended for employee illness only (with the exception as noted in this policy as immediate family illness leave). Maternity leave will be considered a combination of medical and family leave not to exceed 12 weeks in duration. Sick leave benefits are payable only for the medically related portion of the leave. Maternity, adoption and paternity leaves are addressed in the guideline for this board policy.

B. Faculty

The Master Agreement addresses faculty sick leave.

Supersedes Revision Adopted: June 10, 2009
                              July 9, 2003
                              March 13, 2002
                              May 9, 2001
                              November 8, 2000
                              May 10, 2000
                              October 11, 1995
                              July 14, 1993
                              September 9, 1992
Family and Medical Leave

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

The FMLA applies to all public agencies, including Iowa Valley Community College District.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

- have worked for the District for a total of 12 months, and
- have worked at least 1,250 hours over the previous 12 months.

COVERED EVENTS QUALIFYING FOR FMLA LEAVE

The District will grant an eligible employee up to a total of 12 workweeks of unpaid, job protected leave during any 12-month period for one or more of the following reasons:

- for incapacity due to pregnancy, prenatal medical care, or child birth;
- for the care of a newborn child of the employee after birth or placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the Armed Forces, National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
The District will grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness who is undergoing medical treatment, up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the covered servicemember. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**DEFINITION OF “SERIOUS HEALTH CONDITION”**

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider, which includes:
  1. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
     - treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
     - one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
  2. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
  3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
  4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
  5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
MAINTENANCE OF HEALTH BENEFITS

The District will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the District may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee will be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee’s use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.

NOTICE AND CERTIFICATION

Employee Notice

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the District as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the District’s usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for the District reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the District has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.
Employer Notice

The District will post a notice explaining rights and responsibilities under FMLA. Additionally, the District will include a general notice in written guidance to employees concerning benefits and distribute a copy of the notice to each new employee upon hiring.

When an employee requests FMLA leave or the District acquires knowledge that leave may be for a FMLA purpose, the District will notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the District has enough information to determine that leave is being taken for a FMLA-qualifying reason, the District will notify the employee that the leave is designated and will be counted as FMLA leave.

Certification

The District will require that an employee’s request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The District may require additional medical opinions (at the District’s expense) and periodic recertification of a serious health condition. The District may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious health condition. The District may require employees returning from FMLA leave for their own serious health condition to submit a certification that they are able to resume work, just as it would for employees returning from other similar leaves. If reasonable safety concerns exist, the District may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

OTHER CONDITIONS RELATING TO FMLA LEAVE

For purposes of determining the 12 month period during which an employee may be entitled to up to 12 weeks of leave, the District will use a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

Spouses both employed by the District are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered servicemember with a serious injury or illness is also used). Also, leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. Illness of a child or spouse allows each employee to receive twelve (12) weeks of leave.
Employees may not take leave intermittently or on a reduced leave schedule for the birth or adoption of a child or placement of a child for foster care. However, leave taken intermittently or on a reduced leave schedule for a serious health condition of an employee or family member (spouse, child or parent) is allowed when medically necessary.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District’s operations.

Employees will be required to use available paid leave concurrently to cover the FMLA leave. Once paid leave is exhausted, the employee may use unpaid leave for the remaining FMLA leave.

Sick leave may only be used in the instance of employee illness except where noted in the sick leave policy. Personal and vacation days can be used if sick leave is not available or instead of sick leave to cover FMLA related absences.

Medical certification is not required for the first six weeks of maternity leave to be paid as sick leave. Medical certification is required to extend any sick leave for additional recovery time needed for the birth of a child. If the employee requests additional FMLA time and it is not deemed to be medically necessary, it is considered family leave and paid only by exhausting personal leave, then accrued vacation.

Paternity and adoption leaves do not qualify as a medical condition under FMLA. Paid time off is available through personal days, then by exhausting accrued vacation. If additional time is requested, up to three weeks of sick leave is allowed with unit head approval. Any time requested beyond twelve weeks allowed by the FMLA is considered “extended and discretionary,” requiring the District Chancellor’s approval.

Carryover of accrued vacation time beyond 120 hours is permitted for the purpose of any of these three leaves (maternity, paternity, adoption) to allow for additional paid time in lieu of unpaid time during the leave. Accrued and carryover vacation must be exhausted during the leave, not to provide accrued vacation for future purposes or to extend accrued vacation while on leave. Employees interested in carrying over excess accrued vacation must submit a written request to Human Resources in advance of the end of the fiscal year.

Supersedes Revision Adopted: June 10, 2009
TITLE:  Personnel Benefits

Tuition Waiver for IVCCD Employees and Immediate Family Members

Iowa Valley Community College District, in an effort to provide in-service training/learning for all IVCCD employees and their immediate family members, will provide a tuition waiver for courses taken under the auspices of IVCCD.

1. All regular full-time and regular part time (working at least half time or greater) employees are eligible for a "tuition-free" program to encourage further study, training, and learning; casual part-time and work-study students are not eligible. This benefit is prorated to non-full-time employees in the same manner as other fringe benefits.

2. Immediate family eligibility can be determined by either insurance guideline definitions or dependent status per the employee’s IRS form 1040 from the previous tax year. If the employee’s IRS form 1040 is used for immediate family eligibility, a copy of Section 1 through 6d of the employee’s most recent annual federal tax return is required with the application materials. An employee’s domestic partner, as defined by insurance guidelines, shall also be eligible for this benefit.

3. Eligible employees and/or their immediate family members may take any IVCCD credit or non-credit offering under this plan; credit courses may be taken for credit or on an audit basis; only IVCCD courses are eligible for a tuition waiver under this policy. A
tuition waiver may not apply for certain non-credit classes at the discretion of the Chancellor.

4. Registration for such courses will occur in the same manner as any other students. Such registration includes completion of all required forms, payment of the appropriate books and fees at the time of registration, and the compliance with any other rules, procedures, pre-requisites, etc., expected of any other student.

5. The employee and/or immediate family member enrolling in courses for credit, are required to complete the Free Application for Federal Student Aid (FAFSA). If state and/or federal grants are awarded, all grants and scholarships will be applied to tuition first, the tuition waiver amount will be reduced by an amount equal to the financial aid disbursed.

6. Satisfactory completion of a course or courses is required. Satisfactory completion is defined as earning a minimum 2.0 grade point average in credit courses. Satisfactory completion of some non-credit courses is stipulated in the course syllabus or registration materials. If the minimum 2.0 grade point average is not maintained in credit courses, the employee or immediate family member will not be eligible for the tuition waiver for the next semester. If an employee or immediate family member withdraws from a course before satisfactory completion, the regular withdrawal policy will go into effect.

7. If an employee wishes to enroll in any course(s) which will meet during his or her normally scheduled working hours, prior approval must be requested of and received
from the supervisor, approval should not be construed to be automatic and may be withheld.

8. If an employee attends class during his or her normally scheduled working hours, the time missed from work must be made up at the convenience of the employer.

9. Tuition waivers for an individual employee are restricted to a maximum 6 credits a term (6 fall, 6 spring, 6 summer, 6 interim, 10.8 total CEU’s per term) (prorated to full-time equivalency) or its equivalent in audit charges or non-credit charges. Family members are restricted to a maximum of 15 credits a semester.

10. IVCCD credits earned under this policy are not eligible for compensation on the faculty salary schedule.

11. Applications must be completed and returned to Human Resources within ten (10) calendar days of the beginning date of the course. Any applications received after this date will not be accepted.

12. Interpretation and administration of this policy shall be at the discretion of the Chancellor or his/her designee.
TITLE: Personnel Benefits

Tuition Waiver for IVCCD Employees and Immediate Family Members

Tuition Waiver

1. Immediate Family Member District Tuition Waiver is effective beginning with May Interim 2008 courses.

2. FASFA completion is not required if:
   - an employee or immediate family member does not have a high school diploma or GED
   - an employee or immediate family member is enrolled in two credits or less for a term.

Note: All winter interim courses taken by either an employee or immediate family member are excluded from FASFA completion requirements.

3. Employees, spouses, and dependents are allowed to take non-credit courses at Iowa Valley Continuing Education at the discretion of the Chancellor. Non-credit courses approved for the waiver may be limited by the number of waiver applications received for a particular course. Any non-credit course over $500.00 requires approval by the Vice Chancellor of Iowa Valley Continuing Education and Training prior to submitting an application for the District Tuition Waiver benefit.
4. The employee is required to notify the financial aid office to reimburse tuition waived if any grant or scholarship funds are received after the waiver has been approved and/or the course has ended.

5. Completed tuition waiver applications need to be returned to the Human Resources department within 10 calendar days of the course beginning.
A full-time employee who is absent from work for an extended illness or other long-term disability will be accorded benefits for which the employee is eligible under Board Policies and long-term disability insurance contracts existing at the time of absence.

The employee's chief administrator and the district personnel officer will conduct a review of employee status if the employee is unable to return to full-time work within three calendar months. Not later than the end of six calendar months' absence, the aforementioned administrators will determine the employee's status. If it is determined that the employee will be unable to return to full-time employment, the administration will initiate termination proceedings under the provisions of the Code of Iowa. The effective date of termination as the result of such proceedings will be set so that it does not prejudice the employee's eligibility for long-term disability benefits.
TITLE: Personnel

Grievance Procedures for Administrators & Support Staff

A. DEFINITIONS

1. Grievance

A grievance is a claim by a grievant of an alleged violation, misinterpretation or misapplication of Board policies, rules and regulations.

2. Grievant

A grievant may be any employee of the District who presents a bonafide grievance in accordance with the procedures set forth herein.

B. CONDITIONS

1. The Vice Chancellor of Administrative Services will coordinate the efforts of Iowa Valley Community College District to comply with and carry out its responsibilities under this policy. Such person will have the authority to investigate any complaints alleging non-compliance with this policy and will also be responsible for evaluating and reporting to the Board progress in implementing this policy. A copy of each grievance form and of responses to the grievant will be filed with this administrator.
2. The failure of a grievant to meet the timelines set forth in this policy will act as a bar to any further processing of the grievance through this procedure. The failure of a supervisor or administrator to meet these timelines will permit the grievant to proceed to the next step.

3. Grievance forms will be available through the Human Resources Office and are attached as a part of this policy.

4. Any investigation or other handling or processing of any grievance will be conducted so as to result in no interference with or interruption whatsoever of the work activities of the grievant or other employees.

C. PROCEDURES

The purpose of this policy is to resolve grievances at the lowest possible management level. In order to do this, the following steps will be followed:

Step 1. An attempt will be made to resolve any grievance by informal discussion between the grievant and the immediate supervisor. The informal discussion will take place within ten (10) working days of the event giving rise to the grievance. An informal discussion will be initiated by the grievant informing the immediate supervisor that he/she has a complaint and identifying the Board policy, rule or regulation under which the complaint arises.

Step 2. If the grievance cannot be resolved informally, the grievant will file a written grievance with the immediate supervisor within seven (7) working days of the informal discussion. Within five (5) working days of the written grievance filing, the immediate supervisor will meet with the grievant at a time and place
convenient to the parties. Within five (5) working days of such meeting, the immediate supervisor will supply the grievant with a written response. If the unit head is the immediate supervisor at Step 2, the next appeal is to Step 4.

Step 3. If the decision of the immediate supervisor is not acceptable to the grievant, the grievant may within five (5) working days of the written response file an appeal to the unit head. The unit head, or representative, will meet with the grievant at a mutually agreeable time and place within seven (7) working days of the written appeal to the unit head. Within five (5) working days of the unit head’s meeting, the unit head, or representative, will supply the grievant with a written response.

Step 4. If the decision of the unit head is not acceptable to the grievant, the grievant may within five (5) working days of the written response of the unit head file an appeal to the Chancellor. The Chancellor will conduct such investigation of the grievance as is felt warranted and will schedule a conference with the grievant and unit head within ten (10) work days following receipt of the appeal request. The Chancellor will submit a written response within ten (10) work days following the conference. If the response is acceptable to the grievant, there will be no further action.

Step 5. If the grievant is not satisfied with the disposition in step (4) the grievant will notify the Chancellor within fifteen (15) working days following receipt of the Chancellor's written response that an appeal to the Board of Directors of Iowa Valley Community College District is requested.
Step 6. The Board of Directors will consider the grievance at its next regularly scheduled meeting. If more information is needed, the Board may defer its decision until its next regularly scheduled meeting one month hence. The Board in its discretion, may determine whether or not to conduct any further hearing or to consider the matter on the basis of the record made at the prior steps of the grievance procedure. After due consideration of the grievance and all previous communications, the Board will render a decision and inform the grievant within (5) work days of the meeting at which the Board decision was reached. The decision of the Board is final and binding upon all parties.
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
GRIEVANCE DISPOSITION FORM

A. INFORMATION:

Name of Grievant: __________________________________________

___DO  ___Iowa Valley Grinnell  ___IVCE  ___ECC  ___MCC

Position Title: ____________________________________________ Date Filed: __________________

STEP 2

B. FACTS:

Date and time of occurrence of grievance situation _____ AM _____PM _________ Date

Statement of grievance __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(If sheets are appended, so note)

C. ACTION SOUGHT: __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Grievant __________________________ Date
D. DISPOSITION BY IMMEDIATE SUPERVISOR: ____________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

_____________________________________ __________________________________

Signature of Supervisor/Administrator Date

STEP 3

A. Signature of Grievant Date Received by the Unit Head or Designee

B. Disposition by the Unit Head or Designee ________________________________

__________________________________________________________________________

__________________________________________________________________________

_________________________________________________ _______________________

Signature of the Unit Head or Designee Date
STEP 4

A. Signature of Grievant _______________________________ Date Received by the Chancellor

B. Disposition by the Chancellor_____________________________

______________________________________________________________________________
______________________________________________________________________________

_________________________________________________  _______________________
Signature of the Chancellor       Date

STEP 5 & 6

A. Signature of Grievant _______________________________ Date Received by the Board Secretary

B. Disposition by the IVCCD Board of Directors _______________________________

______________________________________________________________________________
______________________________________________________________________________

_________________________________________________  _______________________
Signature of the President of the Board       Date
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
CHECKLIST
FOR
GRIEVANCE HANDLING

A. RECEIVE THE GRIEVANCE POSITIVELY

Give the employee a good hearing.
Listen - don't interrupt.
When he/she has finished, ask questions.
Ask the employee to repeat or clarify points.
Repeat in your own words the basic facts as related.
Take notes. Keep complete records.

B. GET ALL THE FACTS AVAILABLE

Check appropriate Board policies, guidelines and practices.
Ask questions requiring more than a "yes" or "no" answer.
Ask advice if necessary.
Check previous grievance settlements for guidance.
Check the experiences of others in similar cases.
Interview others if appropriate.

C. TAKE THE NECESSARY ACTION

Avoid confusion.
Settle the grievance at the earliest moment that a proper settlement can be reached.
If appropriate, explain your position or that of the college.
Once it is made, stick to your decision.
Make any corrections required by your decision.
If necessary, pass all the facts to the next higher level.
D. FOLLOW UP

Make sure the action was carried out.
Be alert to situations which might bring new grievances; correct a situation before a grievance is filed.
Know your employees, their interests and concerns.
Strive to maintain good morale.
Support management at all levels. Observe institutional policies.
Be consistent.
TITLE: Personnel Benefits for Administrative Staff

Sabbaticals

After five years of service, all full-time administrators will earn credit of one (1) week per year for each year of additional service beyond five (5) years to be used toward a paid sabbatical, subject to the approval of the President and the Board. No more than ten (10) weeks credit may be accumulated.

Years of service will be determined by date of hire.

If more than one administrator from the same unit applies for sabbatical at the same time, priority will be given to the one with the greater years of service.

This leave will not be compensated for if unused at separation from employment.
TITLE: Personnel Benefits

Reimbursement for Personal Liability Insurance Premium

The Board of Directors encourages those in District management positions to carry adequate personal liability insurance coverage. The Board will authorize annual reimbursement, up to $100.00 per policy, for a personal umbrella liability insurance policy for IVCCD Board of Directors, Executive Cabinet Officers, Board Treasurer, and Board Secretary.

The President and CEO will authorize reimbursement upon proof of premium payment by the aforementioned individuals who have purchased such personal liability insurance protection.
Iowa Valley Community College District has available a voluntary early retirement program for eligible employees. The terms and conditions are set forth in this document.

The District will not discriminate against any employee on the basis of age, sex, race, color, creed, religion, marital status, national origin, sexual orientation, gender identity, or disability through the application or administration of this policy.

The District reserves the right to determine whether any early retirement benefits will be paid in a given year, and if so, to determine how many employees will be granted benefits. The District expressly reserves the right to reject any application for early retirement benefits.

**Right to Amend or Revoke:**

The policy described herein applies to employees retiring as of June 30, 2015. The policy will terminate after such date. The policy is activated at the discretion of the Board of Directors. The Board will consider the activation or non-activation of a voluntary retirement incentive program and the nature and scope of such program, prior to December 15th of each year. It will automatically terminate if the District no longer has the authority to levy a tax to fund the Plan as currently provided in Section 279.46 of the Code of Iowa.
Eligibility:

An employee is eligible for early retirement if all of the following conditions are met by the employee:

1. Has reached the age of 55 as of June 30, 2015.

2. Has been continually employed by the District on at least a half-time basis for at least the most recent ten (10) consecutive years.

3. Years of service will be based on the academic year from fall to spring. Hire date must be on or before September 30 to count as a full year of service.

4. Is not involved in termination procedures with the District.

5. Has not previously received early retirement benefits from the District.

6. Submits a written request for early retirement to the Chancellor prior to January 26, 2015.

7. The provisions of this Plan are not available to employees whose costs are reimbursed to the District by Trustee or Foundation Boards in the absence of such boards reimbursing the District for the full amount of early retirement benefits for such employees.

Terms:

1. The employee must submit a timely written application to the Chancellor for retirement. Acceptance of the application shall be considered by the Board as a voluntary resignation effective on the date cited by the applicant on the application form.

2. The actual date of retirement will be effective June 30, 2015. The employee must be actively employed on the last work day of June to be eligible for the benefit.

3. The District reserves the right at any time to amend, suspend, or terminate the early retirement program. Continuation of the plan requires annual renewal by board action.

4. Determination of eligibility will be made by the Chancellor or his/her designee.
5. An employee who accepts early retirement may not apply for or seek re-employment with the District, but the District may offer employment to the individual at its own discretion.

**Monetary Benefits:**

1. The plan provides for the District to pay a monthly benefit to the retiree or retiree’s beneficiary. The total monetary benefit will be in an amount equal to a percentage of the employee’s final year’s annual salary. The annual salary will be the final full year contract amount prior to retirement and excludes all supplemental pay, extra-duty pay (e.g., extra pay for work performed on holidays) and overtime and other premium pay. The percentage of salary increases with the number of years of service according to the following schedule:

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<th>Years of Service</th>
<th>Percentage of Salary</th>
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<tr>
<td>16 or more</td>
<td>50%</td>
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<tr>
<td>15</td>
<td>45%</td>
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<td>14</td>
<td>40%</td>
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<td>12</td>
<td>30%</td>
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<tr>
<td>11</td>
<td>25%</td>
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<td>10</td>
<td>20%</td>
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2. The retirement benefits shall be paid in 36 monthly installments commencing July 15, 2015.

3. All payments will be subject to any applicable state and federal taxes, including FICA and Medicare.

4. Payments are not eligible wages for retirement benefits (IPERS/TIAA-Cref) and no contributions will be deducted from this amount.
5. If the retired employee dies prior to receiving all 36 monthly installment payments, the remaining payments due at his/her date of death will be paid to the retiree’s surviving spouse, if any, and if no spouse survives, such remaining payments shall be paid at the District’s option to the retiree’s estate. At the District’s option, post death payment may be paid in a lump sum.

**Insurance Benefit:**

1. The Plan provides that the District will contribute up to $500 per month of the employee’s full-time premium (pro-rated for part-time) for single health insurance coverage under the District’s Protector 500 plan, paid directly to the District’s insurance carrier for the retired employee, until the retiree reaches Medicare eligibility. The retiree will be responsible for all costs above the $500 monthly premium.

2. If the District changes its health care plan or insurance carrier the change will apply to all former employees and dependents insured under the early retirement plan.

3. When a retiree reaches Medicare eligibility the District will no longer pay health care benefits on his or her behalf. Health care benefits will be provided up to and including the month before the retiree reaches Medicare eligibility.

4. Family health insurance under the District’s Protector 500 plan may be purchased by the retiree. Premiums are remitted to the insurance carrier by the District. If elected, the family premium amount will be deducted from the monthly monetary benefit installment for the first 36 months. The retiree will begin sending premium payments to the District when the monetary benefit concludes.

Premiums must be paid by the retiree to the District no later than the 22nd day of the month preceding the month for which the premium is due. Failure to make such payment
by such date will result in termination of coverage as of the end of the month preceding
the month for which the premium is due.

5. Dental and Vision insurance are not available under this early retirement plan. A retiree
may access continuation of this coverage through COBRA at the retiree’s expense.

Previously Board Policy 444, 444.1, 448, 448.1

Supersedes Revisions Adopted:
December 11, 2013
December 12, 2012
May 9, 2012
December 14, 2011
April 6, 2011
December 8, 2010
December 16, 2009
April 8, 2009
February 11, 2009
December 10, 2008
March 12, 2008
November 14, 2007
### SERIES 500: Student Personnel

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564: Interview with Students
TITLE: Student Personnel

Statement of Guiding Principles

It is the policy of the Board of Directors to protect the rights of each individual student while at the same time promoting the welfare of all students.

The policies in this series are intended to enhance the possibilities for quality experiences in all activities related to the educational program.
TITLE: Student Personnel

Confidentiality of Student Records

Iowa Valley Community College District will comply with the Family Educational Rights and Privacy Act (FERPA) as amended and state law governing the release of student educational records. An outline of the District’s procedures regarding compliance with FERPA is published in Guideline to Board Policy 501.
TITLE: Student Personnel

Family Educational and Privacy Rights

General:

The District will provide privacy safeguards to students through the application of fair information practices with respect to education records. An outline of IVCCD’s procedures regarding compliance with the Family Educational Rights and Privacy Act (FERPA) will be published in the IVCCD catalog and student handbook.

Definitions:

As used in these Guidelines, “Directory Information” includes the following information relating to a student: the name(s), address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, the most recent previously attended educational agency or institution, and other similar information.

“Personally Identifiable” means that the data or information includes (a) the name of a student, the student’s parents or other family member, (b) the address of the student or student’s family, (c) a personal identifier, such as the student’s social security number or student number, (d) indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name, or personal characteristics which would make the student’s identity reasonably traceable, or (e) other information which would make the student’s identity reasonably traceable.

“Parent” includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

“Student” includes any individual with respect to whom the District maintains education records. Students attending IVCCD are considered eligible students under FERPA and are afforded certain rights with respect to their education records.

With respect to disclosures of personally identifiable information from education records to school officials with legitimate educational interest without consent, a “school official” may include a person employed by IVCCD in an administrative, supervisory, academic, or support staff position; or a member of the Board of Directors; or a contractor, consultant, or volunteer to whom IVCCD has outsourced institutional services or functions, in accordance with the conditions of FERPA. A school official has a “legitimate educational interest” if review of the record is needed for the official to fulfill his/her professional responsibilities for IVCCD.
Inspection and Review of Education Records:

The District will give full rights under FERPA to students.

Procedures:

The appropriate school official shall provide an opportunity for the student, to inspect and review the educational records of the student within a reasonable period of time, not exceeding forty-five (45) days, after receipt of a written request.

The right to inspect and review may be exercised only during customary office hours of the District.

Copies of education records will be made available to the student, at a cost of 50 cents per page if such records can be easily duplicated.

Limitations:

The District is not required to permit a student to inspect/review education records that are financial records of his/her parents, or confidential letters and statements of recommendation provided the conditions of FERPA are met, or other materials excluded from inspection/review by FERPA and other applicable law.

The term “education record” does not include: records that are in the sole possession of the maker, are used as a personal memory aid, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the District that are created and maintained by the law enforcement unit for a law enforcement purpose, records relating to an eligible student that are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity in connection with treatment of the student and which are disclosed only to persons providing the treatment; records created or received after a person is no longer in attendance at IVCCD and which are not directly related to the person’s attendance as a student; grades on peer-graded papers prior to collection and recordation by a teacher; records relating to a student employed by IVCCD that are made in the normal course of business, relate only to the student’s capacity as an employee, and are no used for any other purpose, unless the student is employed as a result of his/her status as a student.

Description of Records:

“Education record” is defined as any information recorded in any way, including documents, writings, letters, memoranda, computer documents, and other written, printed, typed, copied or developed materials, which directly relate to a student and are maintained by the District. Education records may include, but are not limited to, the following:
1. Applications for admission, financial aid, or veterans training
2. Standard achievement test scores
3. Attendance information
4. Scores on intelligence, placement, aptitude, and psychological tests
5. Specialized testing results
6. Health information
7. Family background information
8. Official reports, transcripts, grades
9. Social security number
10. Proof of residency
11. Deferments
12. Request to Prevent Disclosure of Directory Information
13. Provisional Enrollment Agreement
14. Request for Transfer Credit Form
15. Credit by Exam Form
16. Special Populations Form
17. Application for Graduation
18. Student Supplemental Data Information
19. Class Rosters/Course Schedules

Any information contained within a file assigned to a particular student will be considered an education record except as may be otherwise provided by law. The Chancellor or his or her designee shall be the custodian of the permanent records maintained within the District.

Disclosure of Personally Identifiable Information from Education Records:

The District will not disclose personally identifiable information from the student’s education records without the prior signed and dated written consent of the student, except under the following circumstances:

1. Personally identifiable information from the records of a student if the information has been designated as “directory information.”

2. Personally identifiable information from the education record of a student may be disclosed without the written consent of the student, if the disclosure is:

   (a) To other school officials, including teachers, within the District who have been determined by the District officials to have legitimate educational interests. This includes contractors, consultants, and volunteers for whom the District has outsourced institutional services or functions, in accordance with the conditions of FERPA.
(b) To appropriate parties in a health or safety emergency if the knowledge will protect the student or other individuals;

(c) To comply with a judicial order or a lawfully issued subpoena, provided that a reasonable effort to notify the student of the order or subpoena is made in advance of compliance except as otherwise provided by law;

(d) To accrediting organizations to carry out their accrediting functions;

(e) To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986;

(f) To state and local officials or authorities pursuant to State statute, if the allowed reporting or disclosure concerns the juvenile justice system and the system’s ability to effectively serve prior to adjudication the student whose records are released;

(g) The disclosure is to an alleged victim of any crime of violence or non-forcible sex offense, as defined by law, of the final results of any disciplinary proceeding conducted by the District against the alleged perpetrator of that crime with respect to that crime;

(h) To authorized federal or state representatives in connection with the audit and evaluation of federally or state supported educational programs, or in connection with the enforcement of, or compliance with, the federal legal requirements related to these programs.

(i) In connection with financial aid for the student;

(k) To officials of another school or institution of postsecondary education where the student seeks to enroll or is enrolled, for purposes relating to the student’s enrollment/transfer;

(l) To parents of a student regarding the student’s violation of any law or District policy/rule governing use of possession of alcohol or drugs if the District determines the student committed a disciplinary violation and he/she is under age of 21;

(m) Otherwise permitted by and in accordance with FERPA and other applicable law.

Record of Disclosures:

The District will maintain a record that will be kept with the education record of the student that indicates, for each request for, and each disclosure of, personally identifiable information from the education record of a student, as well as names of federal/state authorities that may make further disclosure of such information, to the extent required by law.

Such record would include:

1. The parties who have requested or obtained personally identifiable information from the education record of the student, and

2. The legitimate interest these parties have in requesting or obtaining the information.
The record of disclosure will be available to the student, to the school officials responsible for record maintenance, and to school officials or authorized federal/state officials for auditing the operation of record keeping.

Amendment of Educational Records:

Informal Procedure

The student who believes that information contained in the education record of the student is inaccurate, misleading, or violates the student’s right of privacy, may request that the record be amended.

All requests will be directed to the Chancellor or designee, shall be in writing, signed, and dated, and shall set forth what information contained in the student’s education record is inaccurate or misleading or violative of the student’s rights, and the reasons therefor.

The Chancellor or designee will decide whether to amend the record of the student in accordance with the request within two (2) weeks of the date of receipt of the request and will notify, in writing, the student, of his or her decision. In the event it is decided not to amend the education record as requested, the written notice will advise the student of his or her right to a hearing to challenge the content of the education record.

Formal Procedure

The appropriate District official will, upon receipt of a written request from the student, provide an opportunity for a hearing to challenge the content of a student’s education record to ensure that the information contained therein is not inaccurate, misleading or in violation of the privacy rights of the student.

The Chancellor or designee will hold the hearing within two (2) weeks of the date of receipt of said request and will give written notice to the student, of the date, time, and place of the hearing at least five (5) days prior to the date of the hearing.

The hearing may be conducted by the Chancellor or any official of the District who does not have a direct interest in the outcome of the hearing.

The student, will be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by individuals, including an attorney, of his or her choice and at his or her expense.

Within one (1) week from the date of the hearing, the official who held the hearing will render a written decision, based solely upon the evidence presented at the hearing, which will include a summary of the evidence, the conclusions drawn therefrom and reasons for same, and the corrective measures taken, if any.

If the official who conducted the hearing decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student he or she will inform the student of the right to place in the student’s educational record comments concerning the questioned information in the education record and/or which set forth any reasons for disagreeing with the results of the hearing.
Annual Notification of Rights:

The District will provide students currently in attendance annual written notice of the following:

1. A summary of the rights set forth in these guidelines and the location where copies of these guidelines and the related board policy may be obtained.
2. The right to file complaints concerning alleged violations of this policy with the District and/or the Federal Family Policy Compliance Office of the U.S. Department of Education.
3. The fact that the District forwards records on request to a school in which a student seeks or intends to enroll or is enrolled, for enrollment/transfer purposes.
4. The categories of personally identifiable information which have been designated as directory information and the right of the student, to preclude release of any or all of the directory information upon written notice to the District, and the period of time to do so.
5. The right and procedure to inspect or review the student’s education record.
6. The right and procedure to seek amendment of the student’s education record that a student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
7. The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent disclosure without consent is authorized by FERPA and other applicable law.
8. Criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, with respect to disclosures of personally identifiable information from a student’s education record to such persons without consent.

Supersedes Revision Adopted: November 14, 2001
Grievances and Complaints

The College believes in maintaining an educational environment that is positive and productive for its students. Occasionally, a student may believe that he or she has experienced an alleged violation, misinterpretation, or misapplication of IVCCD Board Policies, rules and regulations; or has been unfairly treated by an IVCCD employee; or that the contractual relationship between the student and IVCCD has been breached. When these situations arise, students should follow the Student Grievance Procedure. For all other complaints and feedback, the student should follow the Student Feedback/Complaint Procedure. Forms are found in the Dean of Students and Academic Affairs’ Office or online.

Student Grievance Procedure

The grievance form should be completed by the student and should include a written summary of the situation and a proposed resolution of the situation. The written grievance is to be resolved through the following steps:

1. The student is expected to make every reasonable effort to resolve the problem with the IVCCD employee, including a meeting in person with that employee.

2. If no solution is reached between the student and the employee, the student may file a formal grievance. The written grievance form must be submitted to the
Provost of the College (or to his or her designee) within 10 business days of the initial meeting with the employee.

3. If no solution is reached between the student and the Provost (or designee), the grievance may be appealed in writing within 5 business days of the step 2 decision to the IVCCD Chancellor. The decision of the Chancellor is final and ends the grievance process.

Student Feedback/Complaint Procedure

The College is committed to providing high quality services. The College strives to deal with all students in a manner which is fair, efficient and courteous, and student feedback and complaints are important to the improvement of College services. All complaints and feedback, including the outcomes, are documented and shared annually with the College Provost. Feedback or complaints that are unrelated to a grievance should follow these steps:

1. Complete the Student Feedback/Complaint Form found in the Dean of Students and Academic Affairs’ Office or on the College website.

2. Present the Student Feedback/Complaint Form and discuss the complaint/feedback with the faculty member or supervisor with oversight of that decision, policy, or service.

3. If a student is dissatisfied with the results of the initial meeting, he or she should contact the member of the College’s administrative team with oversight over the area to present the Student Feedback/Complaint Form and discuss the concern.

Supersedes Revision Adopted: October 8, 2008
March 13, 2002
December 9, 1987
TITLE:  Student Personnel

Attendance Requirements

Students will be expected to attend all sessions of classes, laboratories, clinicals, and work experience for which they are enrolled. Attendance in distance education courses is achieved through on-line interactions and communication with instructor and classmates. Absences will not lessen student responsibility for meeting the requirements of any course. Each instructor will inform students of the attendance policy at the beginning of each course.

It is the student’s responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class.

To maintain federal student financial aid eligibility, attendance is required.
The District maintains an “open door” admission policy. The application process must be completed by all students. Admission to the District does not imply admission to all programs within the District.

No individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of race, color, creed, marital status, national origin, religion, sex, age, Veteran status, physical or mental disability, sexual orientation, or gender identity.

Supersedes Revision Adopted: March 13, 2002
TITLE: Student Personnel

International Students

International students will be encouraged to enroll in appropriate programs at the District. International students will be subject to regulations of the U.S. Department of Homeland Security.

Supersedes Revision Adopted: March 13, 2002
TITLE: Student Affairs

Resident/Non-Resident Classification

A person who has been admitted to the District will be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident will pay resident tuition costs. A person classified as a non-resident will pay, unless previously notified by the District, non-resident tuition costs.
GUIDELINE FOR BOARD POLICY 514

DATE: November 14, 2001

TITLE: Student Affairs

Resident/Non-Resident Classification

Section 1. Determination of Residency Status

The residency status of a student will be determined on the basis of his domicile. The word “domicile” will denote a person’s true and fixed home and place of habitation. It is the place where a person intends to remain, and to which the person expects to return when the person leaves without intending to establish a new domicile elsewhere. The burden of proof of domicile will be upon the student. Some of the various types of evidence that may serve as proof of a student’s domicile in Iowa are: year-round residence, ownership of property, registration for and voting in state general elections, filing a resident Iowa income tax return for the most recent calendar year, automobile registration, rent receipts, utility bills, cancelled checks for previous 12 months, previous Iowa post-secondary transcript, or high school transcript.

Section 2. Residency of Minor Students

The domicile of a minor will follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. An unemancipated minor will be classified as a resident if the parent or legal guardian has established a domicile within the state of Iowa. The word “parent” herein used will include legal guardian or others in cases where the lawful custody of a minor has been awarded persons other than actual parents.

A minor living with, being supported, and claimed as a dependent for tax purposes by a relative or a friend who is a resident of Iowa will be granted resident status if the minor has lived with the relative or friend during the three years prior to high school graduation and has graduated from an Iowa high school.

The residency status of an emancipated minor will be based upon the same qualifications established for a person having attained majority with the exception that age alone will not prohibit the emancipated minor from meeting such qualification. The term “emancipated minor” will mean a person who has not attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any obligation to support or maintain such person.
Section 3.  Residency of Adult Students

A person who reaches the age of majority while his parents were residents of the state will be classified as a resident if the person’s parents were residents of the state at the time such person was married and the person is not domiciled in another state. A person who has reached the age of majority will be classified as a resident if the person has established a domicile within the state of Iowa at least ninety days prior to the opening day of the academic term for which the person enrolls.

Section 4.  Residency of Students Who Are Not Citizens of the United States

A person who is not a citizen of the United States may become eligible for classification as an Iowa resident for purposes of attendance with the District provided that the person holds “permanent resident status” as classification by the Immigration and Naturalization Service, and the person can meet the criteria required to be classified as an Iowa resident in Section 2.

Section 5.  Residency of Federal Personnel and Dependents

A person who has moved into the state of Iowa as a result of military or civil orders from the federal government and the minor children of such a person are entitled to Iowa residency status.

Section 6.  Veterans Exemption

A military service veteran who was a resident of the state of Iowa prior to entering the service will be classified as a resident if the veteran returns to Iowa upon separation from service and his separation papers are filed with the county recorder.

Section 7.  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 will be effective beginning with the next term for which the student enrolls. In no case will reclassification to residency status be made retroactively for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Section 8.  Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the District. The finding of the review committee may be appealed to the District’s board of directors for a final decision.
TITLE: Student
Consensual Relationships

The appearance of a conflict of interest, coercion, favoritism, or bias in an academic, counseling, evaluative or supervisory situation is contrary to the interests of the District, its students, faculty, administrators and staff and the public interest which it serves. Personal nonprofessional relations between faculty and students, with whom they also have a counseling or academic evaluative role and between supervisors and those whom they supervise or evaluate create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded an instructor/counselor by a student, as well as the power exercised by the instructor/counselor in an academic, counseling, or evaluative role, make voluntary consent by the student suspect. The same is true in the case of supervisors and those whom they supervise or evaluate. Even when both parties consent, the existence of such a relationship renders the staff member and the supervisor, as well as the institution, vulnerable to potential allegations of sexual harassment in light of the significant power differential that exists between supervisors and subordinates.

Therefore, faculty are advised against participating in or continuing consensual relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, counsel, or supervise. Likewise, administrators and other supervisors are advised against participating in consensual relationships with those whom they supervise or evaluate. Whenever such a consensual relationship situation arises, the faculty member or supervisor involved shall
report the situation immediately to the College Provost or Vice Chancellor of Administrative Services. The College Provost or Vice Chancellor of Administrative Services shall take steps to address the situation.

(For purposes of this policy, “faculty” shall include all Regular or Adjunct District employees who teach or counsel students).
The District has established this policy of Educational Equity which prohibits unlawful discrimination with respect to race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation and gender identity. The administration is expected to know of and comply with the Educational Equity policy, and to make certain that no student will suffer any form of discrimination because of race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation or gender identity in its educational programs or activities.

The District has a formal procedure for ensuring access to programs, classes, services, District facilities or activities to accommodate students with disabilities. Any student with a disability should notify the college he/she is attending of that disability as soon as the student believes that the College should provide some kind of reasonable accommodation to the student. It is then the responsibility of the college to make the required reasonable accommodations.

Responsibility is assigned to the Equity Officer/Chief Academic Officer, who will render full assistance and support for students seeking help and assistance relative to possible discrimination prohibited by this policy and in complying with the Americans with Disabilities Act.

Students should bring concerns regarding Educational Equity to the attention of the appropriate District official on campus, as outlined in the Student Handbook. Educational equity
is the right of every student and district leadership will ensure that there is no coercion, intimidation, retaliation or harassment of any student who calls attention to such concerns.
TITLE: Student

Educational Equity and Americans with Disabilities Act Compliance Program

In order to effectively communicate and implement the District’s policy to all levels of the administration, and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

A. Dissemination of Policy.
   1. Students will be reminded annually of the District’s written statement of policy by:
      a. Description of policy by publication or reference in all issues or re-issues of student handbooks and catalogs.
      b. When appropriate, publicize the Educational Equity Statement and such activities through news stories or other articles in District publications.
      c. Detailed discussions at administrative conferences and staff meetings.

Students with special needs should plan ahead for requesting accommodations. Reasonable accommodations can be made in a timely manner, but it may involve faculty, family members, counselors, other support personnel, and the student. Careful planning can assure that all involved will have time to respond to identified needs.

Steps to obtain accommodations:

The student will contact the Learning Services Specialists (ECC – (641) 648-8587 and MCC- (641) 844-5769) or Director of Alternative (Continuing Education (641) 844-5603 and schedule an appointment to discuss and begin completion of Application for Students with Disabilities Request Form along with documentation of disability.

After completing the form, the student meets with one of the above mentioned individuals to submit documentation of disability if deemed necessary and review the information. Then an appropriate support/action plan will be developed with assistance of other IVCCD personnel or vocational rehabilitation counselors. If documentation is requested and not received, release forms may be signed to authorize IVCCD to request such documentation prior to developing a support/action plan.
A letter documenting eligibility to receive services will be sent to the student, who may use it to visit with instructors each semester. Students are encouraged to meet with all instructors during the first two weeks of each semester. It is the student’s responsibility to keep instructors informed of continuing/updated needs.

While it is the student’s responsibility to inform his/her instructors of the need for and type of accommodations to be provided, this initiative might not be undertaken. Therefore, designated District staff will follow up with the student’s instructors, informing them of the need and type of accommodations to be provided to the student, according to the support/action plan. This would be done no later than by the end of the second week of the semester in which the plan is filed.

IVCCD recognizes that students’ accommodation needs may change during the time they are attending classes, and the accommodation support/action plan may change accordingly.

A student who feels his/her accommodation needs have not been met should contact the IVCCD Equity Officer/Chief Academic Officer at (641) 844-5716.

Inquiries or grievances regarding compliance with these policies including but not limited to complaints of discrimination, may be directed to the Equity Officer/Chief Academic Officer, Iowa Valley Community College District, 3702 S. Center Street, Marshalltown, Iowa 50158; or by telephoning (641) 752-4643. Inquiries may also be directed to the Director of the Iowa Civil Rights Commission in Des Moines (515) 281-4121; or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri (816) 880-4200.

Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the District’s central administrative office.
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
Application for
Students with Disabilities

The purpose of this application form is to gather information about your educational and support needs while a student at one of IVCCD’s colleges. It is important that you complete and return this application and supporting disability documentation well in advance of your enrollment if you are not yet a student. If you are a current student, you should complete the application and submit documentation as soon as you are aware of a disability-related need for services.

This information will help us work with you to plan effective academic adjustments and auxiliary aids and services during your time as a student at IVCCD. Please note that services cannot begin until a completed application is on file with Learning Services and an Accommodation Letter has been completed.

BACKGROUND INFORMATION

Name___________________________________________________ Male____ Female___

Date of Birth__________________ Student ID No._______________________________

Address_____________________________________________________________________

City, State, Zip________________________________________________________________

Phone__________________________ Cell/other number____________________________

Campus/date attending____________ Program Major_____________________________

GENERAL NATURE OF DISABILITY/DISABILITIES

What is your disability and please be as specific as possible? ________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
Describe how your disability affects, limits, or impacts you as a student: 

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

ACADEMIC HISTORY

Have you previously participated in educational support services (i.e. Special Education and/or Resource Room in high school, accommodation services, etc.)? 

If so, where and when? 

What community agency/persons are you working with (i.e. Vocational Rehabilitation, Area Education Agency, medical doctor, etc.)? 

______________________________________________________________________________
______________________________________________________________________________

In the chart below, please check the kind of support you received in high school. If the support you received is not listed, please indicate what that was in the lines below the chart.

<table>
<thead>
<tr>
<th>Extra time for tests</th>
<th>Use of Adaptive aids/equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative testing arrangements</td>
<td>Adjusted class schedule</td>
</tr>
<tr>
<td>Extra time for written assignments</td>
<td>Study Skills tutoring</td>
</tr>
<tr>
<td>Taped textbooks</td>
<td>Structured classroom setting</td>
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<td></td>
<td>Behavioral management supports/plans</td>
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</tbody>
</table>
Please return to: Learning Services Specialist
Iowa Valley Community College District
3700 S. Center St.
Marshalltown, IA 50158
641-844-5769
1-866-622-4748
Student Harassment and Discrimination

It is the policy of the District to maintain an environment free from harassment and discrimination on the basis of race, color, creed, sex, marital status, national origin, religion, physical or mental disability, sexual orientation or gender identity. As a result, harassment or discrimination in any form will not be tolerated. Board members, employees, students, vendors, employees of independent contractors and others having business or other contact with the District are expected to act appropriately under this policy.

The education equity coordinator will inform and educate students about harassment and discrimination. Students whose behavior is found to be in violation of this policy will be subject to appropriate discipline, up to and including expulsion. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Provost or District Administration.

Harassment or discrimination may include, but is not limited to:

- physical behavior or verbal or written comments of an offensive nature;
- social invitations and comments with sexual innuendos;
- the use of racial or sexual epithets or stereotypes, “slang” names, or any other language or action that by their nature or effect degrade or insult a person;
- repeated remarks of a demeaning nature;
• implied or explicit threats concerning one’s education;

• demeaning jokes, stories, activities directed at a student;

• inappropriate touching, such as unwelcome hugging, pinching, or patting;

• vulgar or obscene jokes, cartoons or pictures.

The District also prohibits unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual or otherwise offensive nature when:

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s educational decision or benefit;

• submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;

• such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance; or

• such conduct has the purpose or effect of creating an intimidating, hostile, or offensive education environment.

Students who experience what they believe is harassment or discrimination based on their sex, race, or other protected factor should immediately report such incidents to the education equity coordinator at that unit who will serve as investigator. If the incident involves a District employee and a student the education equity coordinator will report to the Vice Chancellor of Administrative Services who serves as the District’s Affirmative Action Coordinator.

No one will retaliate against a student because the student has filed a harassment or discrimination complaint, assisted or participated in a harassment or discrimination investigation,
proceeding, or hearing regarding a harassment or discrimination charge or because the student has opposed language or conduct that violates this policy. Founded retaliation is subject to disciplinary action, up to and including expulsion.

Complaints will be handled in a timely and confidential manner to the extent reasonably possible. Individuals who are involved in the investigation will not discuss information regarding the complaint outside the investigation to the extent possible. All actions taken to resolve complaints of harassment or discrimination through internal investigations will be conducted confidentially to the extent possible.

The investigator will promptly investigate claims of harassment or discrimination and determine their validity. Upon receiving a complaint, the investigator will confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Once the investigator has obtained a statement of the facts from the person filing the complaint, the investigator will attempt to meet with the person charged with the harassment or discrimination complaint to obtain a response. If the complaint involves an employee, the investigator will consult with the Vice Chancellor of Administrative Services. The investigator may meet with the parties involved in the complaint as often as the investigator deems necessary. The investigator may also interview any witnesses involved in the complaint and conduct such other investigation as appropriate. Upon completion of the investigation, the investigator will make a recommendation to the Provost. The Provost will determine what further action should be taken on a complaint of harassment or discrimination.
The District encourages individuals to use the internal complaint process. However, an individual may also file a complaint with the Iowa Civil Rights Commission at 400 East 14th Street, Des Moines, Iowa 50319, 1-800-457-4416, and/or the U.S. Department of Education, Office for Civil Rights, at the Chicago Office, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661, 1-312-730-1560.

See Board Policy 518 and Guidelines for Board Policy 518 for complaints of sexual harassment.

Previously Board Policy 402.3

See Also Board Policy 422
IVCCD is dedicated to providing a safe and secure campus environment where meaningful education will take place.

Sexual assault, sexual harassment, domestic/dating violence and stalking are not tolerated at any of the campuses or facilities of the District and/or District-sponsored or co-District sponsored events.

All faculty and staff of the District are expected to understand and follow reporting procedures when the staff or faculty member becomes aware of an alleged act of sexual assault, sexual harassment, and domestic/dating violence and/or stalking.

Previously Board Policy 402.2

Legal Reference: Iowa Code 2013, Section 260C. 14
GUIDELINE FOR BOARD POLICY 518

DATE: April 9, 2014

TITLE: Student

Sexual Assault, Sexual Harassment, Domestic/Dating Violence and Stalking Standards

IVCCD supports the rights of all students to live and study in an environment free from sexual coercion and violence.

Sexual misconduct is a crime punishable by both civil and criminal legal action and a serious violation of the IVCCD Standards of Conduct. It will not be tolerated within our community. Employees and students at IVCCD are charged with the responsibility of being familiar with and abiding by the standards of conduct set forth herein. The District will provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment, including primary prevention and awareness education programs for all incoming students, as well as ongoing prevention and awareness campaigns for students and employees, which shall contain the information included in this guideline and related board policy and as required by law. In addition to direct areas of threat, IVCCD will engage in training opportunities for bystander intervention which focuses on both prevention messages and advocates for the facilitation of appropriate bystander behavior. This is done by: a) increasing awareness of gender violence, b) increasing recognition that it is a problem, c) increasing ownership/responsibility of the issue, d) develop skills base to intervene, e) increase recognition of such intervention.1

The requirements of this policy do not discriminate based on sexual orientation or preference of individuals engaging in sexual activity.

Except where noted, all employees will be are considered mandatory reporters for the purpose of this policy, with exemptions made for mental health professionals and clergy as the law allows. When an employee becomes aware of an alleged act of sexual assault, sexual harassment, domestic/dating violence and/or stalking, the employee must promptly contact the Title IX Coordinator for the Unit. The employee should use the SaVE Act Reporting form, which can be found at

MCC: http://www.iavalley.edu/mcc/resources/right_to_know.html
ECC: http://www.iavalley.edu/ecc/resources/right_to_know.html
CE: http://www.iavalley.edu/ivce/ivce_resource_students.html

A response team is also available to provide guidance on how to handle a situation at any time. More information is available in the college student handbook.

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1 University of Northern Iowa Bystander Engagement
The definitions provided below are similar to those contained in applicable criminal laws; however, the definitions are specific to IVCCD. An act that might not violate or be prosecuted under applicable criminal laws may still violate these standards and protocols, District policy, and the Student Code of Conduct.

A. DEFINITIONS

1. Student Sexual Assault

Sexual assault or non-consensual sexual activity includes, but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction. Consent must be informed and freely and actively given. Silence in and of itself is not an indication of consent.

Sexual activity includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

Consent needs to be understood in context of these definitions. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Consent may be withdrawn at any time.

In order to give effective consent, one must be of legal age (18). Sexual activity with someone a person knows to be--or should know to be--mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol or drugs may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity. Sexual activity with someone whose incapacity results from the ingestion of a so-called date-rape drug is in violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
All District employees are strongly discouraged from entering into romantic and/or sexual relationships with students, which could lead to the creation of a hostile educational, social, and/or work environment for the employee or student involved and/or other members of the District. The consensual relationship policy is in the Board policy 400 series.

2. Student Sexual Harassment
Sexual harassment is a form of sexual misconduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when:
- Submission to such conduct or communication is made explicitly or implicitly a term or condition of education benefits, academic evaluations or access to or participation in other District activities or opportunities, or submission to or rejection of such conduct or communication is used as the basis for educational decisions affecting such individual.
OR
- The behavior is sufficiently severe or pervasive to unreasonably interfere with the student’s education or other District activities or create an intimidating, hostile or objectively offensive education environment.

Sexually harassing behavior may include, but is not limited to:
- spreading sexual rumors
- catcalls or whistles
- making sexual gestures
- exposing genitalia and/or touching oneself sexually in front of another
- repeated and unwelcome sexual conversations
- unwelcome and persistent flirting or teasing of a sexual nature
- persistent efforts to develop a sexual relationship
- pressure to engage in sexual behavior
- other verbal or physical conduct that could be construed as sexually based
- unwanted electronic capture (webcam, camera, video, etc.) of a sexual nature

The examples noted above can include actions or comments that are verbal, written, or electronic. Determination of whether conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Sexual exploitation may include, but is not limited to:
- prostituting another student
- non-consensual video/audio-taping or photographing of sexual activity
• unauthorized posting or distribution of materials involving the sexual activity of another person
• going beyond the boundaries of consent (such as voyeurism or secretly watching others)
• knowingly transmitting an STD or HIV to another student

3. Student Domestic/Dating Violence

Student domestic/dating violence (also known as domestic violence or dating violence) is defined as the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior perpetrated by a domestic partner (including, but not limited to, a current or former spouse or cohabitant or person with whom the alleged victim shares a child, or other similarly situated person) or by a dating partner (including, but not limited to, a person who has been in a romantic or intimate relationship with the alleged victim) against the other partner.

4. Student Stalking

Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

B. PROCEDURES FOR FILING A REPORT OR SUBMITTING A COMPLAINT

In an emergency, first contact the appropriate community Police Department and the Title IX Coordinator in the appropriate Unit.

A student who wishes to report a sexual assault or misconduct or file a complaint against another student or employee through the College (potentially leading to a College hearing) should notify the Title IX Coordinator. Any member of the response team can explain support options, investigative steps, and hearing procedures. Complaints will be handled in a timely manner to the extent reasonably possible.

The alleged victim has the option to notify proper law enforcement authorities including on campus and local police, be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and decline to notify such authorities.

It is imperative for sexual assault victims to have an examination at their local emergency facility as quickly as possible, and to not shower prior to having a forensic examination. The longer an individual waits before pursuing this option, the more difficult it becomes to collect forensic evidence. Title IX Coordinators, a sexual assault advocate, or members of the local police department can assist a victim in obtaining an exam.
Sexual assault evidence collection kits may occur after a sexual assault if a victim chooses to go to the hospital for a forensic examination. These may also be known as rape kits, sexual assault forensic evidence (SAFE) kits, sexual offense evidence collection (SOEC) kits or physical evidence recovery kits (PERK). A Sexual Assault Nurse Examiner (SANE) should perform the examination and be able to make sure evidence is maintained for potential use in court if the victim chooses.

Crime Victim Compensation may be available to individuals who have been the victim of sexual assault. Assistance may be available in the following areas:
1. Medical care
2. Lost wages
3. Loss of support for dependents
4. Counseling
5. Funeral expenses

It is important for victims to follow specific procedures and a crime must be reported to the appropriate authorities in a timely fashion in order to receive assistance. For more information, contact Crime Victim Compensation Program at 1-800-373-5004.

It is important for students to preserve evidence as may be necessary to the proof of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, or in obtaining a protection order.

C. SUPPORT FOR STUDENTS

A student who files a report under this policy, as well as witnesses, and any students present immediately before, during, or in the aftermath of an alleged sexual assault or misconduct may not be referred for disciplinary action for unrelated violations (such as alcohol, parties, drugs, etc.).

After reporting alleged sexual assault or misconduct to the Title IX Coordinator or Campus Security Authorities (CSA), as defined below, a student may request the following accommodations or other accommodations reasonably available:

1. Change of an on-campus student’s housing to a different on-campus location;
2. Transferring class sections when available;
3. Assistance in exploring alternative housing, incompletes, leave, or withdrawal.

Such accommodations may be requested by the student regardless of whether he/she chooses to report the crime to campus police or law enforcement.
The response team will make available a staff member to serve as an informal support person for both an alleged victim and an accused individual to help each party navigate through the student conduct process.

The Clery Act has mandated certain individuals on campus are designated as Campus Security Authorities (CSA). CSAs are individuals who are responsible for gathering crime statistics from individuals on campus and/or reporting crime statistics to their superiors on campus. These individuals include, but are not limited to:

a. Dean of students and leaders in student services and housing  
b. Staff in the student center  
c. Staff in the student activities office  
d. Faculty or staff advisors to student organizations  
e. Resident assistants/advisors  
f. Students who monitor access to dormitories or other facilities  
g. Athletic directors (ADs) and coaches (including assistant coaches)  
h. Security personnel

A student who desires that details of the incident be kept confidential may speak with individuals who meet the professional counselor or pastoral exemption for CSAs under the Clery Act and who thus may not be obligated to report crimes they have learned about, such as campus mental health staff. Campus mental health staff are available to help free of charge and can be seen on an emergency basis. If after office hours, contact the resident housing director or an assistant. Additionally, students may speak to off campus rape crisis resources who may maintain confidentiality and/or clergy or chaplains off campus who may maintain confidentiality.

The District will protect the confidentiality of alleged victims, and will not include identifying information about the alleged victim in the District’s publicly-available reports, to the extent permitted by law.

Written notification will be provided to students about existing counseling, health, mental health, victim advocacy, legal assistance, and other support services available for alleged victims both on-campus and in the community.

D. INVESTIGATIVE AND HEARING PROCEDURES

The Title IX Coordinator will meet with a student considering submitting a complaint, will outline the process for filing a complaint, and explain District procedures. A written report is typically required for a case to be referred for action, but in cases of perceived danger for the campus community, the Title IX Coordinator may request a hearing of the response team without the cooperation of the student who originated the complaint. District proceedings shall provide a prompt, fair, and impartial investigation and resolution. The proceedings will be conducted by officials who receive annual training on the issues related to sexual misconduct and how to
conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

Upon receipt of a report the Title IX Coordinator will contact the respondent(s) to explain the procedures and outline the basis for the complaint. Respondent(s) have the right to see the report that alleges a violation.

As a matter of process, both parties in a case are issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties. Students may pursue other orders of protection through the court system.

Once the District is placed on notice about a pending case of sexual assault/harassment or misconduct, an investigator will review the matter and interview students and/or employees involved along with potential witnesses. The investigator will submit written documentation to the Title IX Coordinator who will make a determination about whether or not a complaint may proceed to a hearing with a hearing board, specifically trained to deal with sexual assault/harassment and misconduct.

College proceedings are confidential to the extent possible and permitted by law. The hearing board receives written complaints and schedules and conducts hearings related to sexual misconduct. The Title IX Coordinator facilitates the hearing but is not a voting member of the board. A three-member team comprises the decision-making members of the hearing board. The hearing board hears statements from both parties, asks questions, and then makes a decision based upon the greater weight of the credible evidence. The hearing board receives training in conducting hearings specifically related to sexual misconduct allegations.

The respondent(s) has the right to question his or her accuser through questions posed to the hearing board. This right will not be denied. However, the complainant may request that accommodations be made to have separate rooms or a room partition for each party, or may request an alternative reasonable arrangement in order to minimize potential trauma or stress.

The complainant and respondent(s) are each entitled to the same opportunities to have a support person (often a parent, friend, counselor, attorney, or faculty/staff member) present during a campus disciplinary proceeding. This person can be in addition to the District support person.

Pertinent expert, psychological, and medical witnesses, and other evidence may be introduced into hearings, but the hearing board will reserve the right to determine if such evidence is credible on its face or could potentially be subject to rebuttal in the opinion of the hearing board, and thus, of questionable value.
While each case is different, the hearing board will generally ask questions primarily related to the following areas: force, consent, and whether or not (or how) alcohol or drugs played a role in the alleged incident. The hearing board will use the standard of preponderance of evidence in determining outcomes from the hearing.

Both parties shall be simultaneously informed in writing of the outcome and sanction of any campus disciplinary proceeding regarding alleged sexual assault/harassment or misconduct within a timely fashion and to the extent permitted by law. Any student found to have violated the sexual misconduct policy will be subject to a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations and any other relevant circumstances. Other individuals who are found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the hearing board. Other remedial or protective measures may also be implemented as appropriate.

Any party in a hearing may appeal the decision following the student code of conduct procedures. The party may submit an appeal and should have access to the reasoning of the decision as expressed in the summary and to the extent permitted by law.

Any retaliatory action or behavior taken toward an alleged victim or other individual as a consequence of his or her decision to report a violation, pursue or participate in conduct action, or criminal prosecution, is prohibited. Retaliation by any party may result in further disciplinary action. No officer, employee, or agent of the District shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act, as amended.

A student who reports that he/she has been a victim of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, whether the offense occurred on or off campus, shall be provided with a written explanation of the student’s rights and options, as described above. These guidelines shall be construed to be consistent with the requirements of the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 including the Campus Sexual Violence Act, and other applicable law.
TITLE: Behavior and Discipline

Maintenance of Orderly Conduct

The rights and welfare of each student is of prime consideration; all students are therefore expected to conduct themselves according to the student Code of Conduct in the student handbook.

The District professional personnel share the responsibility for seeing that the behavior of students meets the standards of conduct conducive to a learning situation. Appropriate rules and regulations involving student conduct may accordingly be established at each college and Iowa Valley Continuing Education.

Supersedes Revision Adopted: December 9, 1987
For any offense of plagiarism or academic dishonesty in a college course, the instructor shall document such offense for the college academic administrator. Upon sufficient proof of such incident, the student’s file will be documented. The instructor, according to the course syllabus, will be free to pursue a failing grade for the assignment, a redone assignment, or some similar action with the student.

For any second documented offense (in any college course), the instructor will be notified of earlier documented offenses. A recommendation that the student should receive a failing grade for this course shall be made to the instructor upon sufficient proof of academic dishonesty. For each offense, the student maintains a right of appeal according to the Code of Student Conduct.

Previously Guideline for Board Policy 520B
Written notice of any recommended student suspension or expulsion, giving the cause, will be transmitted to the Chancellor, who if such recommendation is accepted, will inform the Board.
Iowa Valley Community College District (IVCCD) is committed to comply with all state and federal laws by prohibiting the possession, use and distribution of alcoholic beverages by persons under the legal age and illegal drugs by any person on any campus, at district-sponsored events, and in district-managed property. The District recognizes drug and alcohol abuse as a potential health, safety, and security problem. Students desiring help in dealing with such problems are encouraged to take advantage of available drug and alcohol counseling treatment and rehabilitation programs.

It is the policy of the Board to prohibit the consumption or possession of alcohol at student events. Purchase or use of alcoholic beverages by individuals of legal age who happen to be district students and who are attending district-authorized activities is a personal and individual responsibility.

The District will impose appropriate disciplinary sanctions on students up to and including expulsion for violation of this standard of conduct. In addition, the District may refer violations to the appropriate law enforcement agencies for prosecution where penalties may include fines and/or imprisonment.

See Board Policy 416.2 Titled Personnel: Drug-Free Schools and Campuses
TITLE: Student

Tobacco Prohibitions

The Iowa Valley Community College District Board of Directors prohibits the use of tobacco products in any form, and nicotine simulation or vapor products (e.g. e-cigarettes), on its grounds or in any of its facilities or vehicles.

See Board Policy 415 Titled Personnel: Tobacco Prohibitions
TITLE: Student Personnel

Responsible Use of Computer Resources

With the increased use of computer related resources in the workplace, the Board of Directors recognizes that students and employees are connected to the global community. The use of technology brings new responsibilities as well as opportunities. The District will provide access to computing and information resources for education and educational support purposes for faculty, staff, students, and other authorized users within institutional priorities and financial capabilities. Our goal in providing this access is to promote educational excellence.

The use of IVCCD’s computer resources is a privilege and not a right. All members of the IVCCD community who use the District's resources are responsible for the integrity of the resources. The resources will not be used in any way that may be disruptive, offensive, or illegal as outlined in the guidelines for disciplinary measures. The District reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Persons found in violation of this policy will be subject to discipline, including but not limited to, sanctions as outlined in accompanying guideline.

See also Board Policy 407
TITLE:  Student

Responsible Use of Computer Resources Guidelines

PRIVACY AND CONFIDENTIALITY

District e-mail, networks, and electronic communications systems are intended for the business use of the District, which is a public community college district. With limited exceptions, information, communications, and data stored in the District’s email, networks, and electronic communications systems are public records under the law of the State of Iowa. Students do not have a reasonable expectation of privacy in the District’s e-mail, networks, and electronic communications systems. The District reserves the right to inspect and examine any electronic content on any IVCCD owned or operated systems. Information resulting from or residing on District computer systems may be subject to disclosure under the Iowa Public Records Act, in litigation, or for audit purposes.

INTERNET ACCESS

The Internet is a valuable resource for advancing the District’s mission; however information or materials may be controversial, offensive, or inaccurate. Any and all access to and use of information or materials obtained via the Internet is at the users’ own risk. The District will rely on each individual to act responsibly and appropriately in his/her use of District information resources.
INDIVIDUALS WILL BE RESPONSIBLE FOR AND MAY BE HELD LIABLE FOR ANY UNACCEPTABLE USE OF THE INTERNET OR ELECTRONIC MAIL. THE DISTRICT ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY WRONGFUL USE BY INDIVIDUAL STUDENTS.

It is expected that each IVCCD student will abide by the law and District and College policies when using District computer equipment and services to access the Internet.

EMAIL

Electronic mail (email) accounts will be available for all IVCCD students. Appropriate use of email is expected. IVCCD students will not initiate or intentionally respond to chain letters. Email has the capability of being copied and forwarded to numerous recipients. Keep email free of inappropriate commentary. Never create a message that you would not want to become public. Do not use email to communicate confidential or personal information outside of the District without proper security safeguards. Protect access to your email. Do not share your password.

LITIGATION HOLD

When litigation against the District or its employees is filed or threatened, the law imposes a duty upon the District to preserve all documents and records that pertain to the litigation.

WEBSITES

The World Wide Web (WWW or Web) provides an opportunity for IVCCD to have a presence online and to provide information, and educational services. IVCCD's official websites represent the District's programs, policies, and image to the world. No modifications may be made to the IVCCD websites without administrative approval.
The development of unofficial web pages will be encouraged by IVCCD college departments, staff and students (as part of an instructional activity), but the District will not be liable for the content of personal web pages. Individuals will act responsibly and appropriately when developing personal web pages.

RESPONSIBLE USE

The user bears the primary responsibility for the material that he or she chooses to access, send or display. Respect the privileges of others by complying with all District and College policies and these guidelines. Use only computer IDs or accounts and communications resources which you are authorized to use, and use them for the purposes for which they were intended. Do not let others use your user name or password.

UNACCEPTABLE USE

Unacceptable use of computer resources may result in suspension or revocation of computer privileges and may include disciplinary action as well as possible legal and civil action, such as an infringement action by the copyright owner or disciplinary action by the District. Examples of unacceptable computer use include, but are not limited to:

a. Unauthorized copying of any software (including operating systems, programs, applications, databases or code) that is licensed or protected by copyright.

b. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system).

c. Knowingly introducing a "computer virus" (or other unauthorized program - either harmless or damaging to a District computer or network).
d. Unauthorized access, willful damage, or misuse of systems, applications, databases, codes, or data.

e. Use of the campus network, the Internet, ICN or other telecommunications or data networks for actions that constitute abuse, harassment, libel, slander, fraud, misrepresentation, or intimidation. This includes introduction of inappropriate materials to the network, the intentional viewing or display of inappropriate materials and the printing of inappropriate materials.

f. Allowing others to use your personal username and password to access campus networks or the Internet or using another person’s username and password to access campus networks or the Internet.

g. Use of IVCCD logos without prior approval.

**USER VIOLATIONS: CONSEQUENCES, NOTIFICATIONS, AND APPEAL**

A violation of Board Policy and this Guideline relating to responsible use of the computer resources will be administered following procedures outlined in the Student Handbook.

See also Guideline for Board Policy 407.1
Motor vehicles operated on any grounds of the District will be in compliance with rules and regulations approved by the Chancellor as well as by those established in state, county, and/or municipal laws.

Parking areas and regulations may be established by the unit heads, with the approval of the Chancellor.

Formerly Board Policy 552
TITLE: **Student Activities**

**Student Government**

The District encourages interested students to participate in student government organized within the framework of guidelines adopted by the District.

The chief functions of student government will be:

1. Leadership skill development
2. A channel of communication between and among students and District employees
3. Preparation/submission of recommendations for student activity fee allocation.

Supersedes Revision Adopted: December 9, 1987
TITLE:  Student Activities

Student Clubs and Organizations and Co-Curricular Activities

The District encourages opportunities for co-curricular activities. Students interested in establishing a club or organization must request approval as a recognized student organization. Recognition of student organizations is granted by the College Provost upon recommendation of the respective college Student Senate in coordination with the Coordinator of Student Engagement. In order to be permitted to promote their official status with the college, use college facilities and/or receive funding, student organizations will be required to comply with District policies, guidelines, and legal requirements.

College co-curricular activities in which students participate must be approved by the Coordinator of Student Engagement or designee.

Supersedes Revision Adopted:  March 12, 2008
March 13, 2002
August 13, 1997
TITLE: Student Activities

Extra-Curricular Activities

The Board of Directors approves that extra-curricular activities shall be established. Included should be intramural sports, speech, music, art, and drama activities, approved student organizations, and the like.
TITLE: Student Activities

Intercollegiate Co-curricular and Athletic Programs

Students may participate in intercollegiate contests or events. The programs must comply with the established rules of the official sanctioning state, regional, or national governing body.

College athletic programs must comply with all rules and regulations of the Iowa Community College Athletic Conference and the National Junior College Athletic Association.

Athletic schedules must be presented for information to the District board of directors prior to the start of the season.

Supersedes Revision Adopted: March 12, 2008
January 11, 1995
December 9, 1987
Any enrolled student may be considered for honors, awards, or scholarships that are awarded by the District. Qualifications for such awards will be established by the District.

The District’s Board of Directors will grant to any Iowa high school valedictorian or salutatorian, or equivalent (includes the two highest scoring GED graduates in the District and one nominated* student from each of the district’s three alternative high schools) a full tuition and fee scholarship if enrolled on a full-time basis (at least 12 semester hours, no more than 18) within the District.

The scholarship will be granted for one year and may be renewed for a second year based upon a college GPA of 3.00 or above.

The college Deans will submit the names and supporting documentation of nominees to the Chancellor. The Chancellor will send a letter of award to the recipient(s) and place on file with the college financial aid officer and district board secretary appropriate award and documentation.

The Board, in its discretion, may waive the provision of this policy requiring a high school valedictorian or salutatorian applying for a Director's scholarship to have earned that distinction from an Iowa high school.
*Criteria for nomination

1. graduate of an Iowa Valley Community College District alternative high school.

2. documented attendance of 90% or higher

3. course work completed with score of 90% or higher

New Opportunities Scholarship

Students that complete a GED from IVCCD will be eligible to receive a New Opportunities Scholarship to be used for enrollment of 6 credits or more per semester. The New Opportunities Scholarship is for $800 and will be divided between two semesters. Students will get $400 for the first semester of enrollment; if they have a 2.5 GPA at the end of the first semester, they will receive another $400 for the subsequent semester.

GED graduates will receive a certificate for the New Opportunities Scholarship at the time of graduation that they will turn into the Financial Aid Office prior to enrollment. They will be able to claim the scholarship for up to one year after GED completion. If the student has also been chosen as a recipient of the Director’s Scholarship (full tuition and fees) the student will no longer be eligible for the New Opportunities Scholarship.

Supersedes Revision Adopted:  
March 9, 2005
May 14, 2003
December 11, 2002
March 13, 2002
August 13, 1997
TITLE: Student Health

Health Certificate

Any student enrolling in the District may be required to submit a certificate of health and/or immunization record from a licensed physician, physician assistant or nurse practitioner.

A student participating in intercollegiate athletics will submit a certificate of health from a licensed physician, physician assistant or nurse practitioner prior to participating in the first practice session. Each athlete will re-submit an up-to-date certificate at least annually, and upon the request of the District.
TITLE: Student Health

Student Illness or Injury

The District assumes no responsibility for the medical treatment of students. First aid, when necessary and available, may be rendered. Medications may not be prescribed nor given by District personnel other than by physicians, licensed nurses under a physician’s guidance, and athletic trainers.
The Chancellor or designee has the authority to discontinue instructional sessions and close facilities because of extreme weather or other emergency conditions for the length of time the emergency exists. The Chancellor or designee will make provisions to publicly announce such closing via available mass communication media and electronic emergency notifications.
The District is committed to the purposes and objectives of the Crime Awareness and Campus Security Act of 1990 (public law 102-26), and intends to comply in all respects with the provisions of such Act and with the requirements of the regulations promulgated there under, and to continue to qualify to receive funds and any other forms of financial assistance under any federal government program. All violations of Policy 555 will be processed according to the District Policies and Code of Conduct. Accordingly, the following policies and procedures are adopted for the purpose of complying with the Crime Awareness and Campus Security Act and the regulations there under:

1. Criminal activity as defined by the Crime Awareness and Campus Security Act (burglary, murder, rape, aggravated assault, robbery, auto theft, manslaughter, arson) and arrests made in conjunction with liquor law violations, drug abuse violations, and weapons possessions on the campuses or facilities of the District, will be reported to the appropriate unit head or designee in a timely manner. The unit heads or designees will collect and compile annual statistics regarding same.

2. Access to college facilities will be in conformance with Board policies 713 and 830, and enforced by the appropriate unit head or designee. Access to college buildings after normal.
hours of operation is restricted, and by permission of proper authorities only. Additional measures for campus security will be developed by the appropriate college provost or director as needed.

3. Matters of safety and security concerning college residencies will be under the supervision and enforcement of the campus housing directors or designee. All incidents breaching safety and security of residents and employees are to be reported to the housing directors or directly to law enforcement officials in cases of emergency. An appropriate orientation to safe and secure living conditions in college residencies will be provided.

4. The campus law enforcement authority will be the appropriate unit head or designee in conjunction with local, state, and federal police departments or law enforcement agencies. All reporting of criminal activity as defined by the Crime Awareness and Campus Security Act will be to the unit head.

5. IVCCD mandates “zero tolerance” for firearms, ammunition, weapons, explosives, bomb-making materials, and poisonous gases on, or in any, IVCCD owned or leased property. Weapons under the control of law enforcement officials shall be exempt from this guideline. The appropriate unit head must approve exceptions to this guideline for educational purposes. The college forbids violence in any form by or toward employees and students.

6. A security report will be published annually, and will include required statistics and information regarding campus safety and security.
Supersedes Revision Adopted:  
August 13, 2008
March 13, 2002
January 12, 2000
December 9, 1998
GUIDELINE FOR BOARD POLICY 555

REVISION ADOPTED: December 12, 2007

DATE: May 13, 1992

TITLE: Student Health

Community College Residence Halls and Campus Security Guidelines

Residents are instructed during residence hall orientation to report suspected criminal or other emergency situations to the management staff or designee where he or she resides. Concerning incidents within the residence halls the staff will help in any way when information concerning situations of theft, physical harm, or threat occur. The resident is always given the option and means to report their situation to the local police. Situations handled within the residence halls will follow guidelines in the Student Housing and College disciplinary codes.

Residents in each hall are given instructions at the beginning of each academic year concerning security of locking doors and windows. They are told to report any dangerous or criminal actions to the hall staff.

Locking and securing their rooms are reviewed each major holiday season.

Any suspected criminal activity taking place during night time hours on District property will be reported to local law enforcement.

Supersedes Revision Adopted: November 14, 2001
November 8, 1999
IOWA VALLEY COMMUNITY COLLEGE DISTRICT
CRIME REPORT

_____ Ellsworth Community College OR ______ Marshalltown Community College

ALL CRIMINAL INCIDENTS MUST BE REPORTED TO THE DEAN OF THE COLLEGE

TYPE OF INCIDENT: ______ Drug, Alcohol, Weapons Arrest
                   ______ Burglary
                   ______ Physical Assault
                   ______ Auto Theft

VICTIM'S NAME _____________________________ DATE OF BIRTH _______________
ADDRESS ____________________________________ PHONE _______________________
STUDENT/STAFF/VISITOR ______________  SEX/RACE __________________________
DATE AND TIME OCCURRED __________________________________________________
LOCATION OF INCIDENT (BE SPECIFIC) ________________________________________
DATE AND TIME POLICE NOTIFIED ______________________________________
WITNESSES:  NAME _____________________________ PHONE ___________
             NAME _____________________________ PHONE ___________
             ADDRESS ________________________________________
             ADDRESS ________________________________________

DRUG, ALCOHOL, WEAPONS ARRESTS ON CAMPUS
VIOLATION ________________________________________________________________
DATE OF ARREST __________________________________________________________
ARRESTING AGENCY _________________________________________________________

BURGLARY
PROPERTY LOST _____________________________________________________________
TYPE OF ENTRY (Forced, Unlawful, Attempted) ___________________________________
LOCATION OF PROPERTY _____________________________________________________
POINT OF ENTRY ____________________________________________________________
ESTIMATED LOSS VALUE ______ REPLACEMENT VALUE ______
IVCCD INVENTORY NUMBER _________________________________________________
PHYSICAL ASSAULT (Murder, Rape, Aggravated Assault, Robbery)

CRIMINAL ACT

WEAPON USED

DESCRIPTION OF SUSPECT

RELATIONSHIP: STRANGER/EMPLOYEE/RELATIVE/ACQUAINTANCE

VEHICLE USED CAR LICENSE

AUTO THEFT

VEHICLE MAKE/MODEL/YEAR

VIN LICENSE

DESCRIPTION

NARRATIVE (Use the space below to further describe details of incident, victims, witnesses, suspects, evidence, property, etc.)

REPORTING PERSON DATE

REVIEWED BY DATE
The purchase of student insurance shall be voluntary with the entire cost being paid by the student. Those enrolled in programs which mandate student insurance may, under certain conditions, have some or all of the insurance premium paid for them.
TITLE: **Student Personnel - Related Matters**

Management of Internal Accounts/Student Activities Budgets

Student Club and Organization funds, including but not limited to those allocated by the Student Senate, fundraising activities, and/or membership dues shall be under the financial control of the District.

The Unit Heads, in coordination with the Coordinator of Student Engagement or designee and the College Student Senate, will submit the Student Activity Fee Allocation Budget to the Board of Directors for approval each academic year.

Supersedes Revision Adopted: August 13, 2008
March 13, 2002
December 9, 1987
Student Personnel – Related Matters

Gifts to Iowa Valley Community College District from Student Groups

Student groups may make a gift to the District with the Chancellor’s approval who will accept and acknowledge on behalf of the Board of Directors.

Supersedes Revision Adopted:  March 12, 2002
December 9, 1987
TITLE: Student Affairs – Related Matters

Commencement

Records will be kept showing those students who successfully complete any program of instruction in the District. Some form of recognition will be given to each student upon the successful completion of an approved program of instruction.

Attendance at commencement exercises or similar types of public recognition, though desirable, is not a prerequisite to receiving degrees, diplomas, or certificates. However, students who want to participate in commencement exercises must adhere to established deadlines.

Supersedes Revision Dated: March 13, 2002
Interview with Students

Law enforcement officials have the right to interview a student on District premises.

Other interviews such as college transfer counselors, placement counselors, and armed service representatives will be prearranged, and prior permission attained from the appropriate District official or designee.
SERIES 600: The Educational Program

600 The Educational Program and Instruction: Statement of Guiding Principles
   601: Type of Organization
   602: Academic Year

610 Curriculum: Specific Programs
   611: Academic Expression
   612: Presentations
   614: Use of Publicly Owned Facilities, Materials, and Supplies
   615: Libraries - Materials Selection Policy
   616: Articulation Policy

630 Academic Services: Counseling and Advising

640 Class Organization: Class Size
   641: Student Class Load
   642: Catalogs and Publications
   643: Contracting College Faculty

650: Continuing Education and Training - Iowa Valley Continuing Education Program: Philosophy, Policies, and Procedures
   651: Tuition, Fees, and Cooperative Agreements
   652: Credit/Non-Credit/Enrollment Options

660 Educational Programs and Academic Policies

670 Student Progress: Grading System
   671: Grade Reports

680 Related Considerations: College Affiliated Trips
   682: Graduation Requirements
Iowa Valley Community College District provides students the opportunity to maximize their potential. As a comprehensive community college, the District provides an educational environment for liberal arts, pre-professional education, specialized career and technical training, retraining, enrichment, and improvement of skills and knowledge.

The District:

• believes learning is an active process and students are equal partners in that process
• sets high expectations for student achievement
• strives to meet the varied abilities, interests, and goals of a diverse student population
• provides instruction to students via a variety of modalities
• strengthens the academic experience through active participation in the community

Educational programs will be reviewed in accordance with the Code of Iowa and national accrediting criteria as applicable. General education and other curricula will be reviewed and updated as needed.

Academic policies and procedures will be reviewed as needed.
The Board of Directors endorses the concept that Iowa Valley Community College District will be comprehensive by meeting the educational goals and objectives established by Iowa Valley Community College District.

As the District we accept the responsibility to establish and maintain standards of excellence in the education provided and subscribe to the following principles:

- Acknowledges the need to maintain public confidence in our academic integrity.
- Acknowledges the need for consistency and fairness in the evaluation of academic performance.
- Encourages and supports excellence in teaching and learning.
- Establishes reasonable and responsible standards for academic performance.
- Acknowledges the need to continually evaluate the teaching and learning process.
The Board of Directors supports a program of year-round education and the District calendar will incorporate this concept.
Iowa Valley Community College District will offer programs that comply with chapter 260C.1 of the Code of Iowa.

Supersedes Revision Adopted: August 13, 1997
TITLE: Curriculum

Academic Expression

It is educationally desirable that students be presented diverse opinions, including those related to or an integral segment of the subject matter in a course of study within which:

- Instructional staff are encouraged to promote free discussion, inquiry, and expression
- Students are free to discuss issues of interest to them and to express opinions both privately and publicly
- Students are free to take reasoned exception to information offered and to reserve judgment about matters of opinion.
Students, faculty and staff may schedule presentations provided they follow established institutional expectations including scheduling of facilities, equal opportunity for opposing viewpoints, adequate preparation for events, and decorum appropriate to an academic community. Presentations will be in keeping with the overall educational objectives of the District (see Board Policy 600). No activity of a proselytizing nature will be permitted. Sponsorship of presentations does not necessarily imply approval or endorsement of the view expressed either by the sponsoring group or the District.

CROSS REFERENCE: See Policy Number 713, "Rental Property and Equipment" and Policy Number 830, "Use of the Iowa Valley Community College Facilities".

Supersedes Revision Adopted: March 13, 2002
December 9, 1987
TITLE: Curriculum

Presentations by Outside Speakers

The following procedures are designed to insure orderly scheduling of facilities, equal opportunity for opposing viewpoints, adequate preparation for events, and decorum appropriate to an academic community.

1. Presentations by outside speakers must be approved prior to the scheduled date. Students and staff initiating such a presentation will seek approval of the unit head or appropriate administrator.

2. Presentations will be in keeping with the overall educational objectives of the District (see Board Policy 600).

3. No activity of a proselytizing (to convert from one faith or belief to another) nature will be permitted.

4. In all cases, Provost, Vice Chancellor of Continuing Education, Chancellor, or the Board, in the exercise of reasonable discretion, and having in mind the educational mission of the district and the “Establishment Clause” of the U.S. Constitution, may deny a request for presentation by an outside speaker.

Supersedes Revision Adopted: June 11, 2008
March 13, 2002
TITILE:  Curriculum

Use of Publicly Owned Facilities, Materials, and Supplies

Instructional shops, laboratories, vehicles, trailers, tools, and equipment are for educational purposes. Staff and students are not permitted to use instructional shops, laboratories, vehicles, trailers, tools, and equipment to perform personal repair or avocational work without prior approval from the Provost or designee.

District maintenance work or projects will not take precedence over instructional work and may be performed only with Provost or designee approval.

Supersedes Revision Adopted:  
August 13, 2008  
March 13, 2002
I. Responsibility for selection of materials

The Board is responsible for all matters relating to the operation of the District, including the selection and acquiring of instructional materials and other materials and works for any library operated by the District. The Board, however, delegates to the Chancellor and to the professionally trained and licensed staff under his/her supervision, the function of selecting, acquiring, designing or producing instructional materials and related materials for the libraries in accordance with the instructional and institutional objectives developed by the administration, faculty and students of the District in cooperation with the Library Supervisor/Library Services Manager.

II. Criteria for selection of materials

The criteria and governing principles to be used by the staff in selecting materials for the libraries are set forth in the attached guidelines.

III. Reconsideration policy

Any citizen residing within the District, or student enrolled in classes at IVCCD, may raise objection to materials maintained in the libraries of the District, despite the fact that the questioned materials were selected by duly qualified staff in accordance with the proper procedures and criteria applicable thereto. The Chancellor will be promptly
advised as to the filing of any complaints. The procedure for filing complaints is set forth in the attached guidelines.

Supersedes Revision Adopted: June 11, 2008
March 13, 2002
August 13, 1997
I. Criteria for selection of materials

Materials shall be selected and acquired primarily on the basis of instructional objectives developed by the administration, faculty, staff and students of the District in cooperation with the Library Supervisor/Library Services Manager in the Iowa Valley Community College District.

Materials may be acquired from a variety of sources including purchase, lease, loan, gift, or design and production of materials when appropriate. Materials must be properly organized and made reasonably accessible to all who are authorized to have access to them.

In addition to instructional materials, the materials acquired for the libraries should include representative works of recognized quality which might arouse intellectual curiosity, counteract parochialism, help develop critical thinking and cultural appreciation or stimulate personal development. Special care should be taken to select materials which reflect the ages, cultural backgrounds, intellectual levels, developmental needs and career goals represented in the student body, including materials which relate to the needs of minorities and which reflect divergent social, religious and political viewpoints.

Gifts of materials are accepted only when such materials add strength to the existing collection and with the understanding that the disposition of such gifts becomes the prerogative of the library staff. Accepted gifts must meet the same criteria as to other instructional materials. Items must be no older than five years old and be appropriate for the curriculum or for college student use.

The libraries' collections should include bibliographies, authoritative lists, electronic periodical indexes, standard reference works, newspapers with various geographical, political and social points of view, and government documents. The collections should include audio and visual materials as well as written works.
The collections must include current technology information sources which encompass e-books, on-line databases for reference or research works. Electronic resources must be accessible from the colleges and/or off-site as available by contract agreement with the vendor.

II. Operations considerations

In local reproduction of materials for instructional use, care must be taken to comply with copyright regulations.

The libraries function as an archive for historical information and documents concerning Marshalltown Community College and Ellsworth Community College respectively.

The libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval nor should materials be excluded because of the origin, background, or views of those contributing to their creation.

III. Procedure for filing complaints

All complaints must be filed on an appropriate Request for Reconsideration of Library Materials form and shall be submitted to the Library Supervisor/Library Services Manager. Within 15 calendar days after the receipt of a Reconsideration form, filled out completely and signed by the complainant, the matter shall be referred to the Reconsideration Committee. Each campus will form their own committee consisting of the Provost, Dean of Academic Affairs, the Library Supervisor/Library Services Manager and a faculty member. The committee shall meet within such fifteen day period to review the course of action. Such recommended course of action shall, as promptly as possible, be reduced to writing and forwarded to the Chancellor for final action. The Chancellor shall issue an order on the matter within ten working days after receipt of the Reconsideration Committee's recommendation. Requests for Reconsideration of Library Materials will be accepted from any citizen residing within the District, or student enrolled in classes in the Iowa Valley Community College District.

Following issuance of the Chancellor’s decision, the aggrieved party may appeal the decision to the Board of Directors for review. Such appeal must be presented to the Chancellor in writing within fifteen calendar days following the issuance of his order. The appeal will be heard by the Board of Directors within forty days following the filing of the appeal. Following the appeal hearing, the Board of Directors will decide whether to sustain or overturn the Chancellor’s decision in the matter.

A complainant dissatisfied with the decision of the Board of Directors may appeal to the Department of Education pursuant to state law.
Procedure for Dealing with Complaints about Resources
A complaint must be filed in writing and the complainant must be properly identified before action is taken. This form must be returned to the Library Supervisor/Library Services Manager and a decision will be deferred until fully considered by the appropriate administrative authority.

Supersedes Revision Adopted:  
June 11, 2008  
December 12, 2001  
August 13, 1997
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title ________________________________ Book ___ Periodical ___ Other _____

Author ________________________________________________________________

Publisher ______________________________________________________________

Request initiated by ______________________________________________________

Address ________________________________________________________________

City _______________________ State _______ Zip _________ Telephone ____________

E-mail address: _____________________________________________________________

Do you represent:
   Yourself
   An organization (name) ___________________________________________________
   Other group (name) ______________________________________________________

1. To what in the work do you object? (Please be specific. Cite pages.) ______________

2. Did you read the entire work? ________ What parts? ______________________________

3. What do you feel might be the result of reading this work? _________________________

4. What do you believe is the theme of this work? _________________________________

5. Are you aware of judgments of this work by literary critics? _______________________

6. In its place, what work would you recommend that would convey as valuable a picture and
   perspective of the subject treated? _____________________________________________

☐ Check if complaint involved the use of library materials by a minor student enrolled in
   the colleges.

Signature ________________________________ Date ____________________________
TITLE: Curriculum

Articulation Policy

The Board may articulate courses with area high schools and other colleges and universities.

Supersedes Revision Adopted: March 13, 2002
A student may be assigned an advisor or a success specialist according to the student’s program of study.

Academic advisors and success specialists will work closely with advisees to assist them in accomplishing their educational and career goals and finding appropriate resources to assist with personal, social, and vocational decisions. Advisors and success specialists advise students to the best of their abilities. It is, nevertheless, the responsibility of students to be certain that courses and resources selected will meet the requirements for the degree, diploma, or certificate sought.

Supersedes Revision Adopted: March 13, 2002
A variety of considerations will be used when determining class size including best practices in teaching and learning, student success, budgetary factors, and staff and faculty availability.
A minimum of 12 credit hours per semester is required to be considered a full-time student in District credit programs.
College catalogs, Student Handbooks, and course schedules will present information necessary for students.
The ECC and MCC college publications may include but not limited to:

1. An overview of Iowa Valley Community College District, Ellsworth Community College, Marshalltown Community College, and Iowa Valley Continuing Education.

2. Student information pertaining to admissions and enrollment, registration, academic standards and records, financial information, and services and information for special populations.


4. Code of Student Conduct

5. Degree requirements and graduation information

6. Career and selected transfer curricula

7. Course descriptions

8. College personnel

9. Reference to our website.
ECC and MCC course schedules may include:

1. Registration information, tuition and fees, and general information and policies

2. A complete listing of courses offered, including course number, title, credit hours, days/dates/times the course is offered, location, and instructor name

Iowa Valley Continuing Education course schedules and brochures may include:

1. Courses titles, descriptions, course numbers, costs, dates/days/times courses meet, locations, instructor name(s) and other necessary information.

Supersedes Revision Adopted: June 11, 2008
March 13, 2002
The Board of Directors will contract faculty in accord with recommended requirements. Requirements will normally include those educational programs, courses and classes which fulfill student, state and legal needs and requirements, and reasonable professional standards.
Title: Class Organization for Bargaining Unit Employees

Faculty Teaching Load

The weighting of laboratory/lecture hours shall be at a 2:1 ratio for student credit. If these cannot be balanced, only one (1) lab hour may be in excess without adjusting either the number of contact hours (reduced) or semester hours (increased) required for the course. Exceptions may be permitted by the College Provost and Chancellor.

A teaching load will normally be 30 weighted hours per year, but load credit for coordination will be permitted taking into consideration the number of students being coordinated and the location of the on-the-job training. Lab hours figure at .75 lecture hours (instruction load). Hours may include evenings or Saturday classes.

Departments/divisions/institutes, as approved by the Chancellor, may have a reduction in teaching load for the department chairpersons or institute coordinators (up to the equivalent of one full-time instructor at each college).

A faculty member having less than a semester’s fifteen weighted hour teaching load will have it adjusted by:

A. an overload the following semester to equal a year’s minimum teaching load of 30 weighted hours;
B. an assignment such as research, approved by the Provost and Chancellor, which will benefit the college or area;
C. an assignment as an instructor of adult and continuing education at .75 weighted hours for 20 hours of teaching (assignment of adult and continuing education classes shall be made in consultation with and approved by the Vice Chancellor of Continuing Education and appropriate Provost; and
D. an assignment beyond normal contractual terms (example: instructor for summer school).

A faculty member having a teaching overload for the year will receive extra pay for the overload (see extra page policy).

Like sections should be combined to make as near a full total load in all sections as possible.
Every instructor will schedule a minimum of 5 office hours per week. Instructors are expected to spend a minimum of 35 total hours per week on campus. Office hours shall be posted on the office door.

Preparations should be kept to two or three whenever possible.

Load credit will not be given for extra duty assignments in which the employee is receiving extra duty pay.

Supersedes Revision Adopted: December 9, 1987
TITLE: Continuing Education and Training

Iowa Valley Continuing Education Program: Philosophy, Policies, and Procedures

The District:

- is committed to providing lifelong learning opportunities that encourage and assist in the self-improvement of the individual
- responds to the workforce training and retraining needs of business, industry and residents of the communities within IVCCD
- provides adult literacy and academic enhancement opportunities
- is committed to making continuing education courses accessible, convenient, and affordable throughout the district
- strives to respond to community issues by providing continuing education courses, programs, and services.

Supersedes Revision Adopted: March 12, 2009
March 13, 2002
December 9, 1987
TITLE: Continuing Education and Training

Iowa Valley Continuing Education Program: Philosophy, Policies, and Procedures

In accordance with the items outlined in the IVCCD Mission Statement and as specified in Chapter 260C.1 in the Code of Iowa and as allowed according to the Iowa Department of Education, IVCE offers courses, workshops, activities in the following categories:

- **Adult Literacy**
  - Examples: Adult Basic Education, English Literacy, Citizenship, General Educational Development
- **State or Federal Mandated**
  - Examples: Child/Dependent Adult Abuse Mandatory Reporting, Iowa Course for Drinking Driving, Coaching Authorization, Children in the Middle, Iowa Course for Driver Improvement, Motorcycle Rider Education, School Bus Driver, etc.
- **Enhance Employability/Academic Success**
- **Community and Public Policy**
  - Examples: Role of Economic and Political Factors in Public Decision Making, Policy Formation, Microeconomic Analysis, Leadership Classes, etc.
- **Family/Individual Development and Health**
  - Examples: Interpersonal Relationships, Parenting Education, Creative Retirement, Family Resource Management, Substance Abuse Prevention, Disease Management and Prevention
- **Leisure/Recreational**
  - Examples: Sports, Yoga, Weightlifting, Dance, Landscaping, Scrapbooking, Quilting, Gardening, Trips, etc.
TITLE: Continuing Education and Training

Tuition, Fees, and Cooperative Agreements

The District will establish procedures for determining tuition, fees and salaries for continuing education courses and cooperative agreements.
TITLE: Continuing Education and Training

Tuition, Fees, and Co-sponsored Activities

The following methods will be used as a guideline for establishing salaries, tuition and fees:

Methods of Payment for Instruction

1. Employee Rate – CE part-time Instructors

   The instructional salary range is $15-$50 per hour or paid on a per student basis at the discretion of the Program Administrator. Individual instructor salary will be reviewed annually for pay adjustments. This is the responsibility of the Program Administrator. MCC/ECC Faculty and/or staff may be paid $25-$50 per hour of instruction. Payment in this category is initiated by the Course Information Teacher Agreement form or by time sheet. Exceptions are approved by the Vice Chancellor and covered in course costs.

2. Contracted Instructor Rate

   The instructor rate is negotiated and is paid based on a total flat fee, a per hour fee, or per person fee. The Professional Services Agreement is used in these cases, with a social security number or tax ID number. A requisition initiates payment.
Methods of Calculating Course Income

1. A cost analysis is completed for each offering with the goal of tuition income meeting a minimum of 50% over the cost of instruction.

2. Tuition is figured on the instructor salary and recorded in the student accounting system as tuition. Fees will be figured on all other costs for the course, such as tests, materials equipment, food, computer fees, instructor travel, room rent, promotion, other and will be recorded in the fee category in EX.

3. Volunteer teachers, co-sponsored classes, off-site classes, and classes with no direct costs may be figured on a case by case basis in agreement with co-sponsoring agency.

4. Fees such as texts, materials, equipment, food, instructor travel, room rent, computer maintenance and others will at a minimum, cover the direct cost of additional items/services and will be added to course cost.

5. All other fees will be determined by IVCE professional staff and approved by the Vice Chancellor of Continuing Education & Training.

6. Any exceptions or variance from this guideline must be approved by Vice Chancellor, Continuing Education & Training.

Supersedes Revision Adopted: November 9, 2011
November 8, 2000
October 13, 1998
July 1, 1995
December 8, 1994
June 9, 1993
November 30, 1990
The District encourages courses being available to students with a credit or non-credit option.

Supersedes Revision Adopted: March 13, 2002
The following procedures will allow for continuing education courses to be offered with a credit option:

- Where a credit option is available and desired by the student, continuing education staff will work with the academic administrator to coordinate this benefit.
- Courses with either option will be entered into the student accounting system for credit or the student accounting system for continuing education, depending upon whether the student wants credit or Continuing Education Units.
- The tuition, fee and enrollment classification will follow the option selected by the student.
- Instructor salary will follow either the continuing education salary guidelines or the credit salary guidelines and will be agreed to by the continuing education coordinator and the Chief Academic Officer.

Supersedes Revision Adopted: February 13, 2013
March 12, 2008
March 13, 2002
TITLE: Educational Programs and Academic Policies

The Board will be informed of the implementation and termination of any and all educational programs.

Educational programs will be reviewed in accordance with the Code of Iowa and national accrediting criteria as applicable. General education and other curricula will be reviewed and updated as needed.

Supersedes Revision Adopted: March 13, 2002
Student Progress

Grading System

There will be systems of evaluation for the assessment of student learning in the District.

The District recognizes the need:

• for consistency and fairness in the evaluation of student performance

• to maintain public confidence in the academic integrity of the District

Supersedes Revision Adopted: December 9, 1987
TITLE: Student Progress

Grade Reports

A grade report is available to students following the end of an academic term.

Midterm grades are available to students to provide notification of academic progress.
TITLE: Related Considerations

College Affiliated Trips

All curricular and co-curricular college-affiliated trips must be approved by the appropriate unit head or designee.

It is the responsibility of the sponsoring faculty or staff member to insure that all reasonable precautions are taken for the safety of students and staff.

Adequate supervision by authorized personnel will be maintained.

The sponsoring staff member will be responsible for arranging all trip details.

Students will be permitted to make up work missed in the classes from which they are absent when participating in a college-sponsored trip.
Related Considerations

Graduation Requirements

Appropriate college personnel will approve graduation requirements for each of the curricula offered at Iowa Valley Community College District. Bulletins shall be published to outline and explain in detail the requirements for the various degrees, certificates, diplomas, and any grade point average required.

An Associate in Applied Science degree shall be awarded to all students who successfully complete a two-year vocational or technical curriculum.

Other Associate Degrees signifying graduation from Iowa Valley Community College District at either college shall be awarded to all students who successfully complete minimum requirements in an approved college transfer program.

A Certificate of Completion or other appropriate award shall be given to those students who have successfully completed less than two years of a vocational or technical curriculum.

An adult high school diploma shall be awarded to students who successfully complete the high school credit course requirements for the diploma. The high school equivalency diploma is awarded by the State of Iowa after the individual has successfully completed the High School Equivalency Diploma test administered by Iowa Valley Community College District.

Supersedes Revision Adopted: August 13, 2008
December 9, 1987
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Revised: March 12, 2014

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The Board of Directors recognizes that its primary purpose is to provide the best education possible under the laws of the state of Iowa and within the limits of the established curriculum and financial ability of the Iowa Valley Community College District. The Board of Directors also recognizes its responsibility to its citizenry for the efficient use of public funds. It shall, therefore, be the duty of the Board of Directors to approve policies for the most effective use of public funds and for reporting to the public.
Planning the Budget

The planning of the budget document shall be a continuous process and shall involve
long-term thought, study, and deliberation by the Board of Directors, the administrative staff, the
faculty, and the citizens of Iowa Valley Community College District.

The planning shall include the following three phases:

1. The educational program and its budget requirements.
2. The estimated income.
3. The estimated expenditures.
The preparation of the formal budget document shall be the responsibility of the Chancellor. The Chancellor shall present to the Board of Directors at the proper time a preliminary budget projection of the financial needs of the District for the ensuing fiscal year. A complete budget shall be prepared by the Chancellor and presented to the Board of Directors at a regular or special meeting.
Budget Requirements

The budget document must include the following estimates:

1. The amount of income 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 each and every fund and for each and every purpose during the ensuring fiscal year.
4. A comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the two preceding years.
5. The estimates required, 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.
6. In each year beginning FY92, the ending operating fund balance shall increase by at least $100,000 until it reaches $500,000 by the end of FY96 or before.
7. Thereafter, such fund balance shall increase by $100,000 each year until such balance reaches 1/12 of the total operating budget.
8. Once the fund balance reaches 1/12 of the total operating budget for a year just ended, the amount of the vacation payable account (per FASB 43) in that or any subsequent year, may be allocated in the next fiscal year’s budget for non-recurring expenditures. This option may be exercised only to the extent wherein the board is assured that employees who may terminate (voluntarily or involuntarily) their positions, are not to be replaced until any and all of the departing employee’s accrued vacation time has expired.

The budget document shall also contain a brief explanatory section to identify those program changes for the ensuing year which are responsible for expenditures changes.

Supersedes Revision Adopted: September 13, 1995
March 13, 1991
TITLE: Budget

Board Designated Fund (Fund VIII)

After the operating Fund I balance has reached $500,000, each subsequent yearly increase of $100,000 may be applied by transfer from the Board Designated Fund (Fund VIII), such fund having been established by an amount equal to the annual facilities levy as stipulated in the Board resolution passed and signed on 5/11/95.
The Board of Directors shall adopt for publication an approved budget for the ensuing fiscal year. This approved budget shall be filed with the Secretary of the Board at least twenty (20) days prior to March 14 of each year.

The Board of Directors shall cause this approved budget to be published in one or more newspapers of general circulation in its District 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. A notice of the public hearing shall be published at least ten days prior to such hearing.

The verified proof of the publication of such notice, together with the certified budget, shall be filed in the office of the County Auditor and preserved by him. No levy shall be valid unless and until such notice is published and filed.
The Board of Directors shall, after the public hearing, adopt the final budget for the next fiscal year and shall certify the same to the levying board.

Appropriate copies of the final budget shall be certified by the Chairman of the Board of Directors to the controlling County Auditor not later than the date specified by law.

Should there be good reason to amend the approved budget publications, review and filing with the controlling County Auditor must be completed by May 31.
The Budget as a Spending Plan

The final certified budget shall be considered the authority for all expenditures to be made during the fiscal year.

Any expenditure to be made that exceeds the final certified budget shall be made only in accordance with procedures specified in the Code of Iowa. These procedures permit the expenditure of unrestricted cash balances of the preceding fiscal year and the expenditure of unanticipated income from sources other than taxation during a fiscal year by amending the budget. The Board of Directors, upon approving an amended budget, shall file and publish the same and give notice of a public hearing within twenty (20) days after approving an amended budget.
The Board of Directors of the Iowa Valley Community College District adopts the
Iowa Community College Accounting Manual, Iowa Department of Education, as its system for
financial accounting.

Legal Reference: Iowa Code 2013, Chapter 260C.5(9)
TITLE: **Budget**

**Transfer of Inactive Funds**

When the necessity for maintaining any funds has ceased to exist, and a balance remains in said funds, the Board of Directors, at its first regular meeting after the close of the fiscal year, shall so declare by resolution and upon such declaration shall transfer said balance to the fund or funds the Board designates.
The Board of Directors shall establish and charge tuition for instruction, and fees for
other costs and auditing policies, in accordance with the rules adopted by the State Board.

A refund guideline will be established and used uniformly for all programs offered in the
Iowa Valley Community College District.
TITLE: Income

Tuition, Fees, Auditing, and Refunds

Tuition
1. Tuition for residents of Iowa shall not exceed the lowest tuition rate charged for a resident student by an institution of higher education under the State Board of Regents.

2. Tuition for non-residents of Iowa shall not be less than one hundred one (101) percent and not more than two hundred (200) percent of the tuition for residents of Iowa.

3. Tuition for resident and non-resident students may be increased above current rates with the approval of the Board of Directors.

4. A lower or different tuition for non-residents may be permitted under a reciprocal tuition agreement between an Iowa community college and an educational institution in another state, if the State Board of Education approves the agreement.

5. Tuition is payable in advance and is due in full the first day of classes for the academic term. The only exception will be for those students who have enrolled in the IVCCD Payment Plan.

6. Tuition for the academic year will be $153.00 per credit hour for residents. The tuition rate for non-residents at MCC will be $163.00 per credit hour and at ECC non-residents will be $185.00 per credit hour.

7. Students age 25 or older that have not attended either MCC or ECC over the past five years may take up to three credits tuition free. Books and fees are the responsibility of the student.

Auditing
The following Iowa Valley Community College District policy is intended to apply to all students who wish to audit college credit courses:

1. Admissions - Open enrollment will be practiced on a space available basis. A student file will be maintained and records will show courses enrolled.
2. Tuition for the academic year will be $153.00 per credit hour for residents. The tuition rate for non-residents at MCC will be $163.00 per credit hour and at ECC non-residents will be $185.00 per credit hour.

3. Fees - Full materials & technology fee and student fee will be charged.

4. Grades - Audited courses will be ungraded. Student compliance with assignments and tests are at the discretion of the instructor.

5. College Credit - Audited courses may be converted to credit by successful completion of all required assignments and examinations for credit. Conversion from audit to credit will be at the option of the college, but no conversion can be made after course completion.

**Material & Technology Fee**
All students will be assessed $17.00 per credit hour enrolled, without a cap.

**Distance Learning Fee**
Credit students enrolling in a distance education course, such as an internet course, will be assessed $13.00 per credit hour enrolled, without a cap.

**Student Fee - Fall, Spring & Summer**
The student senates at ECC, MCC and Grinnell determine fees annually. Credit students will be assessed $7.00 per credit hour enrolled, without a cap.

**Facility Fee – Fall, Spring & Summer**
All students will be assessed a $2.00 per credit hour enrolled, without a cap.

**Other Fees**
An additional fee shall be assessed for the following:

<table>
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<tr>
<td>Industry Certification Fee</td>
<td>$100.00</td>
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<td>Ag Machinery Safety Fee</td>
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<td>Applied Music Fee (Private Instructor Fee)</td>
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<td>Auto Tech Consumables Fee</td>
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<tr>
<td>High School Equipment Art Studio Pottery Fee</td>
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<td>Art Studio Course Fee – Computer Art</td>
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<td>Art Studio Course Fee – Sculpture/Ceramic</td>
<td>$60.00</td>
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<td>Associate Degree Nursing Clinical Course Fee</td>
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<td>Commercial Driver’s License Course Fee (DSL837)</td>
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<td>Construction Lab Course Fee</td>
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<td>Fee Description</td>
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<td>Credit by Exam Testing Fee</td>
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<td>Culinary Lab Fee (HCM154)</td>
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<tr>
<td>Dental Assisting Radiography Fee (DEA312, DEA402, DEA503, DEA321, DEA428)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Dental Assisting Materials course fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Digital Imaging Course Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>EMS First Responder Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Equine Lab Course Fee (AGE 210, AGE 272)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Equine Lab Course Fee (AGE 220, 225, 226, 227, 235, 236, 237, 245, 929)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Equine Lab Course Fee (AGE 145, 175, 215)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Fire Arms Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Fire Science Fee (Burn Tower)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire Science Fee (Station/Equipment Usage)</td>
<td>$50.00</td>
</tr>
<tr>
<td>First Aid/CPR Card Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fundamentals of Electricity Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Gunsmith 1911 Project Fee (GUS292)</td>
<td>$400.00</td>
</tr>
<tr>
<td>Gunsmith Tech Kit Fee</td>
<td>$375.00</td>
</tr>
<tr>
<td>Gunsmith Bench Metal II Materials Fee</td>
<td>$375.00</td>
</tr>
<tr>
<td>Health Occupations Preparation Course Fee</td>
<td>$70.00</td>
</tr>
<tr>
<td>HSC172 Certified Nurse Aide (Non-refundable)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Livestock Evaluation Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medical Assisting Lab Course Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>MOUS Certification Testing Fee</td>
<td>$65.00</td>
</tr>
<tr>
<td>Nursing – ADN ATI CARP Testing Fee</td>
<td>$477.00</td>
</tr>
<tr>
<td>Nursing – LPN ATI CARP Testing Fee</td>
<td>$459.00</td>
</tr>
<tr>
<td>Nursing ATI Skill Module Fee</td>
<td>$80.00</td>
</tr>
<tr>
<td>Nursing Clinical Make-up Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>Nursing Simulation Lab Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>OSHA card fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Payment Plan Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Photo ID Replacement Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Practical Nursing Clinical Course Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Biology/Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Microbiology Lab Fee</td>
<td>$70.00</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I and II Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>General Science Course Lab Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Special Request Fee (e.g. Fax, Immediate Response, etc.)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Soccer Certification Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>Transcript</td>
<td>$5.00</td>
</tr>
<tr>
<td>Utility Technician Lab Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Advanced Welding GMAW (WEL187) certification fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Flux Cored Arc Welding (WEL221) certification fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Advanced SMAW Welding II (WEL172) Certification Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>General Welding Course Materials Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
COMPASS Test Fee:

1. The first administration of the COMPASS will be provided free to any college, high school, or GED student that has completed an MCC application and/or will be registering for an IVCCD course in the following semester or high school term.

2. High Schools that request a testing of their students’ participation in IVCCD’s Group COMPASS Testing Program will be charged an annual fee based on the size of the testing group as indicated on the chart below. For their participation, the schools will receive: (1) each student’s individual scores; (2) a cumulative report of their students’ performance; and (3) a Placement Report indicating which college-level or college preparatory courses the students would start with based on the COMPASS scores, as well as the cost of the preparatory courses.

NOTE: When the college asks a school to test en masse, there will be no charge. All future testing sessions will fall under the annual fee structure.

<table>
<thead>
<tr>
<th>High School Total Test group</th>
<th>Group COMPASS Testing Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-24</td>
<td>$50</td>
</tr>
<tr>
<td>25-49</td>
<td>$90</td>
</tr>
<tr>
<td>50-75</td>
<td>$125</td>
</tr>
<tr>
<td>76-100</td>
<td>$155</td>
</tr>
<tr>
<td>101-125</td>
<td>$180</td>
</tr>
<tr>
<td>126-150</td>
<td>$200</td>
</tr>
<tr>
<td>151-175</td>
<td>$220</td>
</tr>
<tr>
<td>176-200</td>
<td>$230</td>
</tr>
<tr>
<td>201-225</td>
<td>$240</td>
</tr>
<tr>
<td>226-250</td>
<td>$250</td>
</tr>
</tbody>
</table>

3. All students requesting that their scores be transferred to another institution will be charged $10.00 for that service.

4. All retests are $5.00 per section (i.e. $15 for an entire test).

5. “Challenge Tests” are $5.00 per test. Challenge Tests” are no charge when requested by the college or when taken by a student for the first time. When requested by a student (2nd time or more), they are $5.00 per test.

6. CLEP Tests fees are $15.00 per credit hour earned, plus an additional College Board CLEP fee (currently $77).

Refunds

Refunds will be made according to one of the two following schedules.

1. Institutional Refund Policy
2. Federal Financial Aid Refund Policy

Refunds of federal student financial aid will be made according to the guidelines set by the Federal Department of Education and can be made effective prior to board approval if the required compliance date precedes board action.
All refund schedules are based upon the percentage of the enrollment period at which the student withdraws from college or drops a class. The percentage of enrollment period will be calculated using the start and end dates of a specific class and will calculate the percent of time elapsed using calendar days.

1. **INSTITUTIONAL REFUND POLICY - (Non-Financial Aid Students)**

   **Fees** - Fees are not refundable after the first week of classes for a regular semester unless the college cancels classes, or an error in registration occurs. Fee refunds for summer, special sessions or condensed sessions will be prorated accordingly.

   **Tuition** - Students who find it necessary to drop a class or withdraw from college and complete the necessary withdrawal forms shall be entitled to a refund of tuition according to the following schedule:

<table>
<thead>
<tr>
<th>Percent of Enrollment Period</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 6 %</td>
<td>100%</td>
</tr>
<tr>
<td>6.01 - 12%</td>
<td>50%</td>
</tr>
<tr>
<td>Over 12 %</td>
<td>0%</td>
</tr>
</tbody>
</table>

   Refunds are based upon the date of “official withdrawal” from classes, not upon the last date of class attendance. Withdrawal from college cancels registration in all classes. There is no credit given for partial work. A withdrawal is not “official” until all financial obligations have been met.

   Upon request from the student, IVCCD will credit to his/her account, or refund, all tuition and fees if the student is called into the U.S. military service.

   There shall be no refunds for Continuing Education classes after the first session.

2. **FEDERAL FINANCIAL AID REFUND POLICY - COMPLETE WITHDRAWAL**

   (According to Federal Guidelines)

   A complete withdrawal is defined as dropping all classes and having no credits earned for the semester. A student receiving federal financial aid, who officially withdraws from all classes up to the 60% point in the term, may be entitled to a refund. A student’s withdrawal date will be determined from the earlier of (1) completing and turning in a withdrawal form to the registrar’s office and/or (2) notification by phone to the registrar. The student will earn aid based on the number of calendar days attended which is calculated from the beginning of the semester until the official withdrawal occurs (any breaks of five days or more will be taken out of the calculation).

   Once the percentage of aid earned is calculated, any “unearned” financial aid will be returned to the U.S. Department of Education. If a student’s charges exceed the earned portion of financial aid, a refund of the unearned percentage will be applied to institutional charges (except books) to match the “unearned” financial aid. All institutional charges, except for books, will be lowered by this same percentage. Books
must be returned to the college for charges to be lowered in the same manner as the other institutional charges. If books are not returned to the college at the time of withdrawal, students will be assessed the “unearned” portion and required to pay the remainder.

Students that cease attending classes prior to the 60% point without officially withdrawing will have their financial aid adjusted. Any “unearned” financial aid will be returned to the US Department of Education creating a balance owed by the student to the institution. Institutional charges will not be refunded for unofficial withdrawals.

Refunds for partial reduction in hours will be calculated using the institutional refund policy. (Policy #1)

Supersedes Revision Adopted:  
June 11, 2014  
May 14, 2014  
November 13, 2013  
July 10, 2013  
May 8, 2013  
January 9, 2013  
July 11, 2012  
June 13, 2012  
August 10, 2011  
June 8, 2011  
October 13, 2010  
June 9, 2010  
May 12, 2010  
December 16, 2009  
July 8, 2009  
June 10, 2009  
April 8, 2009  
July 9, 2008  
June 11, 2008  
February 13, 2008  
January 9, 2008  
October 10, 2007  
June 13, 2007  
May 9, 2007  
June 14, 2006  
June 8, 2005  
August 11, 2004  
January 14, 2004  
June 12, 2002  
October 10, 2001  
June 13, 2001  
January 10, 2001  
November 8, 2000  
November 8, 1999
October 13, 1999
November 11, 1998
February 11, 1998
November 12, 1997
May 8, 1996
April 10, 1996
June 14, 1995
July 12, 1994
June 9, 1993
TITLE: Income

Foundation Scholarship Agreements

The board of directors of Iowa Valley Community College District shall accept student scholarship grants in payment of tuition, fees and other student charges and shall encourage Ellsworth Community College Foundation, the Ellsworth Community College Board of Trustees, and the Marshalltown Community College Foundation and other similar organizations to provide Iowa Valley Community College District students with such scholarship grants.

The names of students and the related scholarship amounts are to be submitted to the Chief Financial Officer or designee by the Provost or designee wherein the students are enrolled following the completed registration period of each academic term. If the scholarship grant does not cover all charges, the recipient remains obligated for payment of any balance of any tuition or other amount due.

All scholarship monies representing scholarships granted to IVCCD students shall be paid to IVCCD by the last day of the month in which the end of the refund period occurs during the fall, spring and final summer session according to the guideline of board policy 710.
The Board of Directors of IVCCD requires payment in full by the end of the first day of class for a specific term. For those students whose financial aid has been delayed or whose financial condition warrants installment payments, the Board shall permit tuition and fee payment via a payment plan for which procedures are outlined in the administrative guidelines. The Board shall, however, retain authority to review student accounts on such payment plans and have authority to require payment in full if a student becomes delinquent at any time.
GUIDELINE FOR BOARD POLICY 711.1

REVISION ADOPTED: July 10, 1996

DATE: May 9, 1984

TITLE: Income

Tuition & Fee Payment

Guidelines/General Provisions:

1. A student’s registration will be considered complete upon payment in full of tuition and fees.

2. Payment in full can be made according to a payment plan set up between the student and IVCCD.

3. All students who have an unpaid balance at the end of the first day of a specific term will automatically enter into agreement to follow the responsibilities of paying under the IVCCD payment plan.

4. By enrolling and signing the student registration form of Iowa Valley Community College District (Ellsworth Community College and Marshalltown Community College), a student therein promises to pay the District the amount unpaid/financed with interest accruing. The student also agrees and promises to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

5. Interest shall accrue on any late payment from the beginning of the repayment period and shall be at the annual percentage rate of eight percent (8%) on the unpaid balance.

6. This payment plan will have a $25.00 administrative fee to cover costs of collecting these unpaid balances. This fee will automatically be added to a student’s bill if, at the end of the first day of class for a specific term, the student’s bill has any unpaid charges.

7. A late charge may be assessed if a payment due has not been received one calendar day after the date it is due. The charge will not exceed $10.00 and may be waived by the Dean of the College if exceptional circumstances are shown.

8. IVCCD may, at its option, declare any unpaid balances to be in default and may demand immediate payment of the entire unpaid balance of the payment plan, including charges, interest, late charges, and collection costs, if the student does not make a scheduled payment when due under the payment plan/repayment schedule established by IVCCD.
9. Students having past due accounts at the end of any payment period may be immediately suspended from college. Reinstatement to college in a subsequent session shall be made only by application to the Dean of the College.

10. No student can complete an official withdrawal from college until the student’s financial account is settled.

11. Students on an IVCCD payment plan will be billed monthly with installment due amounts specified on the bill. Students will be responsible for making payments on time.

12. Those students receiving late financial aid awards must pay when financial aid is received. At the discretion of the Dean of the College, interest and fees may be waived for such students receiving late financial aid.

13. Students with delinquent student accounts will not be permitted to add or drop class(es) until their account is made current and all payments are received.

14. Students may, based on exceptional circumstances approved by the Dean of the College, enter into a payment plan with payments due other than monthly. This plan must be agreed to by both student and the College. However, a student must request such an agreement in writing and receive approval from the Dean of the College prior to being accepted into such a plan. Conditions of these varying plans will be subject to all of the conditions and responsibilities listed in the above guidelines.
TITLE: Income

Tuition and Fee Payment - Iowa Valley Continuing Education

The Board shall permit institutional loans on a short term basis under exceptional circumstances for those students whose financial condition warrants installment payments. However, the board of Directors of IVCCD shall, from time to time, review those exceptions and the procedures which shall become Administrative Guidelines.
GUIDELINE FOR BOARD POLICY 711.2

REVISION ADOPTED: July 10, 1996

DATE: May 9, 1984

TITLE: Income

Tuition & Fee Payment By Promissory Note

Guidelines/General Provisions:

1. Proper procedure will allow a student to complete registration for the class after full payment of tuition and fees, or upon completion of a promissory note for such charges.

2. The Dean of the College will be responsible for determining what constitutes "exceptional circumstances" to allow tuition and fees to be paid by a promissory note.

3. Students who have any outstanding debt to the District can only be registered if exceptional circumstances are approved by the Dean and upon completion of a promissory note.

4. Loan applications must be completed prior to the start of classes.

5. A payment schedule will be given to the students at the time the loan documents are signed. The students will be responsible for making payments on time.

6. At the discretion of the Dean of the College, the following may be assessed to a previously delinquent student who wishes to return to IVCCD and signs a promissory note:

   $20.00 loan processing fee
   Interest accruing at the rate of 8% per annum on the unpaid balance
   $10.00 late charge if a payment due has not been received within 10 calendar days after the date it is due

7. By signing the promissory note, a student therein promises to pay the District the amount unpaid/financed. The student also agrees and promises to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

8. IVCCD may, at its option, declare any unpaid balances to be in default and may demand immediate payment of the entire unpaid balance of the promissory note, including charges, interest, late charges, and collection costs, if the student does not make a scheduled payment when due under the promissory note signed by the student.

Supersedes Revision Adopted: May 9, 1984
August 11, 1993
TITLE: Income

Bookstore Policy

A bookstore may be operated at Ellsworth Community College and Marshalltown Community College as a service to students, under the supervision of the Provost of the College. Revenue from any sale of books and supplies is to be sufficient to cover direct costs of personnel, equipment and supplies used in the operation. Any surplus income must be used for the benefit of the student body.

The bookstore manager will exercise good business practices. The manager will work in conjunction with the district business office, which will supervise and control the bookstore business operations.

Services of the bookstore may include, but are not limited to, the following:

1. Sell or rent textbooks.
2. Sell equipment or supplies for special subjects.
3. Sell the usual expendable supplies associated with the educational process.
4. Sell course outlines and study guides produced on campus.
5. Provide special short-term sales and services approved by the Provost of the College.
TITLE: Income

Rental of Property and Equipment

The Chancellor shall set up the necessary regulations governing the use of District buildings and/or equipment by any group or individual who are outside District policies contained herein. These regulations shall be consistent with the laws of the State of Iowa and the policies of the board of directors of Iowa Valley Community College District, and shall be available to outside groups or individual on request. The District reserves the right to not rent property or equipment to any outside group or individual.

Supersedes Revision Adopted: January 11, 1995
December 9, 1987
GUIDELINE FOR BOARD POLICY 713 A

REVISION ADOPTED: January 10, 1995

DATE: March 9, 1982

TITLE: Income

Use of Iowa Valley Community College District Facilities

1. Iowa Valley Community College District buildings and grounds can be used to meet the general educational, cultural, and recreational needs of the community. Facilities will be made available to groups whenever such use does not interfere with the instructional program and complements the educational and community service mission of the District. IVCCD reserves the right to regulate the length of time in advance that scheduling will be done for outside groups.

2. Arrangements for use of District facilities by groups or individuals not affiliated with IVCCD will be made through the office of the dean or director responsible for the District facilities.

3. Organizations or individuals not affiliated with the District that require rehearsals in an auditorium or comparable space, may reserve for a maximum of two weeks. Additional advance preparation time may be arranged by the week on an open-schedule basis. There will be a charge of $50.00 for each day's performance (operational costs). Custodial or energy use charges are additional. (See fee schedule for additional rental costs)

4. The operation of any District system (such as lighting) is restricted solely to those technicians authorized by the college during the academic year. Accordingly, any special lighting systems capability may not normally be available during the summer months or when classes are not in session.

5. Groups other than IVCCD components that use the facility are: non-profit and/or community service organizations, other educational entities, private groups, organizations, or individuals.

6. Groups or individuals must seek permission to co-sponsor events and will follow co-sponsorship guidelines. Facilities are available without charge for activities that are co-sponsored by the district.

7. Non-profit/community service groups, other educational organizations, and private organizations may be charged according to the attached schedule. (see fee schedule)

8. In cases where custodial overtime is needed, fees will be established by IVCCD’s contracted custodial/maintenance service and must be taken into consideration when rental charges are set.
9. Use of IVCCD’s contracted food service is encouraged.

10. All concessions in the facilities or on the grounds of the IVCCD will be operated by IVCCD. Organizations wishing to use this service or to be an exception to the above must have the permission of the appropriate dean or director.

11. Groups will be required to pay for damages and abuse or theft of facilities and equipment.

12. IVCCD will not be responsible for the loss or damage of any equipment, clothing, materials, etc. brought on district premises by organizations or individuals using its facilities.

13. IVCCD will not be liable for any unauthorized activities of organizations or individuals using its facilities.

14. IVCCD reserves the right to refuse use by organizations whose programs compete with those of IVCCD.

15. Evidence of insurance coverage may be required.

16. The IVCCD approving official reserves the right to review promotional material. A statement which would disclaim any IVCCD support of, or affiliation with, the user organization may be required.

17. IVCCD understands its responsibilities under the ADA and will make reasonable accommodations for persons making such a request.

18. Educational Equity Compliance:
   The group using the facility will be willing to cooperate in every way in making arrangements for learning situations for the student that will contribute to her/his growth and development and will accept the enrolled students without discrimination as to race, color, religion, sex, national origin, age, marital status, or disability.

**Non-Profit Community Organizations**
(Organizations that are non-profit; community service clubs or groups, or governmental agencies - examples: United Way, AAUW, Youth Sports, 4-H, Service Clubs, Chamber of Commerce, etc.)

A. If no special needs no charge
B. For special needs $0 - $100
C. If the organization is charging a fee of participants, the room fee schedule may apply
Educational Organizations
(Tax supported institutions such as public school district, AEA, Universities, Department of Education Board of Regents, etc.)

A. If no special needs no charge
B. For special needs $0 - $100
C. For conferences/conventions $100 minimum
D. If the organization is charging a fee of participants, the room fee schedule may apply

Private Organizations
(For profit groups or businesses, private individuals, churches, etc.)

A. Fee schedule applies and additional charges may be assessed:
   1. For special set ups and/or special needs $50 - $200
   2. Conference/conventions $200 minimum
   3. AV equipment (if beyond what is normally in the room - see schedule)

NOTE:

1. The above rates may be negotiated.
2. In all cases, any rental expense from other vendors incurred by IVCCD will be billed directly to the organization. Custodial overtime for weekend and extra help will be billed directly.
3. Flat rates may be negotiated for series.
4. Rates may vary according to special considerations.
### Fee Schedule *

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Half-day</th>
<th>Full-day</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Rooms</td>
<td>8 - 16</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Small Classrooms</td>
<td>17 – 24</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Large Classrooms</td>
<td>30 - 100</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>200 - 350</td>
<td>$50.00</td>
<td>$100.00$150.00</td>
</tr>
<tr>
<td>Conference Center (lecture hall 3 small classrooms &amp; 4 large classrooms)</td>
<td></td>
<td>$100.00$200.00$500.00</td>
<td></td>
</tr>
<tr>
<td>District Board Room</td>
<td>20 - 60</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Portes Lecture Hall</td>
<td>40 - 150</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Hamilton Auditorium</td>
<td>406</td>
<td>$50.00</td>
<td>$100.00$150.00</td>
</tr>
<tr>
<td>Student Union</td>
<td>200 - 350</td>
<td>$50.00/hour</td>
<td></td>
</tr>
<tr>
<td>Grounds, parking, outside facilities</td>
<td></td>
<td>$50.00</td>
<td>$100.00$150.00</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>500 - 600</td>
<td>$25.00/hr. gym floor only</td>
<td>$35.00/hr with tarp</td>
</tr>
<tr>
<td>Volleyball set-up</td>
<td></td>
<td>$5.00/court</td>
<td></td>
</tr>
<tr>
<td>30 second clock</td>
<td></td>
<td>$5.00/use</td>
<td></td>
</tr>
<tr>
<td>Scoreboard</td>
<td></td>
<td>$5.00/use</td>
<td></td>
</tr>
</tbody>
</table>

Concession stand is available for use by groups and will only be operated by IVCCD.

**Note:** weekend rates apply to activities occurring from 4:00 pm Friday through Sunday.

The nature of activity and special needs will affect fees - see next page

All charges are at IVCCD’s discretion.

* This schedule applies to standard room set up.
Facilities Request

Iowa Valley Community College District
Ellsworth Community College • Marshalltown Community College
Iowa Valley Continuing Education
3702 South Center Street • Marshalltown, IA 50156
Phone: (641) 752-6443 • Fax: (641) 752-5698

Title / Nature of Program

Start

Date Requested

Day

Month

Date

Time

am/pm

End

Time

am/pm

Room (s)

Date Filed

Additional Dates

Have set-up no later than

am/pm on (Date)

Doors to open:

am/pm on (Time)

Program / Event Needs:

Audio/Visual

Yes (please specify all rooms are equipped with TV/VCR, overhead)

No

Catering

Yes (please specify)

No

Room Set-Up

Seating Capacity

Set-up Comments

Room Rental

136901-30-453-0

Kitchen

136901-30-453-0

Custodial

136350-30-450-0

Service Charge

136901-30-453-0

Equipment

136901-30-453-1

Other

136901-30-450-0

Catering

136350-30-450-0

Total:

$______

Charges will be assessed for damages, abuse, or theft of college property. There may be a charge for changes less than 3 business days before the event.

This agreement is to be honored by both parties in accordance with the policies and procedures for Iowa Valley Community College District and other applicable policies of the Board of Directors, Iowa Valley Community College District.

Customer's Name

Phone #

Organization

Fax #

Address

Street

City

State

Zip

E-Mail

Special Comments

Co-sponsorship/Partnering - Customer agrees to provide list of participants with addresses & phone plus a course outline, purpose & presenter bio.

Proof of insurance required

Yes (Please attach if yes) No

Signature

Date

Please bill:
GUIDELINE FOR BOARD POLICY 713 B

REVISION ADOPTED: January 10, 1995

DATE: May 6, 1994

TITLE: Use of Iowa Valley Community College District Facilities

Religious Groups

Iowa Valley Community College District actively encourages public use of its facilities. Facilities of the Iowa Valley Community College District are available for use by non-college individuals and organizations, if the following guidelines are followed and if the desired facilities are available on the date(s) and at the time(s) requested. In all instances college-related needs and uses must be served first.

1. The event(s) must be open to the public.

2. The event(s) should be in keeping with the overall educational objectives of Iowa Valley Community College District.

3. Use of district premises by religious organizations is permitted with the following restrictions:

   A. Use of the district premises by religious organizations may be granted by the administration pursuant to written application by such organizations setting forth in detail the date and time requested for such use, the amount of time required for any particular use and the intended program or nature of the use.

   B. Use by religious organizations on a regularly scheduled basis, so that in effect a part of the district property becomes appropriated to the use of such organization, will not be permitted.

   C. Use by any religious organization will be restricted as to the number of times such use is allowed

   D. Use by churches for their regular activities and services is permissible provided (a) no activity of a proselytizing nature will be permitted outside of the specific space reserved for use by such church, and (b) only churches or other religious organizations who have their own buildings for their activities within the geographical area of the district but whose facilities may be inadequate for special occasions or whose facilities have been rendered
temporarily untenantable or who may not presently have their own facilities, but who intend to obtain such facilities within the reasonably near future, may be permitted such use.

E. In all cases, the Board, or the President, in the exercise of a reasonable discretion, and having in mind the primacy of the educational mission of the district and of the “Establishment Clause” of the U.S. Constitution, may deny such use.

Interim Guideline Adopted: May 31, 1978
GUIDELINE FOR BOARD POLICY 713 C

REVISION ADOPTED: January 10, 1995

DATE: January 24, 1989

TITLE: Income

AV Equipment Rental Guidelines

General Rental Procedures:
1. Equipment should be reserved in advance; five working days prior to the event.
2. Equipment rental fees may be assessed to individuals, businesses or organizations whose functions on campus are charged a room rental fee.
3. Equipment may be loaned to individuals, businesses or organizations for off campus use.
4. No fees will be assessed District staff who borrow equipment for off-campus, but District-related, use.
5. The borrower accepts full responsibility for the equipment and agrees to reimburse the district in full for replacement of damaged, lost or stolen equipment.
6. Each borrower will be required to sign a form identifying the equipment, stating responsibility and an agreed upon use time.
7. All equipment will be loaned with necessary accessories, i.e. spare projector lamp, take-up reel, etc.
8. All deposits and rental fees if required, are payable before checking out AV equipment for off-campus use.
9. Upon return of equipment, off-campus borrowers may receive a receipt acknowledging the return.
10. IVCCD reserves the right to reject any and all requests for use of equipment.

Rental Fees:
1. Equipment rental fees are based on a per day/24 hour rate; weekend rentals will be charged a two day rate.
2. To insure prompt return of equipment loaned off-campus, a deposit fee of $10 may be required, in addition to the rental fee. The deposit may be forfeited on late returns or damaged equipment.
3. Deposit and rental fees will be refunded in total if equipment malfunctions.
4. Fee and policies are subject to change without prior notice.

Equipment Rental Charges

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 mm projector</td>
<td>$10.00</td>
</tr>
<tr>
<td>Opaque projector</td>
<td>$10.00</td>
</tr>
<tr>
<td>Overhead projector</td>
<td>$10.00</td>
</tr>
<tr>
<td>Slide projector</td>
<td>$10-15.00</td>
</tr>
<tr>
<td>Dukane projector</td>
<td>$10.00</td>
</tr>
<tr>
<td>Video presentation units</td>
<td>$20.00</td>
</tr>
<tr>
<td>Piano</td>
<td>$25.00</td>
</tr>
<tr>
<td>Flimstrip projector</td>
<td>$5.00</td>
</tr>
<tr>
<td>Screen</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tape recorder with other equip</td>
<td>$2.00</td>
</tr>
<tr>
<td>P.A.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Flip charts</td>
<td>$8.00</td>
</tr>
<tr>
<td>Portable risers</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
GUIDELINE FOR BOARD POLICY 713 D

DATE: June 23, 2008

TITLE: Income

Consumption of Alcoholic Beverages

In accordance with Board Policy #713 Iowa Valley Community College District permits consumption of alcoholic beverages (wine and beer only) by individuals or organizations when renting the district owned facilities listed below.

The individual or organization will be required to provide sufficient proof of a $1,000,000 liability insurance policy in good standing, and execute a defend and hold harmless agreement to Iowa Valley Community College District’s benefit. Once documentation is provided, a one-day permit will be granted to rent the following locations for authorized activities and may serve wine (including wine coolers and champagne) and beer: Ellsworth Community College - Gentle Student Center, Agricultural and Renewable Energy Center, the Equestrian Center, and the Dale Howard Family Activity Center; Iowa Valley Continuing Education - Dejardin Hall; Marshalltown Community College - Student Activity Center, Babe Harder Gymnasium; and the Orpheum Center.

Such authorization shall in no way constitute an admission of IVCCD’s liability or responsibility for claims which may arise out of such service.

IVCCD employees, including food services employees, shall have no responsibilities in serving wine (including wine coolers and champagne) and beer during such events. ALL SERVICES for such events shall be the responsibility of the sponsor of the event.

Such events shall be scheduled only at such times that there would be no interference with the ongoing activities of the college.
TITLE: Income

Local, State, and Federal Income

All income received by the District shall be classified under the state’s official accounting system and be placed in the hands of the Secretary and Treasurer of the Board to be deposited into the official District depositories as set by the Board of Directors in accord with the laws of the State of Iowa.
TITLE: Income

Investments

Section 1 - Scope

The Investment Policy of the Iowa Valley Community College District shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Iowa Valley Community College District. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this Investment Policy. This Policy is intended to comply with Iowa Code Chapter 452.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy and Iowa Code Chapter 452, but also be consistent with any applicable bond resolution.

Upon adoption and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body and/or officers of the District.
2. All depository institutions or fiduciaries for public funds of the District.
3. The auditor engaged to audit any funds of the District.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the District.

Section 2 - Delegation of Authority
In accordance with Section 452.10(1), the responsibility for conducting investment transactions rests with the Treasurer of the District. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the District shall be submitted to the Board for review and approval and shall require the outside person to notify the District in writing within thirty days of receipt of any communication from the auditor of the outside person or any regulatory authority of the existence of any material weakness in the internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the District by the outside person.

The records of investment transactions made by or on behalf of the District are public records and are the property of the District whether in the custody of the District or in the custody of a fiduciary or other third party.

The President, in collaboration with the Treasurer, shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent loss of public funds, to document those officers and employees of the District responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for the District:
1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity.

A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of the District and all employees authorized to participate in the placement of investments shall be bonded in the amount of $500,000.00.

Section 3 - Objectives

The primary objectives, in order of priority, of all investment activities involving the financial assets of the District shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. **Return:** Obtaining a reasonable return is the third investment objective.

Section 4 - Prudence

The Treasurer of the District, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the investment
decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the District and the investment objectives.

Section 5 - Instruments Eligible for Investment

Assets of the District may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at the District’s authorized depositories. Deposits in any financial institution shall not exceed the limit approved by the Board.

- Obligations of the United States government, its agencies and instrumentalities.

- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions.

- Iowa Schools Joint Investment Trust (ISJIT).

All instruments eligible for investment are further qualified by all other provisions of this Policy.

Section 6 - Prohibited Investments and Investment Practices

Assets of the District shall not be invested in the following:

1. Reverse repurchase agreements.

2. Futures and options contracts.

Assets of the District shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term gains.
2. Entering a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

3. If a fiduciary or other third party with custody of public investment transaction records of the District fails to produce records when requested within a reasonable time, the District shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Section 7 - Investment Maturity Limitations

**Operating funds** must be identified and distinguished from all other funds available for investment. “Operating funds” are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.

2. The Treasurer may invest funds of the District that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days; however, all investments of the District shall have maturities that are consistent with the needs and uses of the District.
Section 8 - Diversification

Where possible, it is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices shall ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand.

3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

Section 9 - Safekeeping and Custody

All invested assets of the District involving the use of a public funds custodial agreement, as defined in Section 452.10, shall comply with all rules adopted pursuant to Section 452.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.
Section 10 - Reporting

The Treasurer shall be responsible for reporting to and reviewing with the Board at its regular meetings the investment portfolio’s performance, transaction activity and current investments, including the percent of the investment portfolio by type of investment and by issuer and maturities. The report shall also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It shall also be the responsibility of the Treasurer to obtain the information necessary to ensure that the investments and any outside persons doing business with the District meet the requirements outlined in this Policy.

Section 11 - Investment Policy Review and Amendment

This Policy shall be reviewed annually. Notice of amendments to the Policy shall be promptly given to all parties noted in Section 1.

Legal Reference: (Code of Iowa) 11.6, 12.62, 22.1, 22.13, 28E.2, 279.3, 279.29, Chapter 452, Chapter 453.
TITLE: Income

Gifts and Grants

The IVCCD Board of Directors may apply for and accept federal aid or nonfederal gifts or grants of funds, and may use the aid, gifts, or funds to pay all or any part of the cost of carrying out any lawful project or pay any bonds and interest on the bonds issued for any such project.

The Board of Directors delegates to the Chancellor and his/her designee(s) the responsibility of applying for grants and presenting gifts and grants to the Board of Directors for their acceptance.

Supersedes Revision Adopted: December 9, 1987
TITLE: Income

Gifts and Grants

General:

The IVCCD Board of Directors encourages the faculty, staff and administration to seek public and private gifts and grants.

Gifts:

The District shall not establish any value for a gift of tangible personal property, nor concur as to the physical condition of the item. Title to the property constituting the subject matter of the gift shall not pass to the District until accepted by the Board of Directors.

The Gift Acceptance Form” attached to this policy guideline shall be used for the receipt and acceptance of all gifts. A receipt shall be issued for all gifts. The Gift Acceptance Form shall be signed by the unit head(s) and submitted to the Board Secretary for inclusion in the next Board meeting agenda packet. Following Board acceptance a letter recognizing receipt of the gift is sent by the Board Secretary to the donor.

Grants:

Grant Project Investigators are required to follow the IVCCD Grant Process Flow Chart. This Flow Chart covers the entire grant process from the analysis phase through the closeout phase located in the Intranet folder under Grant Process.
GIFT ACCEPTANCE FORM

IVCCD Employee Submitted by: ___________________________________________  Date: ___________________________________

Unit Receiving Gift:       Location (Dept./Office)       Donor Information:

_____ District Office

_____ Continuing Education

_____ Ellsworth Community College

_____ Iowa Valley Grinnell

_____ Marshalltown Community College

Name: ___________________________
Street: ___________________________
City/State: _______________________
Phone #: _________________________

Unit Administrator Signature: ___________________________________________  Date Gift Accepted by IVCCD Board of Directors: ______________________

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION OF GIFT</th>
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<tbody>
<tr>
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</table>
TITLE:  **IVCCD Grant Approval Process Flow Chart Procedures**

The following steps should be followed:

1. **Project Investigator (s)**
   Presents the idea for an external funding proposal to the appropriate Supervisor and/or Unit Head and seeks a preliminary review of the proposal.

2. **Unit Head**
   Approves or denies the grant proposal idea.

3. **Grants Officer**
   Facilitates the grant approval process with the Project Investigator (s), if necessary.

4. **Project Investigator (s)**
   Seeks Stakeholder input on an approved grant proposal and completes the grant proposal approval form with the Business Office and/or Human Resources, and other Key Stakeholders, if necessary (Key Stakeholders include Marketing, Institutional Research, Plant Services, and IT).

5. **Unit Head**
   Approves the grant proposal approval form and sends the form to the Grants Officer.

6. **Grants Officer**
   Facilitates the grant approval process and sends the grant proposal approval form to the Grants Review Committee (Chancellor, Chief Financial Officer, Vice Chancellor of Administrative Services, and Unit Heads).

7. **Grants Review Committee**
   Approves or denies the grant proposal approval form and sends the grant proposal approval form to the Grants Officer.

8. **Grants Officer**
   Facilitates the grant approval process and sends the approved or denied grant proposal approval form to the Principal Investigator (s).

9. **Project Investigator (s)**
   Writes the grant application.
10. Business Office, Human Resources, and/or Key Stakeholders
   Provide input for the grant application, if necessary.

11. Unit Head
   Reviews the final grant application and sends to
   Grants Officer for submission.

12. Grants Officer
   Seeks the Chancellor signature for the grant
   application.

13. Chancellor
   Signs the grant application.

14. Grants Officer
   Submits, logs, and tracks grant application. Communicates
   grant notification to the Chancellor, Business Office, Human Resources, Unit Head, and
   Principal Investigator(s).

15. Project Investigator(s)
   Expedites the implementation phase of the grant
   application and consults with the Business Office, Human Resources, Unit Head, and other Key
   Stakeholders, if necessary.

16. Business Office
   Implement grant application budget process.

17. Grants Officer
   Coordinates the quarterly grant monitoring
   meetings with the Business Office, Project
   Investigator(s), and Unit Head.

18. Project Investigator(s)
   Reviews and prepares the final report with Unit
   Head, Grants Officer, and Business Office.

19. Project Investigator(s) and/or
    Grants Officer
    Submits final report.
At the September board meeting of every odd numbered year, the Board of Directors shall designate, by written resolution which shall be entered of record in the minutes of the Board, the name and location of the bank(s) selected as the official Iowa Valley Community College District depository(ies) and shall specify the maximum amount which may be kept on deposit in each depository(ies).
Necessary regulations to administer the sale of supplies and materials of the District will be established, and shall include the method used for computing the selling price of the items to be sold.
TITLE: **Income**

**Sale of Materials and Supplies**

The District’s Controller shall be responsible for the sale of supplies and materials.

Excess and/or outdated supplies and materials will be sent to the District Business Office for disposal.

For excess and/or outdated items, the District Business Office may use what is deemed the best method to liquidate: to include consignment action, advertisements and direct negotiated arrangements with other public agencies.

Supplies and materials that are consumed by individuals and agencies in the process of their business activity with the college shall pay cost plus 20%.

Any special or unique circumstance on materials and supplies sold that is not covered by this guideline will be at the discretion of the District’s Controller.
The Board of Directors, shall, under legal petition, conduct an election for the authorization to issue bonds. 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.
It shall be the policy of Iowa Valley Community College District to purchase products and services whenever practical from within the Iowa Valley Community College District community provided that such purchase of products and services shall have been from competitive quotations.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The principal concern of the Board of Directors shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The President or his delegated representative shall approve all purchases made in the name of Iowa Valley Community College District except those authorized by direct action of the Board of Directors.

No official may make a purchase or contract in the name of Iowa Valley Community College District exceeding the amount specified under Section 73A.2 & 73A.18 of the Code of Iowa for any single item or single group of items without competitive quotations for bids. These bids shall be made in accordance with the laws of the state of Iowa.
TITLE:  Expenditures – Purchasing Policy

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F. IVCCD REQUISITION FORM 8
TITLE: Expenditures

Purchasing Policy

A. GENERAL PURCHASING PROCEDURES

The function of the District Business Office is to organize and administer procurement for all divisions/departments throughout the District in accordance with responsibility and authority delegated through state laws, by the District’s President, Board of Directors, Board Policies 720, 721, 722, 723, and good business practice.

This guideline lists general policies and procedures for the District’s procurement process. Although somewhat detailed, the guideline cannot cover all eventualities. All exceptional cases will be worked out as circumstances and good business practice warrant.

Before procurement, the following points warrant special emphasis:

1. Plan your needs well in advance!
2. Initiate requisitions well in advance of the date required.
3. Unauthorized Purchases:
   - No individual has the authority to enter into purchase contracts or in any way obligate IVCCD for a procurement indebtedness, unless specifically authorized to do so by the President, Board of Directors, or the Business Office. Any such negotiations are considered unauthorized purchases and the individual may encounter a personal obligation to the vendor.
4. Conflict of Interest in Procurement:
   - The District will not enter into contracts for the purchase of property, supplies, or equipment from persons currently employed by IVCCD unless the employee has complied with a bidding situation as established in the Iowa Code and administered by the Vice President Financial Services & Facilities Management (See Part E).

B. PROCEDURE FOR PREPARING REQUISITIONS

1. Requisitions must by typed or printed.
2. Be as accurate as possible - a copy of the requisition is also the purchase order sent to the vendor. No notes, comments, etc. are typed on the requisition unless pertinent to the vendor.
3. Retain the “Originator’s Copy” for your records. The “Receiving Copy” will be returned to you when the requisition has been approved and purchase order completed.
4. Single requisitions should not include items to be purchased from a variety of vendors.
5. Fill in the requisition as follows:

(See Attachment)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELIVER PREPAID TO</td>
<td>Contains name and address of the District or unit ordering, and the site</td>
</tr>
<tr>
<td></td>
<td>where merchandise is to be delivered. May also include program name</td>
</tr>
<tr>
<td></td>
<td>and/or originator’s name for identification.</td>
</tr>
<tr>
<td>VENDOR</td>
<td>Use complete name and address of vendor. For bid requisitions, “To Be</td>
</tr>
<tr>
<td></td>
<td>Bid” is entered.</td>
</tr>
<tr>
<td>DATE</td>
<td>The date originated.</td>
</tr>
<tr>
<td>PURCHASE ORDER NO.</td>
<td>Leave blank. Unit supervision or Business Office will assign number.</td>
</tr>
<tr>
<td>BLD. &amp; RM.</td>
<td>Building code and room number must appear on all requisitions for</td>
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<tr>
<td></td>
<td>equipment before approval will be granted.</td>
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<tr>
<td>QUANTITY</td>
<td>Indicate quantity desired in this column, with appropriate unit of measure,</td>
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<td>such as ea., doz., lb., case, etc.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>For ordinary purchase items, briefly describe the item, including the</td>
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<td>catalog number. No notes, comments, or explanations are added unless</td>
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<tr>
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<td>pertinent to the vendor. Any notes, comments or explanations that are</td>
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<td>necessary are written or typed on a separate sheet and stapled to the tear</td>
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<td></td>
<td>strip. Dollar amounts should not be in the description body unless the</td>
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<tr>
<td></td>
<td>requisition is a bid order. Please type “Prepay” on all copies if payment</td>
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<tr>
<td></td>
<td>is to be sent with the purchase order.</td>
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<tr>
<td>CODING</td>
<td>If the requisition item(s) pertain to a single code, the code need not be</td>
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<tr>
<td>(Budget Code)</td>
<td>repeated for each item. If the ordered items pertain to several codes, the</td>
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<td>code must be repeated for each item with the estimated amount for each,</td>
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<td>or the items grouped and listed under one code number with different</td>
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<td></td>
<td>codes for each group of items (see code definitions).</td>
</tr>
</tbody>
</table>
SIGNATURES

Required signatures which must appear before the requisition is complete:

ORIGINATOR - Person originating requisition

DIVISION CHAIRMAN - Unit chairperson, or other approved budget manager

DIRECTOR OF COMPUTER SERVICES - If purchase involves computer hardware or software

DEAN OR DIRECTOR - Dean of College, or Unit Director

BOARD SECRETARY - Purchasing Agent (Vice President Financial Services & Facilities Management)

C. REQUISITION FLOW (An Explanation of Signatures Required)

Anyone may initiate a requisition through his/her unit. When doing so, he/she must sign a name in the “ORIGINATOR” box. If the division/unit wishes to date the requisition for its own record-keeping purposes, it should be typed in the “ORIGINATOR” box.

The requisition is then forwarded to the unit chairperson’s office for his/her signature. If the requisition involved computer equipment or software purchases, the requisition will be forwarded to the director of computer services for his/her signature. After approval, the requisition is forwarded to the Dean or Director for signature.

When the above routing is complete, the requisition goes to the Business Office, where the estimated amount is checked against the unencumbered amount of the budget. (This should also be done at the Director or Dean level before approval.) If there are insufficient funds, the requisition will be returned with a request for a change order of funds to cover the requisition. If sufficient funds are in the budget, the requisition is processed by the Business Office.
The final signature is that of the Vice President Financial Services & Facilities Management (purchasing agent). The requisition is then complete and name of the vendor and originator is logged with the number. The purchase order is mailed to the vendor and the remaining copies distributed as detailed on the following page.

Note: Once funds are verified and approved, the Business Office may decide to bid the items(s) or change the vendor, but the originator will be notified of any change.

D. DISTRIBUTION OF REQUISITION

REQUISITION COPY 1st Page (White)  Forwarded to Business Office for encumbering, then filed alphabetically in District Business Office to await notification from originator of receipt of merchandise.

PURCHASE ORDER COPY 2nd Page (Canary) Mailed or hand-carried to vendor.

RECEIVING COPY 3rd Page (Pink) Returned to originator hold until merchandise is received.*

ORIGINATOR COPY 4th Page (Blue) Retained by originator for his/her records.

DEPARTMENT COPY 5th page (Green) Retained by Dean or Director when submitting the requisition.

* If an original invoice is received along with shipment (or separately) it must be forwarded to the Business Office immediately. If a copy of the invoice is needed by originator, type in the “DESCRIPTION” area of the requisition: “Send duplicate copy with shipment.” (The bookstore uses this often so books can be priced immediately upon arrival.)

E. PERTINENT INFORMATION REGARDING ORDERS, SHIPMENTS, AND RECEIVING

Bid Procedure

To receive the greatest dollar value possible and to take advantage of competitive prices, IVCCD bids many items. Small orders from local vendors are often priced by the Business Office by telephone and processed immediately. Larger orders may require competitive bids and, if the vendors are local or in the State of Iowa, processing may take one week to ten days; if the selected vendors are outside the state, processing may take two or three weeks.
Bids that do not agree with every aspect of the specifications on the Requisitions will normally be referred to the unit for recommendation.

Bidding will be handled in a manner consistent with the Code of Iowa.

Note: If a unit wishes to accept a bid other than the low bid, or wishes to select a specific “brand” name, a letter of justification must be forwarded to the Business Office. This letter must detail the advantages of the preferred item over that of the low bid and must be signed by the unit head and college Dean or Director.

Confirming Requisitions

Confirming requisitions are to be used in emergencies only, such as typewriter repair, or parts needed for repair of equipment. Purchase approval must be assured before a number will be issued.

The proper procedure is as follows:

1. Call the Business Office or other designated office for a purchase order number.

2. When typing the requisition, the following items must be included:
   a. Purchase order number.
   b. Date order was assigned.
   c. Insert these words in the “DESCRIPTION” area of the Requisition: “CONFIRMING; TELEPHONE ORDER; DO NOT DUPLICATE.”

C.O.D.s

C.O.D.s will not be accepted without prior approval of the Business Office.

Cancellation or Modification of Orders

Only the Business Office has the authority to cancel or modify a purchase order.

If it is necessary to take such action, a written request from the originator should be forwarded to the Business Office including the vendor, purchase order number, and item(s) to be canceled or modified.

Inspection and Receipt of Goods

The unit receiving the merchandise is responsible for promptly unpacking and carefully inspecting shipments.
Complete Shipment

Upon receipt of materials, supplies or services, the originating unit signs the receiving copy (pink) noting such receipt. This signed copy is returned to the Business Office for processing and eventual payment. (If invoice is received, send to the Business Office.)

Partial Shipment

If a partial shipment is received, the originating unit must sign and return a photocopy of the receiving copy, noting items received. When the final item(s) are received, the original receiving copy (pink) should be signed and submitted to the Business Office. The pink copy denotes final completion of order.

Claim Problems Involving Damages or Shortages

In case of damage to or shortage in a shipment, a written report is sent to the Business Office immediately. Include the following information:

1. Order number and date.
2. Vendor to whom order was issued.
3. Invoice number and date (if available).
4. Extent of damage/shortage (be specific).

In case of lost shipments, or if a part of a shipment is astray, the report should give items (1) through (4) above and list the number of items in the shipment which are lost or astray. It is important to note that the driver who makes the delivery must indicate on the freight ticket the shortage or damaged shipment so the carrier will arrange for an inspection report. This report should be completed by the receiving department or the originator, with proper written notification to Business Office, carriers and vendors. It is often advisable to notify the carrier verbally then confirm notification in writing. It is extremely important that all containers, packaging material, wrappers, etc. are retained for the carrier’s inspection. Failure to keep this material will, undoubtedly, void any chances of obtaining a claim.

Return of Supplies or Equipment

Supplies or equipment returned to suppliers or manufacturers for adjustment or credit must be cleared through the Business Office. Most companies must be notified for a return authorization. Credit memos that cannot be identified with returns will receive disposition at the discretion of the Business Office. Departments are urged to keep all such requests to an absolute minimum.
Requisition

REQUISITION – REQUISITION
Business Office
3702 South Center Street
Marshalltown, IA 50158

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Ship to Address</th>
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Total
GUIDELINE FOR BOARD POLICY 720 B

DATE: May 9, 1984

TITLE: Expenditures

Returned Check Procedure

A returned check is defined as any check payable to Iowa Valley Community College District and returned to the District by any of its depository banks. This would include insufficient fund checks and stopped payment checks.

After receiving the returned check from its depository bank, the office of the Director of Business Services will proceed with the following actions:

1. The first of two letters is sent to the originator of the check asking for payment (Attachment A).

2. A cover sheet (Attachment B) along with a copy of the returned check is sent to the college in which the check was issued.

3. If payment is received within the five (5) day period by the District Office Accounts Receivable Clerk, the appropriate college will be contacted that the payment has been received.

4. If payment is received by one of the colleges, they will contact the District Office Accounts Receivable Clerk indicating that payment has been received.

5. I. If payment has not been received within the five day period set forth in the first letter, and the individual is still enrolled:
   a. A second letter is sent. (Attachment C)
   b. The student will be dropped from class until the debt is paid.
   c. The student will not be allowed to participate in any District activities or classes until the debt is paid.

II. If payment has not been received within the five day period set forth in the first letter, and the individual is no longer enrolled:
   a. A second letter is sent. (Attachment C)
   b. The student will not be allowed to receive transcript, diploma or certificate until the debt is paid.
   c. The student will not be able to re-enroll or participate in District activities until the debt is paid.
5. If no response is received from the final letter, the check will either be turned over to the Collection Agency or action for small claims court will be pursued.

A computer listing will be prepared monthly and sent out by the Accounts Receivable Clerk for all outstanding returned checks. It will be sent to the Assistant to the Deans and the Continuing Education Division for distribution to appropriate staff.
February 10, 1988

Mr. John Doe
123 Main Street
Anytown, IA 50221

Dear Mr. Doe:

Your check #111 dated February 1, 1988 and made payable to IVCCD in the amount of $10.00 was not honored by your bank because of insufficient funds.

IVCCD requires a $5.00 service charge on all returned checks. After receiving cash or a money order in the amount of $15.00 your check will be returned.

If you have questions, please contact me at your earliest convenience so we can resolve this matter. My office is located at 3702 South Center Street and the phone number is 752-4643.

Sincerely,

Roger Groteluschen
Director of Business Services

/th
TO:  
FROM:  
DATE:  
SUBJECT: Returned Check(s)

Attached is a photocopy of a returned check received by this office. A letter is being sent to the individual.

The status of the returned check(s):

[ ] Insufficient funds
[ ] Account closed
[ ] Payment stopped
[ ] Endorsement missing
[ ] Endorsement not as shown
[ ] The check CANNOT be redeposited
[ ] Other ____________________
SECOND NOTICE

February 10, 1998

Mr. John Doe
123 Main Street
Anytown, IA 50221

Dear Mr. Doe:

Your check #111 dated February 1, 1988 and made payable to IVCCD in the amount of $10.00 was not honored by your bank because of insufficient funds.

IVCCD requires a $5.00 service charge on all returned checks. After receiving cash or a money order in the amount of $15.00 your check will be returned.

If you have questions, please contact me at your earliest convenience so we can resolve this matter. My office is located at 3702 South Center Street and the phone number is 752-4643.

If this office has not heard from you within ten (10) days from today’s date the matter will be referred to a collection agency or small claims court.

Sincerely,

Roger Groteluschen
Director of Business Services

/th
TO:

FROM:

DATE:

SUBJECT: Returned Check(s)

Attached is a photocopy of a returned check received by this office. A letter is being sent to the individual.

The status of the returned check(s):

_____ Insufficient funds

_____ Account closed

_____ Payment stopped

_____ Endorsement missing

_____ Endorsement not as shown

_____ The check CANNOT be redeposited

_____ Other ____________________
February 10, 1998

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If you have questions, please contact me at your earliest convenience so we can resolve this matter. My office is located at 3702 South Center Street and the phone number is 752-4643.

If this office has not heard from you within ten (10) days from today’s date the matter will be referred to a collection agency or small claims court.

Sincerely,

Roger Groteluschen
Director of Business Services

/th
GUIDELINE FOR BOARD POLICY 720 C

REVISION ADOPTED: May 12, 1993

DATE: May 9, 1984

TITLE: Expenditures

Equipment Replacement

The purpose of Equipment Replacement money is to purchase equipment with at least five (5) years of expected usage that exceeds a purchase price of $300.

GUIDELINES TO QUALIFY FOR EQUIPMENT REPLACEMENT MONEY

The following types of equipment would be eligible for purchase:

1. Replacement of instructional or administrative equipment that is completely depreciated.
2. Replacement of instructional or administrative equipment that is lost, stolen, or damaged beyond repair.
3. Upgrading instructional equipment due to its obsolescence or the need for more sophisticated equipment. (Old equipment must be traded or sold.)

The following will not be included as qualified equipment using equipment replacement and upgrading monies:

1. Any item with a value of less than $300.
2. Any extra-curricular activity equipment.
3. Equipment which is built in and becomes a part of the facility.
4. Materials and supply items such as films, film strips, textbooks, welding rods, etc.

INSTRUCTIONS FOR COMPLETION OF REQUISITION/PURCHASE ORDER
APPLICATION FOR EQUIPMENT REPLACEMENT

To prepare a request for approval of instructional or administrative equipment replacement, the following items should be completed and sent with the original requisition to the Vice President of Financial Services & Facilities Management. (Use a requisition form and attach written justification.)

A. Brief description of new item of equipment.
B. Estimated cost.
C. Brief description of item being replaced. If item is not being replaced, type in “Update”. Any item being updated must have a written justification attached as to why the item is being updated.
D. Current value for trade-in purposes.
E. Local tag number of item being replaced.
GUIDELINE FOR BOARD POLICY 720 D

DATE: May 9, 1984

TITLE: Expenditures

Petty Cash Procedure

Each unit of Iowa Valley Community College District is provided a petty cash fund to facilitate the procurement of materials and/or services that are more reasonably obtained through a petty cash process. The size of the petty cash fund is determined by the volume of legitimate need at each college.

The maximum amount paid from this fund should be $10.00. If emergencies should arise, this maximum may vary.

Replenishment of the petty cash fund will be made on a “need” basis when paid receipts, together with a petty cash reimbursement are forwarded to the District Business Office. Each expenditure should be properly coded with cost center and object code.

Persons wishing to utilize the petty cash process should contact the authorized individual at the respective colleges, Continuing Education offices, or the District Business Office.
In accordance with Iowa Code Sections 73.16(2) and 10A.104(8), the Iowa Valley Community College District hereby establishes for each fiscal year a procurement goal from certified targeted small businesses, identified pursuant to Iowa Code Section 10A.104, subsection (8), of a least 10% of the value of anticipated procurements of goods and services, including construction, but not including utility services.

The officers of the Board of Directors and the staff are hereby authorized, empowered and directed to execute such documents and to take such action as may be required to monitor whether the goals are achieved and whether there is compliance with applicable laws and regulations.

Legal Reference: Iowa Code 2013, Chapters 73.15-21, 10A.104(8)
TITLE: **Expenditures**

**Requisitions**

Requisitions of supplies, equipment, and services are to be made through properly authorized procedures. The authorized requisition form must be initiated by the originator and approved by the appropriate budget manager, and by other officially designated personnel before they will be processed.
TITLE: Expenditures

Purchase Orders

The procurement of all supplies, equipment and services shall be initiated by the issuance of an official purchase order signed by the Board Secretary.

Only those supplies, equipment, and services procured by formal contract shall be exempt.
TITLE: Expenditures

Receiving Supplies and Equipment

Whenever physically possible, all supplies and equipment purchased in the name of Iowa Valley Community College District shall be cleared through the Business Office. Whenever this procedure is impossible and/or impractical, the Business Office shall be notified by the department head or other designated personnel that such supplies, equipment, and/or services have been delivered.

It shall be the duty of the Business Office to certify to the accounting department the receipt of all supplies, equipment, and services.
TITLE:  Expenditures

Approval and Payment of Bills

The Board of Directors authorizes the chairperson and one other member of the Finance and Audit Committee to audit and allow all just claims against the Iowa Valley Community College District that fall within the approved budget. The Board however, authorizes the Board Secretary to issue payments for salaries pursuant to the terms of a written contract, and to issue payments upon the receipt of verification filed with the Secretary for expenses involving Auxiliary, Agency, Scholarship and Loan Fund accounts and refunds to students for tuition and fees.

The Secretary shall either deliver in person or mail the payments to the payees. A payment shall be made payable only to the person performing the service or furnishing the supplies for which payment is issued. Payments issued after audit and allowance by the finance committee for the above shall be allowed by the Board at the first meeting held after the issuance and shall be entered into the minutes of the meeting. Under this policy two methods may be used:

METHOD I

Authorized members of the Finance and Audit Committee will be presented (weekly or as often as necessary) with an itemized listing of vendors, purchase descriptions, amounts and check numbers that may be audited and allowed. After the chairperson and one other member of
the Finance and Audit Committee have approved the list of bills they will communicate this to
the secretary to complete payment. Bills from the list not approved will be held until the next
Board meeting for consideration.

At each Board meeting the chairman of the Finance and Audit Committee shall report in
total the bills that were allowed to be entered into the minutes of the meeting.

METHOD II

Any bill that falls outside the approved budget or in which the Finance and Audit
Committee has not allowed will be considered by the Board of Directors. The secretary is
instructed to carry out the action of the Board.

For all of the warrants handled by one of the two authorized methods of payment, the
Board Secretary will write and post the warrants after the above approval, and will imprint, with
a check signer, the President’s and Board Secretary’s names on General and Plant Fund warrants,
and the President’’ and Board Secretary’’ names on all other warrants administered by the
Secretary’s office (this warrant is also used as the actual check).

Supersedes Revision Adopted: December 9, 1987
TITLE:  Expenditures

Unpaid Warrants

The Board of Directors shall, only in the case of absolute necessity, issue anticipatory warrants for which there are no funds available for the payment of such warrants. If anticipatory warrants are issued for which there are no funds available for payment of such warrants, the Treasurer shall institute such procedures as stated in the Codes of Iowa for the payment of said warrants.

Legal Reference:  Iowa Code 2013, Chapter 74.1-7
TITLE: Expenditures

Payroll Periods

It shall be the policy of the Board of Directors that personnel of the Iowa Valley Community College District shall be paid twice a month; on the 15th day and last day of each month or the last business day preceding the 15th day and last day of each month.

Hourly, timesheet employee pay cycles are the 11th through the 25th of the month paid on the 15th of the following month, and the 26th through the 10th of the following month paid on the last day of that month.

All pay related records are to be completed and submitted in a timely manner according to the District’s established pay cycles and annual payroll calendar deadlines.
Payroll deductions shall consist of Federal Income Tax Withholding, State Income Tax Withholding, Social Security, Medicare, the employee selection for retirement of either Iowa Public Employee's Retirement System or TIAA-Cref, court ordered garnishments (including child support, tax levy, debt reclaims, and student loan recoveries), and approved optional deductions.

Any benefit eligible employee may elect to have payments withheld for group life insurance, health, dental, or vision insurance, the United Way; and/or individual annuity programs; and other approved deductions provided such program participation has been requested in writing by the employee.
The following guidelines apply to requests for payroll deductions, other than those stated in Board Policy No. 727:

All payroll deductions, including others not listed that may arise in the future, must meet basic criteria before a deduction will be allowed:

1. Must have at least ten (10) employees involved in the planned deduction.

2. The amount should be the same amount for a minimum of eight (8) consecutive months.

3. Individual payroll deductions that total less than forty dollars ($40.00) must be handled as a one-time deduction.

4. To become effective in the same month, notification of payroll deduction must be filed with the District Payroll Office ten (10) days prior to the start of a deduction.

5. The payroll system must have enough storage capacity to handle the deduction plan without requiring additional expenditures on behalf of the District.
DUES DEDUCTIONS

1. **Entitlement** – Any employee who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing payroll deduction of Association dues.

2. **Regular Deductions** – Pursuant to an authorization by the Employee, the employer shall deduct one-twentieth of total dues from the regular salary check of the employee twice a month for ten (10) months beginning in October and ending in July of each year. Notification must be filed with the District Payroll Office at least ten (10) days prior to the start of the deduction.

3. **Prorated Deduction** – An employee who begins dues deduction after October shall have the total dues prorated on the basis of the remaining months of employment through June.

4. **Duration** – Dues authorization shall continue in effect as long as the bargaining unit member is an employee of the District unless revoked, in writing, by the employee so authorizing, provided that he/she shall give thirty (30) days notice to the employer of such revocation.

5. **Transmission of Dues** – The Board shall transmit to the Association Treasurer the total monthly deductions for Association dues and a listing of the unit members for whom deductions were made within ten (10) working days following the end-of-the-month pay period.

**INDEMNIFICATION**

The Association agrees to indemnify and hold harmless the Board, each individual board member, and all administrators against claims, costs, suits, including reasonable attorney fees or other forms of liability and all court costs arising out of the application of the provisions of this Article.
OTHER DEDUCTIONS

Upon appropriate written authorization from the Employee, IVCCD will deduct from the salary of any Employee and make appropriate remittance as identified by the salary reduction agreement. Payroll deductions for tax-sheltered annuity investments will be taken in accordance with current regulatory requirements.

The Employer shall not be required to take any actions relating to the administration of tax-sheltered annuities which would cause the Employer to be in violation of Section 403(b) of the Internal Revenue Code.

Each Employee participating in a tax-sheltered annuity arrangement will be required to indemnify the Employer against any and all penalties, interest, attorney fees, court costs and other forms of liability asserted against the Employer as a result of the Employer complying with the Employee's authorization relating to any aspects of such tax-sheltered annuities or with the authorization of the insurance company or other vendor designated by the Employee in the establishment and maintenance of the Employee's tax-sheltered annuity program.
TITLE:  Expenditures

Business Expense Reimbursement

The Board of Directors will, to the extent possible, provide reasonable and equitable reimbursement for travel and accommodations when such expenses are incurred by authorized personnel for activities which are in the best interests of the Iowa Valley Community College District. The President shall develop guidelines for the fair dispensation of these funds and shall direct the Board of Directors’ attention to any proposed alterations to these guidelines.
GUIDELINE FOR BOARD POLICY 728

REVISION ADOPTED: July 14, 1999

DATE: November 25, 1985

TITLE: Expenditures

Business Expense Reimbursement

The following guidelines will be followed by faculty, administrators and staff when engaged in official travel for the Iowa Valley Community College District.

Unit heads are responsible for approving travel, attendance at conventions, conferences, meetings, etc. They will coordinate travel arrangements and accommodations of individuals attending the same event whenever possible.

All travel, with the exception of coin-operated telephone expense and parking meter expense, must be itemized by receipts for reimbursement through the unit heads to the IVCCD Vice President Financial Services who will audit for accuracy in accordance with Board Policy.

A. Transportation – when a college vehicle is unavailable or there is approval by a unit head, actual miles traveled by private automobile as reported by speedometer readings at 24¢ per mile effective 1/1/93. Or, without speedometer readings, the following mileage may be used:

1. Round-trip Marshalltown to Des Moines 105 miles
2. Round-trip Marshalltown to Iowa Falls 110 miles
3. Round-trip Iowa Falls to Des Moines 180 miles

B. Transportation by commercial carriers will be scheduled to obtain the least-expensive rates. Ticket receipt must be included for reimbursement.

C. Meals - actual cost of meals when IVCCD personnel remain overnight while out of town on business will be reimbursed as follows:

1. Maximum of $25.00 allowed per day
2. Cost of banquets or required meals at conferences or business related meals approved by a cabinet member will be reimbursed at full cost. Evidence (such as receipt or conference program) must accompany request for reimbursement.
3. There will be no reimbursement for non-overnight meals, except as listed under C. (2) above.
(4) If travel is out-of-state in a high cost of living area, and you are restricted to a certain location, meals will be reimbursed at actual cost (with receipt) to a maximum of 150% of C. (1) amounts.

D. Tips are reimbursable at a maximum of 15%.

E. Parking fees, including parking meters, are fully reimbursable. Receipt must accompany request for reimbursement for parking lot fees.

F. Actual lodging expenses will be reimbursed up to the following rates. Receipt is required.

(1) The maximum in-state or out-of-state rate shall not exceed the current rate at the local mid-scale motel unless approved by a cabinet member.

(2) Full reimbursement will be made for lodging expenses while attending conferences when the conference rate is higher than the maximum allowed. Minimum-cost lodging must be used when there is a choice.

G. Vocational-Technical Coordination and other, where applicable:

(1) Coordinator should remain out-of-town when the mileage reimbursement to the next day's destination would be more than overnight lodging expense plus meals.

(2) One copy of the coordinator's daily work sheet will accompany expense reimbursement request submitted to department or division head.

(3) Original and copy of expense summary sheet should be submitted to the Department Chairperson when travel expenses are incurred. The original is forwarded to the Dean by the chairperson.

(4) When coordinators are accompanied by a spouse, expenses claimed shall be at the single rate. This circumstance is permissible only when individuals on the staff making the same trip cannot share lodging, transportation, etc.

(5) Coordinator expenses for supervision of students (establishing new centers, etc.) are to be charged to the travel code within the budgeted program.

H. Use of rental car for official purposes must have prior approval of the President.
I. The following expenses will be reimbursed when incurred under unique circumstances:

(1) Reimbursement for meal expenses incurred while hosting visitors or guests may be allowed up to the maximum list C. (2).

(2) Chief administrative personnel shall use discretion when determining appropriateness of incurring meal expense for visitors/guests.

(3) In-town and other travel reimbursement not covered in these guidelines will be allowed only in exceptional cases, upon approval in advance by the President.

J. Requests for expense reimbursement must be received by the business office five (5) days prior to the issuing of checks in payment of claims for travel. The business office will make every attempt to pay claims at least twice per month.
INSTRUCTIONS FOR COMPLETING REQUEST FOR REIMBURSEMENT FORM

#1 Brief description of reason for reimbursement.
#2 Name of person requesting refund.
#3 Address of person requesting refund.
#4 Enter social security number PLEASE WRITE CLEARLY. An error will result in an unnecessary delay in processing your request.
#5 Complete all designated areas as applicable to your reimbursement request. If you have incurred meal expense for a visitor/guests you must list the person(s) name and the purpose of the meeting.
#6 Total each column.
#7-10 Enter total of each corresponding column.
#11 Total of #7-10.
#12 Signature of person requesting reimbursement.
#13 Signature of department chairman.
#14 Signature of dean or director.
#15 For Board Treasurer's signature. Leave blank.
#16 Enter correct account code. Failure to do so will delay processing of request.
#17 Originator retain pink copy for own records.
#18 Staple all required receipts.
#19 Record date in which reimbursement request is made.
REQUEST FOR REIMBURSEMENT

Iowa Valley Community College District
3702 South Center Street
Marshalltown, Iowa 50158

Employee: _____________________________
Date: _______________________________
Address: ________________________________

Social Security #: __ __ __/ __ __/ __ __

Acct Code __ __- __ __- __ __- __ __

Reason for Travel: ________________________________________________

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Total

I HEREBY CERTIFY that the above expenses were incurred, the amounts are correct and should be paid to me by Iowa Valley Community College District.

Signature of Requestor

APPROVAL:

Department Chairperson

Dean

Iowa Valley Community College District

Mileage (x 24¢) $ __________
Meals $ __________
Lodging $ __________
Misc. Expense $ __________

TOTAL EXPENSE $ __________

*Use this area if expenses are in more than one account code:

__ __- __ __- __ __- __ __- __ $ __________
__ __- __ __- __ __- __ __- __ $ __________
__ __- __ __- __ __- __ __- __ $ __________
TITLE: Expenditures

Attendance at Conferences, Conventions, Meetings and Workshops

Attendance at conferences, conventions, meetings, and workshops will be contingent upon:

1. Minimal loss of instructional time to students;
2. Necessary funds have been budgeted;
3. Prior approval by appropriate immediate supervisor including the College Deans, Director of Continuing Education, or President;
4. Attendance will be equitably distributed among interested individuals;
5. Selected meetings attended should be reflected in reports submitted before the end of the academic year relevant to its value to the District.

Supersedes Revision Adopted: December 9, 1987
TREASURER’S ANNUAL REPORT

At a regular or special meeting of the Board held on or after August 31, and prior to the organizational meeting held after the regular school election, the Board shall examine the books and settle with the Secretary and Treasurer for the year ending on the preceding June 30. The Treasurer at the time of settlement shall furnish the Board with a statement from each depository showing the balance then on deposit in the depository.

The Board shall from time to time examine the accounts of the treasurer and make settlements with the treasurer. The treasurer shall render a statement of the finances of the corporation whenever required by the Board, and the treasurer's books shall always be open for inspection.

Legal Reference: Iowa Code 2013, Chapter 279.31, 279.33

Supersedes Revision Adopted: November 12, 1997
December 9, 1992
The Board of Directors shall cause to have published by August 15 of each year, in at least one newspaper of general circulation within the district, a detailed list of salaries and payments to vendors for the fiscal year.
TITLE: Reports

Financial Audits

The Board of Directors shall cause to be initiated by an auditing agency an annual audit of the financial affairs of Iowa Valley Community College District, in accordance with the statutes of the State of Iowa.

Such annual audit reports shall remain on permanent file in the administrative office of Iowa Valley Community College District.
TITLE: Reports

Secretary’s Monthly Report

The Secretary of the Board shall make a financial report for the preceding month’s business.

Legal Reference: Iowa Code 2013, Chapter 291.7
The District shall maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability.

The insurance program of the District shall be reviewed periodically to insure adequate coverage of the program. Such review may be made annually but must be made at least once every three years and reported to the Board by the Chancellor or designee.

An independent appraisal and/or insurance consultant may be retained by the Board to determine the optimum comprehensive insurance program.

Legal Reference: Iowa Code 2013, Chapters 85.2, 279.12, 296.7, 577A.1
**Records Retention**

**Board of Directors**

The Secretary of the Board of Directors shall keep and preserve, according to the schedule, all records listed below. Source documents may be retained in a paper or electronic form. Upon expiration of the retention time period, confidential records shall be destroyed in a manner which will ensure confidentiality of the records. Destruction of records pursuant to this policy must be suspended and the record retained in the event of an outstanding open records request for the records or reasonably anticipated or pending litigation to which the records may potentially be relevant.

<table>
<thead>
<tr>
<th>Document</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1098-Ts and 1099s and Pertinent Supporting Calculations</td>
<td>5 Years</td>
</tr>
<tr>
<td>Accounts Payable Ledgers &amp; Schedules</td>
<td>7 Years</td>
</tr>
<tr>
<td>Accounts Receivable Ledgers &amp; Schedules</td>
<td>7 Years</td>
</tr>
<tr>
<td>Certified Budget</td>
<td>Permanently</td>
</tr>
<tr>
<td>Annuity Gift Agreements</td>
<td>Permanently</td>
</tr>
<tr>
<td>Audit Reports &amp; Key Supporting Documentation</td>
<td>Permanently</td>
</tr>
<tr>
<td>Reconciliations of Bank Accounts and Cash including Underlying Support</td>
<td>3 Years</td>
</tr>
<tr>
<td>(Bank Statements, Outstanding Check Lists, Worksheets, etc.)</td>
<td></td>
</tr>
<tr>
<td>Board of Directors Meeting Agendas and Minutes, Charter &amp; Bylaws</td>
<td>Permanently</td>
</tr>
<tr>
<td>Board Policy Manual &amp; Updates</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bond Certificates (Cancelled)</td>
<td>7 Years</td>
</tr>
<tr>
<td>Bond Records, Ledgers, Transfer Registers, Stubs Showing Issues, Record</td>
<td>Permanently</td>
</tr>
<tr>
<td>of Interest Coupons, Etc.</td>
<td></td>
</tr>
<tr>
<td>Budget Change Orders</td>
<td>3 Years</td>
</tr>
<tr>
<td>Capital Asset Final Annual Listing and Depreciation Schedule including</td>
<td>Permanently</td>
</tr>
<tr>
<td>Identifying Information</td>
<td></td>
</tr>
<tr>
<td>Capital Asset Key Operating Manuals and Warranty Certificates</td>
<td>Until Asset Transfer or Disposal</td>
</tr>
<tr>
<td>Capital Asset Miscellaneous Financial Documentation</td>
<td>3 Years</td>
</tr>
<tr>
<td>Checks (Cancelled for Important Payments, i.e. taxes, purchases of</td>
<td>Permanently</td>
</tr>
<tr>
<td>property, special contracts, etc. should be filed with the papers</td>
<td></td>
</tr>
<tr>
<td>pertaining to the underlying transaction)</td>
<td></td>
</tr>
<tr>
<td>Checks (Cancelled)</td>
<td>8 Years</td>
</tr>
<tr>
<td>Record Type</td>
<td>Retention Period</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Contracts, Deeds, Mortgages, Notes, Leases, Pay Applications, Architect Records, Blueprints and Plans, Bills of Sale</td>
<td>Permanently</td>
</tr>
<tr>
<td>Financial Aid – Direct Loans &amp; FFEL – All other records, including any other reports or forms</td>
<td>3 Years from the end of the award year in which the report was submitted</td>
</tr>
<tr>
<td>Financial Aid – Direct Loans &amp; FFEL – Records related to borrower’s eligibility and participation</td>
<td>3 Years from the end of the award year in which the student last attended</td>
</tr>
<tr>
<td>Financial Aid – Fiscal Operations Report (FISAP) and Supporting Records</td>
<td>3 Years from the end of the award year in which the report was submitted</td>
</tr>
<tr>
<td>Financial Aid – Pell and TEACH Grants, Campus-Based Programs</td>
<td>3 Years from the end of the award year for which the aid was awarded</td>
</tr>
<tr>
<td>General Ledger Year End Trial Balance</td>
<td>Permanently</td>
</tr>
<tr>
<td>Grant Records</td>
<td>6 Years After Clean Audit of Closeout Records Unless Longer Term required by Grantor</td>
</tr>
<tr>
<td>Grievances (Employee)</td>
<td>10 Years after employee’s termination of employment</td>
</tr>
<tr>
<td>Grievances (Student)</td>
<td>5 Years</td>
</tr>
<tr>
<td>Incident, Injury, and College Incident Reports</td>
<td>Permanently</td>
</tr>
<tr>
<td>Insurance Claims (After Settlement)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Insurance Policies (Non-HR Related)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Judgment Payments Against Iowa Valley Community College District, Merged Area VI</td>
<td>Permanently</td>
</tr>
<tr>
<td>Life Income Agreements</td>
<td>Permanently</td>
</tr>
<tr>
<td>Payroll – Individual Time Records and Payroll Registers</td>
<td>4 Years</td>
</tr>
<tr>
<td>Payroll – Tax Return (e.g. 941, state withholding, state unemployment)</td>
<td>4 Years</td>
</tr>
<tr>
<td>Personnel – Affirmative Action Plan/Data, EEO-1 Information</td>
<td>2 Years</td>
</tr>
<tr>
<td>Personnel – Collective Bargaining Agreements and Negotiating Documents</td>
<td>4 Years</td>
</tr>
<tr>
<td>Personnel – Employment Applications</td>
<td>1 Year after application received</td>
</tr>
<tr>
<td>Personnel – Employment Files (terminated)</td>
<td>7 Years</td>
</tr>
<tr>
<td>Personnel – Garnishments</td>
<td>3 Years</td>
</tr>
<tr>
<td>Personnel – Group Benefit Records (e.g. plan documents, summary plan description, material modifications)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Personnel – Hiring and Open Position Records (e.g. job advertisements, position files, interview documents, and other hiring information)</td>
<td>2 Years</td>
</tr>
<tr>
<td>Personnel – I-9 Forms</td>
<td>3 years after date of hire or 1 year after date of termination, which is later</td>
</tr>
<tr>
<td>Personnel – Individual Employee Benefit Records (e.g. insurance, flexible benefits, and retirement enrollment and change forms, FMLA documentation and related correspondence; processed staff development and district tuition waiver forms); and quarterly retirement eligibility reports)</td>
<td>7 Years</td>
</tr>
<tr>
<td>Personnel – Unemployment Claims</td>
<td>5 Years</td>
</tr>
<tr>
<td>Personnel – W-2s</td>
<td>3 Years</td>
</tr>
<tr>
<td>Physical Plant Inspections (e.g. elevator, boiler, fire extinguisher, etc.)</td>
<td>7 Years</td>
</tr>
<tr>
<td>Property Appraisals by Outside Appraisers</td>
<td>5 Years</td>
</tr>
<tr>
<td>Student Records:</td>
<td>Permanently</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Catalogs</td>
<td></td>
</tr>
<tr>
<td>Course Schedule Books</td>
<td></td>
</tr>
<tr>
<td>High School Transcripts</td>
<td></td>
</tr>
<tr>
<td>Application for Admission</td>
<td></td>
</tr>
<tr>
<td>Acceptance Letters</td>
<td></td>
</tr>
<tr>
<td>Copy of Transcript</td>
<td></td>
</tr>
<tr>
<td>Transcripts from Other Institutions</td>
<td></td>
</tr>
<tr>
<td>CLEP/AP (Test Out) Form</td>
<td></td>
</tr>
<tr>
<td>First Registration Card</td>
<td></td>
</tr>
<tr>
<td>Independent/Special Project Form</td>
<td></td>
</tr>
<tr>
<td>Grade Change Form</td>
<td></td>
</tr>
<tr>
<td>Incomplete course Form</td>
<td></td>
</tr>
<tr>
<td>Nursing Final Evaluations</td>
<td></td>
</tr>
<tr>
<td>Degree Audit (Advising Worksheet)</td>
<td></td>
</tr>
<tr>
<td>Graduation Materials (Audit, Application, Etc.)</td>
<td></td>
</tr>
<tr>
<td>Academic Termination</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Sanctions</td>
<td></td>
</tr>
<tr>
<td>Change of Major Form</td>
<td></td>
</tr>
</tbody>
</table>

*If a record is being contested, nothing should be removed or destroyed.*

<table>
<thead>
<tr>
<th>Student Records:</th>
<th>5 Years after Graduation or Nonattendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Registration Cards</td>
<td></td>
</tr>
<tr>
<td>Drop/Add Form(s)</td>
<td></td>
</tr>
<tr>
<td>Academic Warning Records</td>
<td></td>
</tr>
<tr>
<td>Name Change Authorizations</td>
<td></td>
</tr>
<tr>
<td>Transcript Requests from a Legal/Government Office</td>
<td></td>
</tr>
<tr>
<td>Course Substitutions</td>
<td></td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td></td>
</tr>
<tr>
<td>Grade Books</td>
<td></td>
</tr>
</tbody>
</table>

*If a record is being contested, nothing should be removed or destroyed.*

<table>
<thead>
<tr>
<th>Student Records:</th>
<th>1 Year after Graduation or Nonattendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>“No Show” Files – Return International Transcripts to Student</td>
<td></td>
</tr>
<tr>
<td>Enrollment Verifications</td>
<td></td>
</tr>
<tr>
<td>Address Changes</td>
<td></td>
</tr>
<tr>
<td>Transcript Requests</td>
<td></td>
</tr>
</tbody>
</table>

*If a record is being contested, nothing should be removed or destroyed.*

<table>
<thead>
<tr>
<th>Support for Endowment Contributions</th>
<th>Permanently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Documentation for Transaction Groups (Journal Entry, Revenue</td>
<td>5 Years</td>
</tr>
<tr>
<td>Receipting, Student Journal, Higher Reach Adjustments, Higher Reach Orders,</td>
<td></td>
</tr>
<tr>
<td>Higher Reach Payments, Invoice, Immediate Checks)</td>
<td></td>
</tr>
</tbody>
</table>

| Tax Returns (Non-Payroll) and Supporting Schedules and Worksheets (State Sales | 3 Years + Current               |
| Tax, Federal 990, etc.)                                                        |                                  |

| Trademark Registrations, Copyrights & Patents                                  | Permanently                     |
| W-9 (Most recent) for Vendors                                                  | Permanently                     |
| Worker’s Compensation Claims                                                   | Permanently                     |

See also Guideline for Board Policy 407.1

Legal Reference: Iowa Code 291.6

Supersedes Revision Adopted: July 13, 1994
February 21, 1977
TITLE: Records Retention

Bonds for Officers and Employees

The Secretary, Treasurer and Notary for the Board of Directors shall each give bond to Iowa Valley Community College District in such amount as the Board may require. Bonds shall be filed with the President of the Board.

All other employees shall be covered by a blanket bond in the amount of five thousand dollars ($5,000.00).
TITLE: Records Retention

Fixed Asset Inventory

All purchases of fixed assets (buildings, equipment, and furniture) shall be recorded per the accounting guidelines specified in the Iowa Community College Accounting Manual published by the Iowa Department of Education.

A perpetual inventory shall be maintained for all fixed assets with a value of $1,000 or more. Fixed Assets with a value of $5,000 or more shall be capitalized as stipulated by the Iowa Department of Education.

Supersedes Revision Adopted: May 12, 1993
May 9, 1984
TITLE: Records Retention

Student Academic and Financial Records

The administration shall initiate and maintain a complete individual permanent record for each student. The administration shall have the care and custody of all student records. All student records are to be preserved either in original form or on microfilm. A duplicate copy of the microfilm records will be kept by the Board Secretary.

Supersedes Revision Adopted: December 9, 1987
GUIDELINE FOR BOARD POLICY 754

DATE: December 9, 1987

TITLE: Business and Operational Procedures

Student and Financial Records

The District Secretary and Treasurer’s student financial accounting and records should be kept permanently.

Cancelled warrants, check stubs, bank statements, bills, invoices, receipt forms, and grade books should be retained for five (5) years.
TITLE: Maintenance and Operation

Maintenance Schedule

The President, in cooperation with administrative personnel, shall cause to be developed and administered a comprehensive maintenance schedule for general care and housekeeping of all buildings, equipment, and grounds of Iowa Valley Community College District. This schedule shall include provisions establishing the proper line of authority in administering such schedules.

The President shall likewise work with the Board of Trustees of Ellsworth Community College under the contract established in Iowa Valley Community College District.

Supersedes Revision Adopted: December 9, 1987
TITLE: Maintenance and Operation

Requests for Improvements

Provisions for procedures in making requests for improvements and/or repairs for all Iowa Valley Community College District property shall at all times, except in cases of emergency, follow the proper lines of authority and the proper sequence of organization as outlined in the Iowa Valley Community College District maintenance schedule.
TITLE: Maintenance and Operation

Emergency Repairs

When an emergency rises in the maintenance and operation of any Iowa Valley Community College District property that directly affects the learning environment and/or the safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:

1. Any staff member shall do all in his power to correct and/or control the emergency as need dictates, or

2. If unable to correct and/or control the emergency, any staff member shall report the emergency situation to the maintenance staff as soon as possible for correction.

When emergency repairs costing more than five thousand dollars ($5,000.00) are necessary in order to prevent the closing of the college, the provisions of the law with reference to advertising for bids shall not apply.
TITLE: Maintenance and Operation

Disposition of Obsolete Equipment

Whenever any furnishings, equipment, and/or supplies have been declared obsolete by the administration, the Vice-President, Financial Services and Facilities Management may be authorized by the President to dispose of such furnishings, equipment, and/or supplies at the best price available. The funds derived therefrom shall be placed in the appropriate fund of the District.

Supersedes Revision Adopted: December 9, 1987
GUIDELINE FOR BOARD POLICY 763

REVISION ADOPTED:  May 7, 1993

DATE:  May 9, 1984

TITLE:  Maintenance and Operation

Disposition of Obsolete/Surplus Equipment

The procedure for the disposition of obsolete/surplus equipment will be administered in accordance with the Code of Iowa and Board Policy 763.

Institution Regulations

The sale of obsolete/surplus equipment will be the responsibility of the District Business Office. No other department shall arrange such a sale or disposition.

Procedure

A memo requesting the disposition of equipment should originate from the college Dean or Vice-President of Continuing Education to the Vice-President, Financial Services and Facilities Management. After the equipment has been identified as no longer having any value to the District, it will be sold or disposed of in a manner deemed appropriate by the Vice-President, Financial Services and Facilities Management. There are three primary ways a piece of equipment can be sold or disposed of:

1. Value $200 or less
   If the total value of the items being disposed of is $200 or less, the Vice-President, Financial Services and Facilities Management will have the authority to obtain the best possible price.

2. Trade-In
   If it is felt that a greater value can be obtained from trading in the obsolete/surplus equipment than from its sale, this method will be followed.

3. Sealed Bid or Auction
   After taking into consideration the monetary value of the surplus item, the number of items, category of items, and the interest on the part of potential buyers, either one of these two methods may be used.

After the method of disposition has been decided, the Vice-President, Financial Services and Facilities Management will prepare the necessary paperwork for advertising the sale.
Advertising the Sale

The following steps will be followed when advertising.

1. Memo
   A memo to staff and Board of Directors advising them of the type of equipment to be sold.

2. Newspaper
   An ad placed with the Marshalltown Times-Republican and Iowa Falls Citizen listing equipment to be sold.

3. Vendor Contact
   Contact specific vendors who might be interested in bidding on our advertised equipment items.

   Any funds obtained from a sale will be credited to Income account 486 (Sale of Fixed Assets) for the cost center originally responsible for the equipment. Once the equipment has been disposed of, the District Office will make the necessary entries to delete item(s) from the fixed asset inventory listing.
A limited fleet of vehicles to cover reasonable transportation needs for District business purposes shall be maintained in operational condition by the District Administration. A uniform system of reservations and monthly budget charge backs to user departments or programs based on actual operating costs shall be administered, with exceptions made only at the Board’s discretion.
GUIDELINE FOR BOARD POLICY 766 A

REVISION DATE: November 8, 1999

DATE: November 7, 1984

TITLE: Maintenance and Operation

Use of Iowa Valley Community College District Licensed Vehicles

I. Scope

A. All college related programs or departments are eligible to make reservations for use of District licensed vehicles.

II. Institutional Regulations

A. Only District employees who, within 60 days of employment, have a valid Iowa driver’s license or drivers authorized by cabinet members and/or the president will be permitted use of district owned vehicles. District insurance, including liability coverage of District employees, is in effect at all times the vehicle is used for District approved functions. A District employee should be present on any college sponsored trip which requires the use of a vehicle.

B. Reservations for vehicles may be made in the receptionist area at the District Office and ECC. Long trips will be given scheduling precedence over short trips. Reservations shall include the name of the user, date, time, and destination and specific hours required. College vehicles must be picked up within one hour of the time requested or notify the specific office that pick-up will be delayed or rescheduled to another time. If the vehicle is not picked up or notification not given, the vehicle will be released to another request for vehicle usage. Trip conflicts, if they occur, will be resolved by reviewing the distance and duration of the trip as well as the needs of the college.

C. Any authorized person requiring a car for a trip within a 30 mile radius of their main work site cannot reserve a vehicle prior to the preceding day of making the trip. This will allow for long distance trips to have and obtain best utilization of college vehicles. If a vehicle is available and reserved the receding day for a local trip, it will only be available for pick-up on the same day of the trip and must be returned to campus that same day.
III. Procedure

A. Keys must be picked up in advance by the driver only during the hours the receptionist area is open. Normal maintenance and repair will be arranged for by the college. The driver of the vehicle shall be responsible for checking and maintaining the normal operating needs of the vehicle (gas, oil, water, spare tire, and first aid kit). The driver shall be responsible for returning the vehicle to the college so that it is ready for normal use by the next driver. Vehicles should be returned to the college when the trip is completed regardless of the hour so that the vehicle is available for the next day’s use. Under normal circumstances, gas tanks should be filled by the user upon return to the college. Exception to this policy may be made when trip mileage is less than one hundred miles.

B. Trip tickets and, when appropriate, charge tickets shall be returned to the specific office as soon as feasible after completion of all trips. Mileage charges will be made on a regular basis to the appropriate accounts by the college at the user rate in effect at the time the vehicle is used.

C. Charges shall be made on a basis to provide for all operational costs and repairs as well as an amount sufficient to provide for vehicle replacement. It is the responsibility of the driver to return the vehicle to its appropriate parking place, lock the vehicle, check on first aid kit and spare, and see that the inside of the vehicle is reasonably clean. Any specific operational problems should be reported on the space provided on the trip ticket.

D. In case of an accident, a proof of insurance card is located in the glove compartment of the vehicle along with a copy of the vehicle registration. The driver must fill out all reports as required by law. The driver shall make no specific commitments to any other driver involved in any accident. The driver shall exchange all information required by law. As soon as feasible, an accident report shall be filed with the District administration.

E. Bus Requirements:
All reservations for use of the college buses shall be made to the dean of student services at the appropriate campus. If a reservation is received that will conflict with a previous reservation, users will be immediately notified of such conflict so other arrangements can be made.
Yellow Bus - charges for this bus do not include a fee to cover the cost of a driver. The bus will normally be driven by the staff member sponsoring the trip. If the trip sponsor is not qualified to drive or does not choose to drive, it shall be the responsibility of the user department to obtain a qualified driver and make provisions for payment. If an outside driver is used, the college administration shall be informed of the driver and notified that the license requirements have been met. All drivers shall have a bonafide Iowa Chauffeurs license. District insurance, including liability coverage for approved drivers, is in effect at all times the bus is used for authorized trips.
GUIDELINE FOR BOARD POLICY 766B

REVISION ADOPTED: October 22, 1996

DATE: November 7, 1984

TITLE: Maintenance and Operation

Use of Plant Vehicles at Iowa Valley Community College District

I. Scope

A. To describe situations whereby various college departments may utilize Plant Operations and Maintenance vehicles, procedure for reservation and rules pertaining to such usage.

II. Institutional Regulations

A. Plant Operations and Maintenance will make available, when practical, vehicles to college departments requiring such vehicles if qualified operators are available from within the requesting department.

III. Procedure

A. When it is not economically feasible or when Plant Operations and Maintenance personnel are not practically available for services normally performed by Plant Operations and Maintenance, college departments may request usage of pickups or trucks not scheduled for use during the period requested.

B. Requests for short term use of a vehicle (two hours or less) should be placed by telephone to Plant Operations (ServiceMaster) and any such appeal for use should be made with the District Office. Requests will be honored in order received, subject to previous scheduled use by Plant Operations and Maintenance.

C. Requests for longer term use should be made to the college dean with at least two days’ notice in writing showing the time period of use required, vehicle preferred, load requirements involved, destination and any other pertinent information. Confirmation of the reservation will be made by Plant Operations (ServiceMaster) either by telephone or in writing depending on the time period available after the request is made.

D. User departments or programs will be charged mileage for such usage.
E. Liability coverage is provided by the District for all regular District employees including those on college work study. The vehicle, as such, is covered by District insurance.

F. Only District employees or ServiceMaster employees shall be allowed to operate District-owned vehicles.

G. In case of an accident, a proof of insurance card is located in the glove compartment of the vehicle along with a copy of the vehicle registration. The driver must fill out all reports as required by law. The driver shall make no specific commitments to any other driver involved in any accident. The driver shall exchange all information required by law. As soon as feasible, an accident report shall be filed with the District administration.
Selection of Architect

Architects shall be selected by the Board of Directors with the counsel of the Chancellor and other administrative staff members.

Supersedes Revision Adopted: December 9, 1987
TITLE:  Construction, Buildings, and Sites

Site Specifications

The Board of Directors accepts as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the Iowa Department of Education as it deems necessary and beneficial to Iowa Valley Community College District.

Legal Reference: Iowa Code 2013, Chapter 297.7

Supersedes Revision Adopted: December 9, 1987
TITLE:  Construction, Buildings, and Sites

Site Acquisition

The Chancellor shall present to the Board of Directors for approval the acquisition of all sites and buildings prior to any action concerning the same.

It shall be the responsibility of the Board of Directors to establish a calendar of priorities for the acquisition of sites.

All provisions as specified by the Code of Iowa shall be followed in all site negotiations and acquisitions to meet the District needs.

Legal Reference:  Iowa Code 2013, Chapter 260C.19
The Board of Directors may contract for the services of consultants and other resource personnel for the study of particular plans of Iowa Valley Community College District.
TITLE: **Construction, Buildings, and Sites**

**Building Specifications**

The Board of Directors shall accept as its minimum standards such building specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the building specifications issued by the Iowa Department of Education as it deems necessary and beneficial to Iowa Valley Community College District.

Legal Reference: Iowa Code 2013, Chapter 297.7

Supersedes Revision Adopted: December 9, 1987
IVCCD embraces energy conservation and believes it to be its responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

IVCCD recognizes the importance of adopting an energy conservation policy to govern this program and affirms the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. A designated campus Administrator will be accountable for energy conservation on his/her campus with Energy Education Specialist teams conducting energy audits and providing timely feedback.

2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.

3. Energy Education will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in
accordance with “Energy Guidelines” that will be adopted by administration and will define the “rules of engagement” for our energy program.

4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

The Board designates the responsibility and oversight of the operations and fiscal accountability of each institution to the administrative leadership. The Board embraces energy conservation and desires for the Iowa Valley Community College District to become a nationwide institutional leader in energy conservation as part of its social responsibility to respect our natural resources. The Board has engaged Energy Education to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the Iowa Valley Community College District and directs the Chancellor and his/her agents to develop and implement short and long range strategies to maximize energy conservation.
GUIDELINE FOR BOARD POLICY 775

REVISION ADOPTED: March 14, 2012

DATE: May 16, 1979

TITLE: Construction, Buildings, and Sites

Energy Conservation and Management

Responsibilities:

- Every person is expected to become an “energy saver” as well as an “energy consumer.”
- IVCCD is committed to and responsible for a safe and healthy learning environment.
- The faculty / staff member is responsible for implementing the guidelines during the time that he/she is present in the instruction room / office.
- The custodial staff is responsible for control of common areas, i.e. hallways, dining areas, etc.
- Security personnel are responsible for verification of the nighttime shutdown.
- The Energy Education Specialist provides regular (at least semi-annual) program update reports to the IVCCD Administration.
- The Energy Education Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Education Specialist is responsible for either directly or indirectly making adjustments to the Organization’s Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- The Energy Education Specialist provides monthly energy savings reports to facilities management detailing performance results.
- The Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
• To complement the organization's behavioral-based energy conservation program, IVCCD shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

General:

1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.
3. All exhaust fans should be turned off daily.
4. Multi-function copier/printers and laser printers should be configured to go into “sleep mode” and may remain on. Fax machines may remain on. Other office equipment (laminators, scanners, etc.) shall be switched off each night and during unoccupied times.
5. All computers and monitors should be configured to go into “energy saver” mode. These settings are set by Information Technology. Some PC’s are exempt from this power policy due to the need for remote access or background reporting or processing demands. These PC’s are set to power down the monitor after 30 minutes. If this is not happening please contact IT. It is not recommend to turn networked PC’s off in that this prevents updates, patches, software to be delivered in a timely and controlled approach. Servers and network equipment are excluded.
6. The IVCCD Board recognizes that there will be limitations and variances with equipment and infrastructure (e.g. age of buildings and equipment, antiquated design, room occupancy, etc.) that may need to be taken into consideration in the application of these guidelines. To that end, Energy Education and IVCCD Board of Directors and Administration are committed to providing and maintaining the integrity of the learning environment as efficiently as possible.
Air Conditioning Equipment:

1. During the cooling season, occupied set points will be in a range of 74°F - 78°F with an unoccupied set point of 85°F as established by ASHRAE 55 “Thermal Conditions for Human Occupancy.”
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

Heating Equipment:

1. During the heating season, occupied set points will be in a range of 68°F - 72°F with an unoccupied set point of 55°F as established by ASHRAE 55 “Thermal Conditions for Human Occupancy.” This may be adjusted to a 60°F setting during extreme weather.
2. The unoccupied time shall begin when the students leave an area.
3. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
4. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
5. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
6. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.
Lighting:
1. All unnecessary lighting in unoccupied areas will be turned off. Faculty should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water:
1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the facility.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.
TITLE: Other Business Procedures

Bad Debts

The administration shall annually recommend in writing to the Board of directors any and all accounts that are deemed to be uncollectible.

The Board may act to write any or all accounts off as bad debts in which the administration has exhausted all legal methods of collection.
1. **PURPOSE**

The protection of confidential and sensitive information and the resources that support them are critical to the operation of Iowa Valley Community College District (IVCCD). As information assets are handled they are placed at risk for potential threats of employee errors, malicious or criminal actions, theft, and fraud. Such events could cause IVCCD to incur a loss of confidentiality or privacy, financial damages, fines, and penalties.

The purpose of this policy is to reduce the risk of a loss or breach of confidential and sensitive information through guidelines to detect, prevent, and mitigate loss due to errors or malicious behavior when working with new and existing covered accounts for students or employees containing personally identifying information.

This policy was developed as a result of a risk assessment of IVCCD methods for handling confidential and sensitive employee and student information and to comply with sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003 (FACTA); known as Red Flag Regulations and Guidelines.

Determination of appropriate security measures is a part of all IVCCD operations and will undergo periodic evaluation.
2. SCOPE

This policy applies to all employees, and service providers of IVCCD, including all parties that may come into contact with confidential and sensitive information, such as contractors, consultants, temporaries, and personnel of third party affiliates.

3. DEFINITIONS

Confidential and sensitive information includes, but is not limited to identifiers such as:

- personal information (e.g. social security number, date of birth, driver’s license information, paychecks);
- financial information (e.g. credit card numbers/expiration dates, bank account numbers, billing information, individual and/or employer tax return information, payment history);
- medical information (e.g. medical records, doctors names and claims, health/life/disability insurance policy information, prescription information); and/or
- business information (e.g. federal ID numbers, employee or student identifiers, access numbers/passwords, vendor numbers).

Covered Account/Record

An account or record is a body of information, on an individual, group or entity; that is kept for the purpose of transacting on an ongoing basis with another individual, group, or entity. Both new and existing accounts where a continuing relationship exists between IVCCD and the employee or student are considered “covered accounts.” There are two definitions:
• An account that IVCCD offers or maintains primarily for personal, family, or household purposes that involve or is designated to permit multiple payments or transactions.

• Any other account that IVCCD offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the district from identity theft, including financial, operational, compliance, reputation or mitigation risks.

Red Flags

Red Flags are patterns, practices, or specific activities involving covered accounts that indicate the possible risk of identity theft.

Service Provider

A service provider is any individual, group, or entity that directly provides a service to IVCCD or on behalf of IVCCD for its students or employees.

4. SUMMARY OF RESPONSIBILITIES

The identify theft prevention committee consists of district-wide representation from Academic Affairs, Administration, Business Office, Continuing Education, Governmental Affairs, Human Resources, Information Technology, and Student Services and is responsible for the oversight and periodic evaluation of the red flags policy for the District. The role of chair of this committee rotates periodically between committee members.

Individuals working with confidential or sensitive information are responsible for securing it appropriately to avoid potential identity theft.
5. SUMMARY OF PROCEDURES

Red flags procedures are methods for detecting, preventing, and mitigating identity theft. IVCCD will use, enforce, and design more specific or new procedures as needed.

Through the course of normal daily business operations authorized personnel may detect identity theft red flags when working with covered accounts. IVCCD personnel will make a good faith effort to:

- prevent the fraudulent opening of new accounts or requesting access to an existing account. This includes both document and non-document forms of verification;
- take acceptable actions when detecting an identity theft red flag; and/or
- upon notification of an address discrepancy from a Consumer Reporting Agency (CRA), personnel are required to confirm the consumer’s address and furnish it to the CRA.

6. ENFORCEMENT

The District Chancellor, Unit Heads, and members of the identity theft prevention committee have the authority to enforce this policy. Any employee, temporary, contractor, or consultant found in violation may be subject to disciplinary action, up to and including termination of employment or contract under which the services are being provided.
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Revised: March 12, 2014

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Statement of Guiding Principles

It is the policy of the Board of Directors to keep citizens of the District informed of the objectives, achievements, needs, and conditions of Iowa Valley Community College District.

The Chancellor and/or designee(s) is responsible for initiating and administering communications between Iowa Valley Community College District and citizens of the District.

Supersedes Revision Adopted: November 9, 2009
March 13, 2002
TITLE: Community Relations

Communications with the Public: Releases to News Media

The Chancellor and/or designee(s) is the official spokesperson when news media request information regarding IVCCD finances, personnel, legal matters, Board policies and actions, and other potentially sensitive subjects. The Marketing & Communication Services Office will prepare news releases relative to Board action and disseminate such releases to all major news media in the district.
TITLE: Community Relations

Communications with the Public: Releases to News Media

Members of the news media are encouraged and welcome to attend open board meetings. The Board President will be the spokesperson for the Board, and the Chancellor and/or designee(s) will be the spokesperson for the District. It will be the responsibility of the Board President and Chancellor and/or designee(s) to respond to inquiries from the news media about the district.

Members of the news media seeking information about the district will direct their inquiries to the Chancellor and/or designee(s) who will accurately and objectively provide the facts and board positions in response to those inquiries.
The Board of Directors may appoint ad hoc Citizen Advisory Committees to study matters pertaining to Iowa Valley Community College District. Such committees will deal with specific issues as designated by the Board of Directors, and their responsibility will be fulfilled upon making a final report to the Board.

Selection of Citizen Advisory Committees will be made by the Board of Directors acting as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matter under consideration. As a matter of basic policy such committees will be representative of Iowa Valley Community College District and should, whenever possible, represent various director districts.

The chairperson of the committees will convene meetings of the membership and proceed with the work to be done. The chairperson will maintain liaison with the Chancellor and will be responsible for the preparation of a final report to be presented to the Board of Directors.

The report should contain the findings of the committee and, where appropriate, make suggestions or recommendations for consideration of the Board.
The Board of Directors encourages employees of Iowa Valley Community College District to participate in community activities. Such participation should include not only active membership in local organizations of interest to the employees, but also active roles in community issues.
The following rules are adopted pursuant to Chapter 68B of the 2011 Code of Iowa and will apply to all members of the Board of Directors, and employees of the Iowa Valley Community College District. The purpose of this policy is to implement Chapter 68B of the Code of Iowa, by regulating gifts to District employees, and directors from those doing or seeking to do business with the District, those engaged in activities regulated or controlled by the District, and those who have interests which may be substantially and materially affected by the performance or non-performance of the recipient’s official acts.

1. Conflicts of interest on the part of Board members and employees of the District are to be avoided and compliance with the provisions of Iowa law on such subject, as set forth in Chapter 68B of the Code of Iowa, is required. A copy of the pertinent provisions of Chapter 68B is available in the District Office.

2. Board members may receive a gift on behalf of the District as stated in Section 279.42 of the Code of Iowa.

3. Board members and employees of the District and their immediate family members shall not, either directly or indirectly, solicit, accept or receive a gift, series of gifts, or an honorarium unless the donor does not meet the definition of “restricted donor”
stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below:

a. A “restricted donor” is defined as a person or other entity who is in any of the following categories:

   i. Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the District.

   ii. Will personally be, or is the agent of a person who will be, directly and substantially affected financially by the performance or nonperformance of the recipient’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region.

   iii. Is personally, or is the agent of a person who is, the subject of or a party to a matter which is pending before the District and over which the recipient has discretionary authority as part of the recipient’s official duties or employment within the District.

   iv. Is a lobbyist or a client of a lobbyist with respect to matters within the recipient’s jurisdiction.

b. A “gift” is the rendering of anything of value in return for which legal consideration of equal or greater value is not given and received. However, “gift” does not include any of the following:

   i. Contributions to a candidate or a candidate’s committee.
ii. Informational material relevant to the recipient’s official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format.

iii. Anything received from anyone related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.

iv. An inheritance.

v. Anything available or distributed to the general public free of charge without regard to the official status of the recipient.

vi. Items received from a bona fide charitable, professional, educational or business organization to which the recipient belongs as a dues paying member, if the items are given to all members of the organization without regard to individual members’ status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.

vii. Actual expenses of a recipient for food, beverages, registration, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the recipient has participation or presentation responsibilities.

viii. Plaques or items of negligible resale value given as recognition for the public service of the recipient.
ix. Food and beverages provided at a meal that is part of a bona fide event or program at which the recipient is being honored for public service.

x. Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.

xi. Items or services solicited by or given to a state, national or regional government organization in which the state of Iowa or the District is a member, for purposes of a business or educational conference, seminar or other meeting; or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees, for purposes of a business or educational conference, seminar or other meeting.

xii. Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
xiii. Funeral flowers or memorials to a church or nonprofit organization.

xiv. Gifts which are given to the recipient for recipient’s wedding or twenty-fifth or fiftieth wedding anniversary.

xv. Payment of salary or expenses by the recipient’s employer or the firm in which the recipient is a member for the cost of attending a meeting of a subunit of an agency when the person whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the person is not entitled to receive compensation or reimbursement of expenses from the District for attending the meeting.

xvi. Gifts other than food, beverages, travel and lodging received by the recipient from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the recipient.

xvii. Gifts of food, beverages, travel or lodging if all of the following apply:

A. The recipient is officially representing the District in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state or to develop markets for Iowa businesses or products.
B. The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting do not constitute “gifts” as defined above.

C. The recipient plays a significant role in the presentation to the business or businesses on behalf of the District.

dxviii. Actual registration costs for informational meetings or sessions which assist the recipient in the performance of the recipient’s official functions. The costs of food, drink, lodging and travel are not “registration costs” under this paragraph. Meetings or sessions which are attended for personal or professional licensing purposes are not “informational meetings or sessions” under this paragraph.

c. An “honorarium” is anything of value that is accepted or given as consideration for an appearance, speech or article. An “honorarium” does not include any of the following:

i. Payment of actual expenses of a recipient for registration, food, beverages, travel and lodging, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the recipient has participation or presentation responsibilities.
ii. A nonmonetary gift or series of nonmonetary gifts donated by the recipient within thirty days to a public body, a bona fide educational or charitable organization or the State Department of General Services.

iii. A payment made to the recipient for services rendered as part of a bona fide private business, trade or profession in which the recipient is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person’s status as a board member, official or employee of the District but, rather, because of some special expertise or other qualification.

4. It will be the responsibility of each board member, or employee of the District to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code Chapters 68B, 279.42

Supersedes Revision Adopted:
March 14, 2012
March 13, 2011
April 12, 1995
TITLE: Use of Iowa Valley Community College District Facilities

Applications for Use

Application forms for use of facilities must be completed by all potential users. The application will be filed in advance with the appropriate District employee who will classify the organization and apply rental charges where appropriate. Approval or disapproval of the application will be given by the unit head or designee.

Ongoing instructional programs and other events sponsored by Iowa Valley Community College District will have priority for facilities use over outside agencies.

CROSS-REFERENCE: See Policy Number 713, “Rental of Property and Equipment”.

GUIDELINE FOR BOARD POLICY 830

REVISION ADOPTED: January 10, 1995

DATE: May 6, 1994

TITLE: Use of Iowa Valley Community College District Facilities

Religious Groups

Iowa Valley Community College District actively encourages public use of its facilities. Facilities of the Iowa Valley Community College District are available for use by non-college individuals and organizations, if the following guidelines are followed and if the desired facilities are available on the date(s) and at the time(s) requested. In all instances college-related needs and uses must be served first.

1. The event(s) must be open to the public.

2. The event(s) should be in keeping with the overall educational objectives of Iowa Valley Community College District.

3. Use of district premises by religious organizations is permitted with the following restrictions:

   A. Use of the district premises by religious organizations may be granted by the administration pursuant to written application by such organizations setting forth in detail the date and time requested for such use, the amount of time required for any particular use, and the intended program or nature of the use.

   B. Use by religious organizations on a regularly scheduled basis, so that in effect a part of the district property becomes appropriated to the use of such organization, will not be permitted.
C. Use by any religious organization will be restricted as to
the number of times such use is allowed

D. Use by churches for their regular activities and services is
permissible provided (a) no activity of a proselytizing nature will
be permitted outside of the specific space reserved for use by such
church, and (b) only churches or other religious organizations
that who have their own buildings for their activities within the
geographical area of the district but whose facilities may be
inadequate for special occasions or whose facilities have been
rendered temporarily untenantable or who may not presently
have their own facilities, but who intend to obtain such facilities
within the reasonably near future, may be permitted such use.

E. In all cases, the Board, or the President, in the exercise of a
reasonable discretion, and having in mind the primacy of the
educational mission of the district and of the “Establishment
Clause” of the U.S. Constitution, may deny such use.

Interim Guideline Adopted: May 31, 1978

Cross Reference: See Board Policy #713, “Rental of Property and
Equipment”

Supersedes Revision Adopted: May 6, 1994
TITLE:  Use of Iowa Valley Community College District Facilities

Loan of College Equipment

Equipment of Iowa Valley Community College District may be loaned outside of the colleges or Iowa Valley Continuing Education with the approval of the appropriate district official, provided a proper lending plan is developed.

Normally, equipment used by organizations within District buildings will be operated or supervised by appropriate District personnel.

When damage or loss is sustained, the borrower will reimburse the District in full. Reimbursement costs will be determined by the Business Office.
TITLE: Use of Iowa Valley Community College Facilities: Applications for Use

Conduct of Campus Visitors

Access to academic and administrative facilities and grounds of Iowa Valley Community College District shall generally be limited to students, employees and visitors for the purpose of study, work, teaching and conducting other IVCCD business.

Access to individual classrooms, laboratories and program areas shall be limited to those enrolled in the courses and programs meeting at such locations. An instructor, however, may grant permission for the presence of one or more visitors if, in the instructor’s judgment, such presence is consistent with maintaining a proper educational environment.

Visitors on IVCCD campuses who are not students or employees of the District shall conduct themselves in accordance with the law, as well as commonly accepted standards of behavior and safety. Any conduct which involves loitering; intentional or negligent disruption of the orderly processes of the District; noise; threats; any kind of harassment (sexual or otherwise); verbal or physical abuse; endangerment of the health or safety of any person or inappropriate entry into, obstruction of, or unauthorized occupation of any District property by any visitor, shall be deemed a violation of Board policy. If a visitor engages in such conduct and does not cease such conduct when requested, the District employee who is present and in immediate charge of the area shall have the authority to inform such visitor that his or her permission to
occupy District property is withdrawn, that such visitor shall leave District property immediately and that failure to leave shall result in police being summoned to take appropriate law enforcement action. The District employee must then immediately notify the unit head of the action taken.

This policy does not require any District employee to take any action that would jeopardize the personal safety of any such employee, any student, visitor or other party.
TITLE: Designating Buildings, Rooms, and Other Objects

Naming Buildings

1. Buildings constructed or acquired by Iowa Valley Community College District may be given names via Board action.

2. Recommendations as to the name of a building or room may be requested by the administration on behalf of the District and students concerned.

3. The following criteria will be considered in both making recommendations and the name selected:
   A. Building/rooms may be named in honor of persons either living or dead.
   B. The profession of the person is not pertinent.
   C. The person must have made a contribution to education at any level (local, state, national, or international).
   D. The person is not required to have made a financial contribution to Iowa Valley Community College District.
   E. The individual must be well known to Iowa Valley Community College District or to one of its units.
   F. The individual may be a current employee.

Supersedes Revision Adopted: March 13, 2002
TITLE: Community Activities

Solicitation Activities at Iowa Valley Community College District

No activity requiring students and staff to assist in promoting campaigns (financial, educational, charitable, or otherwise) which demand the time of students, teachers, and administrators, will be permitted, except as hereinafter provided, unless the same will be deemed in accord with the general policies of the Board of Directors.

No agent or persons will be permitted to solicit a staff member or student for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind or make announcements of any nature, or take up contributions on the premises of Iowa Valley Community College District for any purpose whatsoever, nor will anyone solicit on behalf of the District, or any entity thereof, without prior written approval from the Chancellor or the Chancellor’s designated official in accord with the general policies of the Board of Directors.

Discretionary participation by students in charity activities is considered to be a desirable part of their total education.
TITLE: Community Activities

Political Campaign Literature Distribution Guidelines

Except for items of an academic nature and external-posted mail, distribution of campaign literature (flyers, pamphlets, brochures, etc.) may not be made through the district mail system or by placing such literature in faculty or staff lounges or on the website and/or by e-mail.

No items of any nature, including, without limitation, campaign literature, may be posted on District bulletin boards without the prior approval of the appropriate unit head. All literature must identify the sponsors and comply with Iowa Campaign Finance Disclosure Laws.

Campaign literature may be left on a designated table in the Student Union if approved in advance by the Provost or designee. All literature must identify the sponsors and comply with Iowa Campaign Finance Disclosure Laws.

The District and its entities will neither endorse nor discriminate against any candidate for political office.

Any ruling on the distribution of campaign literature will be applied uniformly to all candidates and parties.

Supersedes Revision Adopted: March 13, 2002
November 14, 2001
PURPOSE: The purpose of this policy is to provide for the implementation of procedures in accordance with Iowa Code Chapter 22 - Examination of Public Records (Open Records).

POLICY: It is the policy of the Iowa Valley Community College District ("the District") that all records of or belonging to the District shall be open to examination by the public with the exception of those records specifically exempt from public examination by Iowa Code section 22.7, judicial decisions under the Act, and any other applicable law or rulings.

The Board Secretary shall act as the custodian of public records of the District. It is the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public records of the district.

The examination and copying of public records shall be done under the supervision of the custodian or the custodian's authorized designee. Public records of the District may be examined during the regular business hours of the administration offices of the District. These hours are 8:00 a.m. through 4:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to examine the district’s public records should contact the Board Secretary and make arrangements. The Board Secretary will make arrangements for examination of the
records as soon as reasonably practicable, depending on the nature of the request.

Some public records are nevertheless confidential under the law. Where the status of a record as confidential cannot be readily ascertained, the Board Secretary shall seek legal advice before allowing or refusing examination of a record.

The custodian is authorized to charge a reasonable fee for supervising the examination and copying of the records. The custodian shall provide any person a reasonable number of copies of any public record upon payment of the fee. The fee for the copying service as determined by the custodian shall not exceed the actual cost of providing the service. Actual costs shall include those expenses directly attributable to supervising the examination of and making and providing copies of public records. For requests for copies of public records, including requests received by telephone, in writing and/or electronically, the District may require pre-payment of the costs prior to copying and mailing.