

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
March 20, 2018 – 4:00 p.m.  
Robert J. Rimington Board Room (H-228)  
Highland Community College Student/Conference Center  
Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: February 20, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. April 2018 Regular Board Meeting Date and Time Change (Page 1)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
  - D. Financial (None)
- IX. Main Motions
  - A. Academic
    - 1. Highland Community College and Columbia College of Missouri Course to Course Articulation Agreement Plans Leading to a Bachelor of Science in Nursing Degree (Page 4)
    - 2. Contract Award: Welding Certification Program Services (Page 7)
  - B. Administration
    - 1. Second Reading – Revised Policy 4.17: Leave, Military (Page 29)
    - 2. Second Reading – Revised Policy 4.131: Leave, Family and Medical Leave Act (FMLA) (Page 35)
    - 3. Second Reading – Revised Policy 4.223: Tuition Waivers (Page 44)
  - C. Personnel
    - 1. Appointment: Automotive Technology Instructor (Page 49)

D. Financial

1. Third Reading: Tuition (Page 50)
2. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2019 (Page 51)
3. Lease Contract for Postage and Mailing Machine (Page 71)
4. Interfund Transfer from the Auxiliary Fund to the Operating Fund (Page 73)
5. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund (Page 74)
6. Use of Funds from the Agency Fund for YMCA Pool Wall Repairs and Vapor Barrier (Page 75)
7. Acceptance of Estimate for YMCA Pool Wall Repairs and Vapor Barrier (Page 76)
8. Approval of Statement of Final Construction Compliance: Campus-Wide Security Camera System Project (Page 77)
9. Approval of Statement of Final Construction Compliance: Lighting Replacement Project (Security Lighting Upgrade) (Page 79)
10. Approval of Statement of Final Construction Compliance: NFPA 70E Arc Flash Regulatory Compliance Project (Page 81)
11. Approval of Statement of Final Construction Compliance: MUA Replacement Project at Building “H” (Page 83)
12. Acceptance of Quote for Protection, Health, and Safety Project: Air Quality and Building Materials Safety (Page 85)
13. Acceptance of Bid for Protection, Health, and Safety Project – Building “F” Room #10 ADA Accessibility (Page 90)
14. Acceptance of Bid for Protection, Health, and Safety Project: Hazardous Sidewalk Replacement (Page 94)
15. Appointment of Auditor for Fiscal Year 2018 (Page 98)
16. Approval of Contract for Acquisition of International Preservation Studies Center (IPSC) Program (Handout)
17. Payment of Bills and Agency Fund Report (Page 99)

X. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 101)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XI. Old Business

- A. Faculty Senate Report

**XII. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XIII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XIV. New Business**

**XV. Dates of Importance**

- A. Next Regular Board Meeting – April 17, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – June 6, 2018, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

**XVI. Adjournment**

**AGENDA ITEM #VIII-B-1  
MARCH 20, 2018  
HIGHLAND COMMUNITY COLLEGE**

**APRIL 2018 REGULAR BOARD MEETING DATE AND TIME CHANGE**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees reschedule the April 2018 regular meeting from Tuesday, April 18, 2018, at 4:00 p.m. to Tuesday, April 11, 2018, at 8:00 a.m. The meeting will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois.

**BACKGROUND:** The April 18, 2018, regular meeting date conflicts with meetings scheduled by the Illinois Community College Trustees Association and the Illinois Council of Community College Presidents. Moving the meeting to April 11 will allow all trustees to attend the regular Board meeting.

BOARD ACTION: \_\_\_\_\_

**AGENDA ITEM #VIII-C-I  
MARCH 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the list of part-time instructors, overload, and other assignments be approved for the Spring semester of 2018.

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: \_\_\_\_\_

Spring 2018			COURSE	CLOCK	CREDIT	TOTAL		
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
David	Esch	6554	PHYS144A	Portion of Gen Physics II		1.98	\$1,256.45	\$2,487.78
Steve	Simpson	6638	GEOL132A	Portion of Nat Hazards		1.68	\$1,256.45	\$2,110.84
John	Sullivan	6526	CHEM124A	Portion of Gen Chem II		0.63	\$1,256.45	\$791.57
Bobby	Shallenberger	6927	PERS011ACC	Facebook	3		\$21.60	\$64.80
Roger	Hicks	6877	PERS036PCC	OxyAcetylene Welding				\$85.00
Kathy	Heid	7058	PHYD121ACC	Walk & Stretch	30		\$18.00	\$540.00
Leanne	Grahame	6649	NURS091HXB	BNA Clinical	40		\$30.00	\$1,200.00
Leanne	Grahame	6649	NURS091HBX	BNA Clinical	40		\$30.00	\$1,200.00
Cassie	Mekeel	7052	NURS091IS	BNA Ind Study		3	\$30.00	\$90.00
Monica	Pierce	6359	AGRI188HB	Intro Hort Science		0.18	\$1,256.45	\$226.16
						0.12	\$1,382.10	\$165.85
Aaron	Sargent	7098	OCED290G	Work PI Exp MTEC		0.4	\$1,507.74	\$603.10
Charles	Born		Softball Coach					\$5,025.80
Sara	Ibalio	6857	PERS037XCC	Pics on My Phone	2		\$25.00	\$50.00
Joan	Miller	6839	DATP110ACC	Internet Browsers	3		\$25.00	\$75.00
Michael	Staver	6882	PERS035BCC	Greek Cuisine	3		\$25.50	\$76.50
Evan	Talbert	7142	WFD048F	BASSET				\$120.00
Cristina	Szterensus	6827	PERS037ICC	Spanish Movie Night				\$25.00
<b>Other Assignments</b>								
Rod	Anderson			Men's basketball game 1/31/18 official				\$ 150.00
Kevin	Moore			Men's basketball game 1/31/18 official				\$ 150.00
Dean	Buckwalter			Worked 11 basketball games in January				\$ 275.00
Jeff	Carr			Men's basketball game 2/3/18 official				\$ 150.00
Wayne	Gerlach			Women's basketball game 2/3/18 official				\$ 150.00
Kim	Grimes			Worked 11 basketball games in January				\$ 275.00
Jaime	Hare			Security guard for basketball games 1/20/18 1pm-5pm				\$ 100.00
Colin	Mix			Men's basketball game 2/3/18 official				\$ 150.00
Leroy	Nesmith			Women's basketball game 2/3/18 official				\$ 150.00
Kim	Ramirez			Medical coding course first installment				\$ 4,830.00
Rick	Shaffer			Women's basketball game 2/3/18 official				\$ 150.00
Steve	Spivey			Men's basketball game 2/3/18 official				\$ 150.00
Misty	Witt			Worked 11 basketball games in January				\$ 275.00
Edward	Draper			Men's basketball game 2/13/18 official				\$ 150.00
Everett	Fenwick			Women's basketball game 2/13/18 official				\$ 150.00
Eric	Gillam			Women's basketball game 2/13/18 official				\$ 150.00
Michele	Horvath			Women's basketball game 2/13/18 official				\$ 150.00
Scott	Tierney			Men's basketball game 2/13/18 official				\$ 150.00
Bernard	Branch			Women's basketball game 2/15/18 official				\$ 150.00
Myron	Ellingson			Women's basketball game 2/15/18 official				\$ 150.00
Don	King			Men's basketball game 2/15/18 official				\$ 150.00
Drew	Middleton			Women's basketball game 2/15/18 official				\$ 150.00
Shane	Parker			Men's basketball game 2/15/18 official				\$ 150.00
Gene	Rayford			Men's basketball game 2/15/18 official				\$ 150.00
Lynell	Mitchell			Men's basketball game 2/13/18 official				\$ 150.00
Dean	Buckwalter			Worked scorer's table for 7 basketball games in February				\$ 175.00
Kim	Grimes			Worked scorer's table for 6 basketball games in February				\$ 150.00
Misty	Witt			Worked scorer's table for 7 basketball games in February				\$ 175.00
Deborah	Lischwe			Demographics presentation for Jo Daviess Leadership Forum 2/14/18				\$ 350.00
Spencer	Long			Training stipend for January training				\$ 200.00
Dustin	Ludwig			Training stipend for February training				\$ 200.00

**AGENDA ITEM #IX-A-1  
MARCH 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**HIGHLAND COMMUNITY COLLEGE AND COLOMBIA COLLEGE OF MISSOURI  
COURSE TO COURSE ARTICULATION AGREEMENT PLANS LEADING TO A  
BACHELOR OF SCIENCE IN NURSING DEGREE**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached course to course articulation agreement to support the seamless transition of Highland students completing their Associate of Applied Science – Associate Degree in Nursing program at Highland to Colombia College of Missouri for completion of a Bachelor of Science in Nursing.

**BACKGROUND:** This agreement is the result of discussions between Dr. Jen Grobe, Associate Dean of Nursing and Allied Health, and Colombia College of Missouri. The process follows a similar path as other course articulations and memorandum of understanding agreements Highland has with BSN programs in the area. By providing the simple transfer opportunity, nursing graduates of Highland past and present will be able to move quickly to the BSN level while staying local. The course work is fully online – an advantage for our large, alternative student population. The current climate of health care has enhanced the need for a speedy, consistent, and articulated transition from ADN to BSN.

BOARD ACTION: \_\_\_\_\_

**TRANSFER GUIDE for Highland Community College AAS graduates in Nursing to  
COLUMBIA COLLEGE of Missouri's Bachelor of Science in Nursing**

### I. PURPOSE

The purpose of the guide is to establish a seamless education plan for students completing the AAS in Nursing at Highland Community College, obtaining their RN license and transferring to the RN to BSN program at Columbia College. All Columbia College courses are offered online only. **Only grades of "C" or better will be accepted in transfer by Columbia College.** Student must enroll in the Associate to Bachelor's (A2B) Program for this plan. **NOTE:** Due to possible Columbia College catalog updates, always consult with your Columbia College Associate to Bachelors (A2B) advisor before making final course selections.

### II. EDUCATION PLAN

**DEGREE CONFERRED: Associate of Applied Science in Nursing (73 credit hours)**

**(NOTE: CC transfer equivalencies in parentheses)**

#### **Pre-Nursing Program Admission Requirements (14 credit hours)**

BIOL 213	Anatomy and Physiology I (BIOL 144)*	4.0
ENGL 121	Rhetoric & Composition I (ENGL 111)	3.0
PSY 161	Introduction to Psychology (PSYC 101)	3.0
CHEM 120	General, Organic & Bio Chemistry (CHEM 110, CHEM 111L)	4.0

#### **General Support Courses (13 credit hours)**

BIOL 211	Microbiology (BIOL 312 & BIOL 312L, will transfer as lower level (LL) credit)	4.0
BIOL 214	Anatomy and Physiology II (BIOL 144)*	4.0
PSY 262	Human Growth and Development (PSYC 330, will transfer as LL credit)	3.0
Nursing Elective		2.0

\* If both BIOL 213 and BIOL 214 are completed, will get equivalency for BIOL 223, 223L, 326 and 326L instead of the single courses identified. All will transfer as lower level credits.

#### **Nursing Core Curriculum (46 credit hours)**

NURS 103	Pharmacology (ELEC 144)	2.0
NURS 191	Fundamentals of Nursing (ELEC 144)	8.0
NURS 192	Health & Illness I (ELEC 144)	8.0
NURS 291	Family Nursing (ELEC 144)	5.0
NURS 292	Health & Illness II (ELEC 144)	8.0
NURS 293	Psychiatric Nursing (ELEC 144)	5.0
NURS 294	Health & Illness III (ELEC 144)	8.0
NURS 298	Professionalism & Leadership in Nursing (ELEC 144)	2.0



**Remaining CCM degree or general education waiver requirements that can be completed at HCC (6 credit hours)**

ENGL 122	English Composition II (ENGL 112)	3.0
MATH 177	Statistics (MATH 250)	3.0
Or BUSN 221	Business Statistics (MATH 250)	

NOTE: only 78 of the 79 credit hours identified above will be used towards the B.S. Nursing degree.

**Must have RN License to be admitted into the CCM RN to BSN program.**

**DEGREE CONFERRED: Bachelor of Science in Nursing (42 credit hours)****Core Requirements for BSN (30 credit hours)**

NURS 212	Pharmacology for Nursing	3.0
NURS 310	Professional Nursing Practice	3.0
NURS 311	Pathophysiology	3.0
NURS 312	Principles and Applications of Human Nutrition	3.0
NURS 313	Health Assessment	3.0
NURS 409	Nursing Research and Evidence-Based Practice	3.0
NURS 410	Community Health Nursing	3.0
NURS 411	Community Health Nursing Assessment	3.0
NURS 413	Leadership and Management in Nursing Practice	3.0
PHIL 460	Biomedical Ethics	3.0

**Upper Level Electives (12 credit hours)**

Student can choose upper level electives from nursing, science, psychology, human services or any area of interest.

**For more information about this program, contact the Columbia College advisor at the Columbia College – Freeport location (815) 599-3585 or [freeport@ccis.edu](mailto:freeport@ccis.edu).**

**III. UPDATES**

This agreement is developed using the HCC 2017-2019 Academic Catalog, the 2017-18 CC Academic Catalog and the 2016 General Articulation Agreement between the two institutions. The very nature of higher education results in periodic curriculum changes. Should these changes occur to either the HCC AAS Nursing degree or the CC BSN degree, the institution with the change will notify the partner institution and a new Education Plan will be developed, as necessary.

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Dr. David Starrett, Columbia College  
Provost/Vice President for Academic Affairs

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Christina Kuberski, Highland Community College  
Executive Vice President/Chief Academic Officer

**AGENDA ITEM #IX-A-2  
MARCH 20, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CONTRACT AWARD  
WELDING CERTIFICATION PROGRAM SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached five-year contract with the Federal Bureau of Prisons for the provision of Welding Certification Program Services to be rendered for the Administrative United States Penitentiary in the amount of \$226,540.00.

**BACKGROUND:** Through the fulfillment of this contract, the College will provide all the instructional training for each participant of the cohort from Thomson. Each participant has been screened by Thomson and identified as comparatively low risk. The participants will be able to complete the 16 credit Welding Certificate during the Summer and Fall semesters (June – December). Upon completion of the program, each successful completer will be in a position to enter the workforce as an entry-level welder or pursue an apprenticeship program.

BOARD ACTION: \_\_\_\_\_



**U.S. Department of Justice  
Federal Bureau of Prisons  
Administration Division**

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*Field Acquisition Office  
Grand Prairie, Texas 75051*

Highland Community College Foundation  
Attn: Scott Anderson, Dean of Business and Technology  
2998 W. Pearl City Road  
Freeport, IL 61032

Re: Offer of Contract Award – Welding Certification Program Services.

Dear Mr. Anderson:

Please accept this letter as the official offer of award of contract 15B41918D00000007; a result of solicitation 15B41918Q0000004 for the provision of Welding Certification Program Services to be rendered for the Administrative United States Penitentiary (AUSP) located in Thomson, Illinois. **The base period of the contract is effective on May 1, 2018.**

Enclosed is the contract. **Please review and indicate your firm's acceptance of the terms and conditions by signing page 1 of the SF 1449 and returning a signed copy to me for inclusion in the contract file. Please email this submission to [jseratt@bop.gov](mailto:jseratt@bop.gov) at your earliest convenience.**

The Contracting Office located at the AUSP Thomson is designated as the Contract Administration Office (CAO) for this contract and shall be your first point of contact for contractual issues; however, I will be available to offer assistance if necessary. Mr. Robert Cox is the Supervisory Contract Specialist at AUSP Thomson and may be reached at (815) 259-1608 or via email at [rcox@bop.gov](mailto:rcox@bop.gov).

Pursuant to FAR 22.805(a)(9)(b), I am providing you with the Equal Employment Opportunity poster entitled "Equal Employment Opportunity Is The Law." Please ensure this poster is displayed in a prominent and accessible place at the worksite before contract performance begins.

Pursuant to Department of Justice Procurement Guidance Document 2016-05, I am providing you with the poster entitled "Whistleblower Information for Department of Justice Contractors, Subcontractors, and Grantees." Ensure that your contractors and subcontractors receive a copy of this poster and provide Mr. Cox with an affirmative response when this task has been completed. Your response will become part of the contract administration file.

On behalf of the Federal Bureau of Prisons, we look forward to a successful working relationship with you under the terms of this new contract. If you have any questions, please contact Mr. Cox, or feel free to call me at (972) 352-4558.

Sincerely,  
//s//  
Jim D. Seratt, Contracting Officer

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.