

**HEARTLAND
COMMUNITY COLLEGE**

BOARD POLICY MANUAL

Revised 8/17/10

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DISCLAIMER

The Heartland Community College Board Policy Manual is intended to promote the orderly administration of Heartland Community College and to assist administrators, faculty, staff, students and others using the facilities or programs of Heartland Community College. This document does not necessarily and is not intended to embody the entire relationship of administrators, faculty, staff, students or others using the facilities or programs of the College and is not an express or implied contract between the College and any other individuals or groups employed by the College, attending as students or using facilities or programs of the College. The Board reserves the right to amend, revise, change or eliminate any or all parts of this policy manual at its discretion.

Adopted 9/21/93

INTRODUCTION

Vision & Philosophy Statement. Heartland Community College responds to the lifelong learning needs of diverse students as a vital, progressive community resource. The College is committed to student success as its fundamental measure of institutional success and believes that students who benefit from public education also accept a responsibility to society.

Mission. Access to higher education and excellence in teaching and learning.

Goals and Purposes. Heartland Community College is committed to student success. The College represents a vital and progressive community resource by fulfilling its mission through the following institutional purposes and goals.

Access to Higher Education

- We admit any student who can benefit from our programs and services and provide academic, financial and other support services designed to maximize their potential for success.
- We offer instruction and services in convenient locations, times and formats and maintain a moderate tuition.

Excellence in Teaching and Learning

- We respond to the lifelong learning needs of a diverse student body.
- We prepare students for success in life by providing career and technical education, developmental education and the first two years of a bachelor's degree.
- We provide community education programs, public service opportunities and training for district employers and their employees.
- We cultivate community success through programs that reflect and anticipate academic and economic needs.
- We teach students to think critically, to solve problems, to communicate effectively in both speaking and writing, and to analyze issues from multiple perspectives.
- We prepare students for effective citizenship within a global context by promoting an appreciation of human diversity and commonality.
- We hold students to high expectations for learning and growth through continual assessment and improvement of our academic programs.
- We prepare students for life beyond the classroom through a variety of activities related to student interests.
- We recognize outstanding teaching and encourage the use of emerging technology and innovative methods.
- We support professional development for all employees as we strive for continuous improvement.

Adopted 9/17/91, Revised 12/16/93, Revised 9/20/94, Revised 11/19/02, 10/16/07

1.0 LEGAL AUTHORITY AND RESPONSIBILITIES

1.1 State Legislation

The Illinois Public Community College Act (1965 as amended) is the principal statute for the establishment and operation of the Illinois public community college system.

Illinois public community colleges are defined by law as public institutions of higher education and by statute (Illinois Revised Statutes, 1967, Chapter 144, Section 181) are made a part of the state system of higher education.

Under these two acts responsibility for overall state planning, coordination, and regulation of the state system of higher education is vested in the Illinois Board of Higher Education.

Responsibility for the establishment of standards and criteria, for statewide planning and coordination, for evaluation and recognition of the various colleges, and for certain specific approvals of district board actions is vested in the Illinois Community College Board.

Adopted 9/17/91

1.2 Local Governance

Institutional responsibility for governance, operation, and administration of a comprehensive two-year college program is vested in the local board of trustees of each community college district.

While the statutory duties and powers of a local board are stipulated in the Illinois Community College Act (1965 as amended, Chapter 122, Sections 103-21 to 55), they may be broadly summarized as follows:

- A. To appoint the president, other administrative personnel, and all teachers;
- B. To fix the principal objectives and policies of the institution;
- C. To hold, preserve, and invest the assets of the district;
- D. To represent the institution to the public.

Adopted 9/17/91

2.0 BYLAWS

2.1 Membership of the Board

2.1.1 Number and Selection

The Board of Trustees of Heartland Community College (hereinafter called the Board) shall consist of seven members elected by the qualified voters of District 540 and a non-voting student member appointed by the Heartland Community College Student Government Association.

Adopted 9/17/91, Revised 5/17/94

2.1.2 Election

The election of members of the Board shall be in accordance with applicable state statutes.

Adopted 9/17/91

2.1.3 Term

Members shall be elected for terms designated by applicable state statutes.

Adopted 9/17/91

2.1.4 Qualifications of Members

Board members shall, on the date of their election, be citizens of the United States, 18 years of age or older, residents of Illinois and District 540 for at least one year immediately preceding the election, and not members of a common school board.

Adopted 9/17/91

2.1.5 Vacancies

In the event of a vacancy on the Board, the remaining members shall appoint a replacement to the Board to serve until the next regular election, filled in accordance with applicable state statute.

Adopted 9/17/91

2.1.6 Student Board Member

The Board shall contain a non-voting student member as provided by law (Ill. Rev. Stat., Ch. 122, Par. 103-7.24).

The student trustee shall serve a term of one year beginning April 15 of each year, except that the student trustee initially selected shall serve from the date of selection to the succeeding June 30.

The non-voting student member shall have all the privileges of

membership, including the right to make and second motions and to attend executive sessions. As a non-voting member, the student trustee is not considered in determining a quorum for Board action.

Adopted 9/17/91

2.2 Meetings of the Board

2.2.1 Annual Organizational Meeting

Unless otherwise specified by State statutes, the Board shall meet on or before the first Monday of the month immediately following the Board election. The purpose of this meeting shall be to organize by electing Board officers for the ensuing year. As applicable, the order of business for the organizational meeting shall be as follows:

- A. Call to order by Chair of retiring Board
- B. Roll call
- C. Report of the Canvassing Committee
- D. Certification of results of election
- E. Adjournment of retiring Board sine die
- F. Convening of the new Board
- G. Seating of new member
- H. Roll call
- I. Election of Chair of Board
- J. Election of Vice-Chair
- K. Election of Secretary
- L. Appointment of Recording Secretary
- M. Establishment of regular meeting date and place
- N. Adoption of existing Bylaws and Policies of the Board
- O. Entering upon the discharge of the duties of the Board

Adopted 9/17/91, Revised 12/11/01

2.2.2 Regular Meetings

The Board shall meet monthly on the day and at the hour designated by the Board. Meetings shall be held in a designated assembly room at the College. The regular meeting may, however, be set at another time or place or be postponed by the Board.

Adopted 9/17/91

2.2.3 Special Meetings

Special meetings may be called at any time by the Board Chair. Special meetings also may be called upon written request of three or more members of the Board, presented to the President, the Chair of the Board or Board Secretary.

In all cases of special meetings, written notice stating the time, place and

purpose of the meeting shall be given to each Board member 48 hours before the meeting if given by mail or 24 hours before the meeting if given by personal service. At such special meeting no business shall be transacted other than stated in the call.

Adopted 9/17/91

2.2.4 Adjourned Meetings

A regular meeting may be adjourned to a future date as the Board may determine.

Adopted 9/17/91

2.2.5 Executive Session

Executive sessions will be held in compliance with the Open Meetings Act, Chapter 102, sections 41 through 46 of the Illinois Revised Statutes.

Adopted 9/17/91

2.2.6 Budget Hearing

A public hearing on the budget will be held each year prior to its adoption. Notice of the hearing will be published in the local newspapers.

Adopted 9/17/91

2.2.7 Quorum

At all meetings of the Board, whether regular or special, a majority of the voting membership of the Board shall constitute a quorum to do business.

Adopted 9/17/91

2.2.8 Order of Business

Regular meetings shall generally proceed as follows, subject to modification by the Board:

1. Call to Order and Roll Call
2. Public Comment/Introduction of Guests
3. Consent Agenda*
4. Approval of Minutes
5. Staff Reports
 - 5.1 Financial Reports
 - 5.2 Annual Reports
 - 5.3 Other Reports
6. Trustee Reports
 - 6.1 ICCTA
 - 6.2 Student Trustee

- 6.3 Other
- 7. Non-Personnel Action Items
- 8. Executive Session (if applicable)
- 9. Personnel Action Items
- 10. Public Comment
- 11. Adjournment

*The Consent Agenda typically contains routine matters. Items on the Consent Agenda are indicated by an asterisk and dealt with in a single motion. Items may be added to or removed from the Consent Agenda at the request of any trustee.

Adopted 9/17/91, Revised 7/21/92

2.2.9 Rules of Procedure

Board meetings shall be conducted according to current Robert's Rules of Order (the Scott, Foresman 1990 edition), except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily will be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any member of the Board.

Adopted 9/17/91; Revised 3/21/06

2.2.10 Recognition of Visitors

Visiting groups or individuals wishing to address the Board should submit a written request indicating the topic(s) to be discussed. Such request should be submitted at least seven days prior to a regular meeting to any of the following: Secretary of the Board, Chair of the Board, or the President of the College.

Since the President serves as the channel of communication between the Board and all other administrative officers and personnel, all requests by faculty, staff, or students should be directed to the President's office.

Where internal College procedures or policies are specifically provided for, such procedures or policies must be exhausted prior to submission of a written request to address the Board.

The Chair of the Board will assign a reasonable amount of time on the meeting agenda to hear each presentation.

Nothing herein should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss issues which are determined by the Board to be repetitive, outside the purview of Board authority, or harassment.

Adopted 9/17/91

2.2.11 Minutes

A record of all transactions of the Board will be set forth in the minute book of the Board. The minute book will be kept by the secretary as a permanent record of all Board actions and policy decisions in the District. All minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. A member may request that the reason for his vote be recorded in the minutes, such request to be made at the time of voting.

The minutes of all non-executive sessions will be open to the inspection of the public at any time during normal business hours. Minutes of executive sessions will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Open Meetings Act.

Adopted 9/17/91

2.3 Officers

2.3.1 Election of Officers

At its biennial organizational meeting, the Board shall elect a Chairperson, a Vice-Chairperson, and a Secretary. The Vice President of Business Services shall serve as the appointed Treasurer to the Board, and the Board may appoint a recording secretary to the Board. These officers shall perform the duties associated with their offices as hereinafter provided.

The three elected Board officers shall serve a term of two years. Elected officers will ordinarily rotate from Secretary to Vice-Chairperson to Chairperson. Service as an elected Board officer is voluntary, and adherence to the customary rotation of officer positions is wholly at the discretion of the board.

Adopted 9/17/91, Revised 11/20/01

2.3.2 Determination of Duties

The officers of the Board shall perform the duties expressly enjoined upon them by the laws of the State of Illinois and by the Bylaws and Policies of the Board and such other incidental duties as pertain to their respective offices.

Adopted 9/17/91

2.3.3 Chair

The Chair shall:

A. Preside at all meetings of the Board or meetings held for Board

- purposes within District 540;
- B. Call, subject to provisions of the Illinois Community College Act (1965 as amended), regular or special meetings as may be deemed necessary or desirable;
 - C. Perform all duties which the Statutes of the State of Illinois require of the Chair;
 - D. Appoint special Board committees;
 - E. Sign, when authorized by the Board, all official documents and orders as agent of the Board;
 - F. Serve as ex-officio member of all committees.

Adopted 9/17/91

2.3.4 Secretary

The Secretary shall:

- A. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board;
- B. Promptly furnish, or cause to be furnished, a copy of the minutes of each regular or special meeting of the Board to all members of the Board and to the President of the College;
- C. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings;
- D. Keep, or cause to be kept, a record in a separate book of the names of all members of the Board, the dates of their election, the length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board;
- E. Keep, or cause to be kept, a current and complete record and text of the Bylaws and Policies of the Board and publish the same from time to time as directed by the Board;
- F. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Bylaws and Policies, a complete, accurate, and official copy of the text thereof.

Adopted 9/17/91

2.3.5 Treasurer

As provided for in the Illinois Community college Act (1965 as amended) the Treasurer shall not be a member of the Board and shall serve at the pleasure of the Board. Before duties begin, the Treasurer shall execute a bond in the manner provided for in the Act. The Treasurer shall:

- A. Perform all duties which the Statutes of Illinois require of the Treasurer;
- B. Keep an accurate record of all functions and transactions appropriate for the office;

- C. Furnish the Board with such reports as may be required.
- D. Serve as custodian for and invest College funds.

Adopted 9/17/91, Revised 12/1/01

2.4 Committees

Board committees may be appointed from time to time as the Board deems advisable. Each committee shall be discharged automatically at the time of the annual organizational meeting unless the Board takes specific action to extend its life beyond that period.

Adopted 9/17/91

2.5 Board Legislation

2.5.1 Classification

Legislation by the Board shall be classified as Bylaws and Policies.

Adopted 9/17/91

2.5.2 Bylaws

Legislation concerning the internal organization, procedures, and functions of the Board shall be classified as Bylaws of the Board.

Adopted 9/17/91

2.5.3 Policies

Legislation concerning the broad structure and operational principles of the College shall be classified as Policies of the Board.

Policy is a basic assumption or principle established by the Board as a guideline for discretionary action by the administration, faculty, and staff in conducting the affairs of the College.

Adopted 9/17/91

2.5.4 Policy Adoption

To provide for ample consideration of policy matters, the Board shall require two readings of proposed new policy or changes to existing policy.

As determined exclusively by a majority of the Board, the requirement of a second reading may be waived.

Adopted 9/17/91

2.5.5 Amendments

The Bylaws and Policies of the Board may be changed or amended, and

additional Bylaws and Policies may be adopted at any regular or special meeting of the Board, provided that notice of the intention to change, amend, or add to the Bylaws and Policies in whole or in part shall have been included in the call for the meeting.

Adopted 9/17/91

2.5.6 Intent of the Policies

Rules and procedures in implementation of Policies are established by the administration to apply Board policy to specific situations. Such rules and procedures shall be made a part of the College Catalog, handbooks, or manuals as appropriate.

Adopted 9/17/91

2.6 Expense Reimbursement

The expense reimbursement of Board members shall be governed by the following guidelines:

- A. Board members will be reimbursed for actual and reasonable expenses related to Board meetings and Board committee meetings, and for other College meetings or events to which the member is invited as a member of the Board.
- B. Board members will be reimbursed for actual and reasonable expenses for a Board member's spouse/guest when that person's participation at a meeting, conference, or event is required. The Board Chair shall determine in advance if the attendance of a spouse/guest is required.
- C. Board members will be reimbursed for actual and reasonable expenses related to attendance at meetings, conferences, or events sponsored by an organization to which the Board is a member. Similarly, Board members will be reimbursed for actual and reasonable expenses for attending meetings, conferences, and events to which the Board is not a member when such attendance is authorized by the Board or Board Chair.
- D. Expenses in excess of \$200.00 shall require prior approval of the Board or Board Chair.
- E. Board members will be reimbursed for the use of personal vehicles at the current IRS rate. Reimbursement for parking and toll fees will be allowed.

Any disputes between a Board member and the Board Chair regarding reimbursable expenses will be resolved by the Board.

Adopted 9/17/91, Revised 7/21/92

3.0 POLICIES: GENERAL ADMINISTRATION AND OPERATIONS

3.1 Executive Authority

The President of the College is the chief executive officer of the College and is responsible for the operation of the College within the framework of the policies of the Board.

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization.

In the event of emergency situations not covered by specific policy, the College President shall have the authority to take any necessary or appropriate action required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted 9/17/91

3.2 Equal Opportunity

The Board affirms that equal opportunity enhances the excellence of the District by facilitating the optimal utilization and development of available human resources.

The College shall administer all educational programs and determine or implement the terms, conditions, and privileges of employment without regard to any status or condition protected by federal, state, or local statute, ordinance, or regulation, as more fully set forth in the College's Employee Handbook and Catalog equal opportunity sections.

Adopted 9/17/91; Revised 10/18/05

3.3 Freedom of Information

As a public institution, public access to the records of Heartland Community College is governed by the Federal Family Educational Rights and Privacy Act, the Illinois Local Records Act, and the Illinois Freedom of Information Act. Information which is available for public disclosure shall be made available through the office of the Vice President of Business Services.

Adopted 9/17/91

3.4 Smoke Free Environment

Because of concern for the health, comfort, and safety of students and staff, smoking is prohibited inside all Heartland Community College facilities and all additional smoking restrictions comply with applicable statute and ordinance.

Adopted 9/17/91; Revised 12/12/06

3.5 Chronic Communicable Disease

Students with a chronic, communicable disease may attend the College whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Employees with a chronic communicable disease shall be permitted to retain employment whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Such attendance and employment decisions will be made by the College President using this standard 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 College shall respect the right to privacy of any student or employee who has a chronic communicable disease. Such medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the individual and others.

Persons deemed to have "a direct need to know" will be provided, subject to applicable law, appropriate information; however, these persons may not further disclose such information. Persons deemed to have "a direct need to know" may include:

- A. College President;
- B. Appropriate faculty or administrator.
- C. College health official.

Adopted 9/17/91, Revised 5/17/94

3.6 Harassment Policy

Heartland Community College (the "College") is committed to maintaining a working and learning environment that is free from all forms of harassment, including but not limited to sexual harassment and harassment based on any status or condition protected by federal, state, or local statute, ordinance, or regulation, as more fully set forth in the College's Employee Handbook and Catalog harassment sections. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College, and at all College-sponsored events.

Adopted 9/17/91, Revised 7/15/97, Revised 5/20/03, Revised 10/18/05

3.7 Code of Ethics

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.* (the "Act"), as

amended from time to time, (a copy of which is appended to this Board Policy) Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board and College employees shall subscribe to the following Code of Ethics:

A. General Provisions

(1) *Definitions.* The following terms shall be given the definitions as set forth in Section 1-5 of the Act:

- (a) Campaign for elective office
- (b) Candidate
- (c) Collective bargaining
- (d) Compensated time
- (e) Compensatory time off
- (f) Contribution
- (g) Gift
- (h) Leave of absence
- (i) Political activity
- (j) Political organization
- (k) Prohibited political activity
- (l) Prohibited source

For the purposes of this policy, "officer" shall mean any member of the Board of Trustees and "employee" shall mean any person employed by the Board, whether on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and/or its administrative employees with regard to the material details of the work performed. The term "employee" does not include a volunteer or an independent contractor. "Employer" shall mean the Board of Trustees (sometimes referred to herein as the "Board").

(2) Prohibited political activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Board in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment, or during any compensated time off (including holidays, vacations, and personal time off).
- (c) No officer or employee shall be required at any time to

participate in any prohibited political activity in consideration of that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration of the employee's participation in any prohibited political activity.

- (d) Nothing in this section shall prohibit activities that are permissible for an officer or employee to engage in as part of such employee's official duties or activities.

(3) *Gift Ban.* Subject to the exceptions set forth herein, no officer or employee and no spouse or immediate family member living with any officer or employee (collectively referred to herein as "Recipient") shall solicit or accept any gift from any prohibited source or which is otherwise prohibited by law. No prohibited source shall offer or make a gift that violates this provision. The following exceptions shall apply to this section:

- (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (b) Anything for which the Recipient pays fair market value.
- (c) Any contribution that is lawfully made under the Election Code or activities associated with a fund-raising event in support of a political organization or candidate.
- (d) Educational materials and missions.
- (e) Travel expenses in connection with any meeting for business purposes.
- (f) Any gift from the following relatives of the Recipient: father, mother, son, daughter, brother, sister (including corresponding in-laws, step-relations, and half-relations), uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, spouse, grandparent, grandchild.
- (g) Any gift from an individual on the basis of a personal friendship unless the Recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the Recipient shall consider the circumstances under which the gift was offered (such as the history of the relationship between the parties, including any previous exchange of gifts, whether, to the actual knowledge of the Recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the

gift, and whether, to the actual knowledge of the Recipient, the individual who gave the gift also gave the same or similar gift to other Recipients).

- (h) Food or refreshments not exceeding \$75 per person in value during a single day, provided that the food or refreshments are consumed on the premises where they were purchased or prepared or catered.
- (i) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities. If the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.
- (j) Intragovernmental and intergovernmental gifts. For the purposes of this section, “intragovernmental gift” means any gift given to an officer or employee from another officer or employee and “intergovernmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (k) Bequests, inheritances, and other transfers at death.
- (l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- (m) Any item provided by the College in support of the employee’s or officer’s discharge of official duties.

There shall be no violation of this provision if the Recipient promptly takes reasonable steps to return a gift from a prohibited source or promptly donates the gift (or makes a monetary contribution equal in value to the gift) to a charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended.

- (4) *Ethics Advisor.* The President may appoint an Ethics Advisor for the College, and in such event shall advise the Board of such appointment. In the absence of such appointment, the attorney serving as general counsel to the College shall serve as Ethics Advisor. The Ethics Advisor shall provide interpretation and guidance to officers and employees of the College concerning compliance with this policy and the Act, and shall perform such other investigative and reporting requirements as the President and/or Board shall authorize from time to time.
- (5) *Ethics Commission.* The Board may from time to time appoint and constitute no less than three of its members to serve as an Ethics Commission to investigate any complaints arising under this policy

and/or the Act. Such Commission shall discharge its duties in accordance with the Act and shall make recommendations to the full Board as it shall deem appropriate.

- B. Board members and employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.
- C. Board members and employees shall not use College facilities, equipment, or property for personal financial gain.
- D. Board members and employees shall not seek to unduly influence personnel decisions.
- E. Board members and employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.
- F. Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law (110 ILCS 805/3-48).
- G. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.
- H. In the deliberation of any matter to come before it, the Board encourages Trustees to express individual and differing points of view. Once a decision is reached, however, Trustees shall accept such decision as the official Board position on the matter.

Adopted 9/17/91; Revised 2/12/04; 5/18/04

3.8 Campus Crime and Security

The Board of Heartland Community College directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

- A. Procedures for students to report criminal activities;
- B. Security at campus facilities;
- C. Availability and authority of campus law enforcement;
- D. Programs available to inform students about security and the prevention of

crime;

- E Recording of crime through local police agencies; and
- F Possession, use, and sale of alcohol and drugs.

The administration shall also prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

Adopted 11/17/92

3.9 Solicitation

Without written approval from the President (or designee), Heartland Community College prohibits any type of solicitation using College buildings, grounds, communication systems, equipment, or services. Such solicitation includes commercial, charitable, and political purposes.

Adopted: 8/21/07

3.10 Environmental Stewardship

Heartland Community College embraces environmental stewardship to support a sustainable future and integrates principles of sustainability into its programs, policies, and practices.

Adopted: 11/20/07

4.0 POLICIES: THE EDUCATIONAL PROGRAM

4.1 Curriculum Development

The Board of Trustees of Heartland Community College recognizes that curriculum development is of central concern to faculty. Faculty are therefore encouraged to propose new courses and programs and to participate in the revision of existing courses and programs.

The approval process for all such additions and revisions will include review by the affected departments or programs, as well as the administration.

Advisory committees composed of professionals and specialists in the field will be established to determine the feasibility of proposed occupational curricula. The Advisory committees will also assist in developing a proposed curriculum before it is recommended to the Board of Trustees.

Adopted 9/17/91

4.2 Degrees and Certificates

4.2.1 Degrees Granted

The College is authorized to grant the following degrees to students who successfully complete the requirements of the prescribed two-year curricula:

- Associate in Arts;
- Associate in Science;
- Associate in Applied Science;
- Associate in General Studies.

Adopted 9/17/91

4.2.2 Requirements

Requirements for the degrees are established by the Board of Trustees and published in appropriate College publications such as the College Catalog.

Adopted 9/17/91

4.2.3 Awarding of Degrees

Earned degrees shall be awarded by the authority of the Board upon completion of requirements for the particular degree to be awarded and upon recommendation to the President by the College faculty.

Adopted 9/17/91

4.2.4 Honorary Degrees

The Board of Trustees may, in its discretion, award honorary degrees to

those deemed deserving of such honor. Honorary degrees shall be limited to the associate level.

Adopted 9/17/91

4.2.5 Certificates

Certificates may be issued upon completion of requirements for the short non-degree programs approved by the Board. Such certificates may be issued by the President upon recommendation of the educational unit concerned.

Adopted 9/17/91

4.3 Academic Freedom

All members of the professional staff are entitled to academic freedom. The Board of Trustees believes that academic freedom is necessary for the advancement of truth and is a fundamental protection of the rights of the teacher and the student. However, professional staff must employ restraint, good judgment, and professional ethics in the exercise of this vital freedom.

The Board of Trustees subscribes to the principles of academic freedom as hereby defined:

- A. Teachers are entitled to freedom in the classroom in discussing subject matter but should not introduce controversial matters bearing no relation to the subject.
- B. Teachers are members of a learned profession and of an educational institution. When speaking or writing as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational representatives, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, exercise good judgment, demonstrate appropriate restraint, show respect for the opinions of others, and make a thorough effort to indicate that they are not speaking for the College.

Adopted 9/17/91

4.4 Selection of Instructional Materials

The selection of instructional materials and textbooks shall be the right and the duty of the faculty of the College. Faculty shall select such materials in consultation with the appropriate administrative personnel.

Adopted 9/17/91

4.5 Academic Regulations

Academic regulations, including standards of achievement, normal progress, retention, probation, and dismissal shall be developed by staff, subject to approval by the Board.

Adopted 9/17/91

4.6 Guarantee of Educational Effectiveness

Heartland Community College, as part of its commitment to quality, guarantees to its students and the public the educational effectiveness of both its transfer and technical programs of instruction, as provided below.

A. Transfer Programs - Guarantee of Credit Transfer

Heartland Community College guarantees the transferability of pre-baccalaureate (university-parallel) courses to baccalaureate colleges and universities for each student who completes the Associate in Arts degree or the Associate in Science degree. If such appropriately approved courses do not fully transfer, the College may either refund to the degree completion student the tuition paid for the non-transferring courses or offer tuition-free enrollment at HCC in a course to correct the deficiency.

1. The student must meet with an authorized academic advisor each semester of enrollment, declare a major and a transfer college or university prior to taking any courses in the guarantee, and apply the guarantee only to those courses approved in writing by the advisor.
2. The student must have received the Associate in Arts or Associate in Science degree from Heartland Community College and transfer to the college or university previously declared, within three years of initial enrollment at HCC.
3. The course(s) must have been completed with a grade of "C" or better.
4. The student requests an evaluation by the transfer institution of the HCC courses completed.
5. The student cooperates with HCC personnel in resolving any transfer difficulties by
 - a. notifying the College and submitting any necessary consents or releases for student records or correspondence;
 - b. submitting a refund claim within 60 days of being notified by the transfer institution that a course has been refused for credit. Claims submitted after 60 days may not be honored. The claim must be in writing and submitted to the Dean of Student Services and state the reasons offered by the institution for the refusal, the name, position, address, and telephone number of the person notifying the student of the refusal, and copies of any correspondence or documentation provided by the transfer institution.
6. The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days of the claim, either a refund based upon the actual tuition paid or

tuition-free enrollment in courses at HCC to correct the deficiency, if such courses are available, will be authorized.

B. Technical Programs - Guarantee of Technical Competence

Heartland Community College guarantees the competence needed for entry into technical employment for each student who completes an appropriate Associate in Applied Science degree. An Associate in Applied Science degree completion student who is judged by his/her employer to lack the technical or general educational skills necessary for entry to the position shall be provided up to twelve tuition-free credit hours of additional training in the program completed by the graduate.

1. Only course work completed at HCC is subject to the guarantee.
2. The student must be employed full-time in a job directly related to his/her program of study. A student in a technical program would have one year from graduation in which to become employed in his/her field of training for the guarantee to be valid.
3. The student must have graduated within a reasonable period of time of initial enrollment (three years for most programs).
4. Within a reasonable period of the graduate's initial employment (typically 90 days), the employer must verify in writing that the graduate lacks competency in specific skills represented in the degree.
5. A written retraining plan specifying the courses needed for retraining and the competencies to be demonstrated shall be developed by the appropriate instructional staff and approved by the employer and the graduate.
6. The retraining will be limited to courses regularly offered by the College.
7. The Board will waive tuition and lab fees for courses identified in the retraining plan, but the student is responsible for any other costs associated with taking those courses.
8. All retraining must be completed within two calendar years after the claim is filed.
9. This guarantee does not imply that the graduate will pass any national, regional and state board licensing or qualifying examination for a particular career.

Claims must be submitted to the Dean of Student Services in writing.

Adopted 1/19/93, Revised 12/16/93, Revised 4/19/05

5.0 POLICIES: STUDENTS

5.1 Admissions

5.1.1 College

Heartland Community College is an open-admission institution, admitting to the College all students who are:

- A. High school graduates, recent or years ago;
- B. GED certificate holders;
- C. At least 18 years old and can benefit from college-level instruction;
- D. Transfer students from other colleges and universities;
- E. High school students recommended by an appropriate high school official.

Adopted 9/17/91

5.1.2 Program

Admission to the College does not ensure admission to a particular course or program of study. The Illinois Board of Higher Education has established the following minimum high school preparation for public universities and community college transfer (AA/AS degree) programs, effective fall 1993.

English: 4 years (emphasizing written and oral communication and literature)

Math: 3 years (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)

Science: 3 years (laboratory science)

Social Science: 3 years (emphasizing history and government)

Electives: 2 years of foreign language, music, art, or vocational education.

A total of 3 units (no more than one each from the categories of math, science, social science, and electives) may be redistributed to any of the other categories of coursework.

The College will provide additional means, such as testing, for students to demonstrate adequate preparation for transfer programs.

Admission to certain career programs may be limited and subject to specific requirements. In limited enrollment programs, the College will give preference to residents of District 540.

Adopted 9/17/91

5.2 Assessment and Placement

To increase their likelihood of success at the College, incoming students shall be assessed in verbal and computational skills.

The results of this assessment will be used to place students in appropriate courses, **not** to determine admission to the College. Categories of students exempt from being assessed, the re-assessment procedure, and other related issues are outlined in appropriate College publications, such as the Catalog and Student Handbook.

Adopted 9/17/91

5.3 Academic Standards

Heartland Community College requires students to maintain appropriate academic standards both in progressing toward a degree and in receiving financial aid.

These standards shall be developed by the faculty and administration in accordance with applicable rules and regulations, approved by the Board, and published in official College documents such as the Catalog and Student Handbook.

Adopted 9/17/91

5.4 Student Conduct

5.4.1 Generally

Heartland Community College recognizes that students are both citizens and members of the academic community. As citizens, students have freedom of speech, assembly, association, and press, and the right of petition and due process as guaranteed by the state and federal constitutions. As members of the academic community, students have the right and responsibility to participate in formulating and reviewing all College regulations and policies directly affecting them.

Upon enrolling in the College each student assumes an obligation to comport with generally accepted standards of responsible adult behavior. If this obligation is neglected or ignored, the College must take appropriate disciplinary action in order that it can continue to function effectively.

Adopted 9/17/91

5.4.2 Categories of Misconduct

A student may be subject to disciplinary action whenever the student

commits or attempts to commit any act of misconduct which occurs on the College campus; in class; at an activity, function, or event sponsored or supervised by the College; or elsewhere if there is a direct relationship between such act and the College. An act of misconduct may include:

- A. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- B. Forgery, alteration, or any misuse of college documents and records;
- C. Conduct, including demonstrations, which significantly interferes with the College's teaching, administration, or other responsibilities;
- D. Violation of specific College rules and regulation disseminated to students, including those regarding campus parking, equipment, and facilities;
- E. Failure to comply with directions of College official acting within the scope of their duties;
- F. Conduct which endangers the health, safety, or well-being of members of the College community or visitors to the campus, including but not limited to unauthorized and/or illegal possession, use, or distribution of controlled substances, look-alike drugs, or alcohol or unauthorized/illegal use or possession of firearms or any other weapon;
- G. Any conduct which constitutes a violation of a federal, state, or local law.

Adopted 9/17/91

5.4.3 Sanctions

Student misconduct may result in disciplinary sanctions, up to and including expulsion from the College. As citizens, students remain subject to federal, state, and local laws. Accordingly, violation of these laws may lead to prosecution by agencies or persons in addition to the College.

Adopted 9/17/91

5.5 Student Records

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. The College defines public directory information as:

- A. Name, addresses, and telephone numbers;
- B. Major field of study;
- C. Dates of attendance;
- D. Enrollment status (part-time, full-time, hours completed);
- E. Degrees, honors, and certificates received or anticipated;
- F. Participation in activities and sports;
- G. Institutions previously attended.

To suppress the above public information, a student must submit a completed Public Directory Information form to the admissions office prior to the end of the second week of class. These forms are available in the admissions office.

Adopted 9/17/91

5.6 Chargebacks

While it is the intention of Heartland Community College to bring the delivery of a quality community college education within the district as quickly as possible, sufficient information is not available for new or existing students currently making plans for the fall of 1991.

In order to permit students to plan and enroll in fall 1991 classes, Heartland Community College hereby commits to pay chargeback for students of the district for the August 1991 - May 1992 school year, as though Heartland Community College District 540 had not yet been formed. Students will continue to pay in-district tuition for classes offered either by our new district, or by surrounding community colleges for this 1991-92 school year.

Beyond the 1991-92 school year chargebacks will continue to be paid for all residents enrolling in programs not offered by Heartland Community College.

Chargebacks to other community colleges after the 1991-92 school year for programs then offered within the district may be granted by permission of the President or the President's designee in order to prevent harm to students. Permission will be granted for students who have enrolled in a specific program, have demonstrated progress toward completion, and would be adversely affected by transferring to a program offered by Heartland Community College.

Adopted 9/17/91, Revised 12/17/91

5.7 Residency

Heartland Community College was established primarily to serve the residents of District 540.

A student is considered a resident of Heartland Community College District 540 if **one** of the following criteria is met for at least 30 days prior to enrollment:

- A. The student resides with his/her parents within District 540; or
- B. The student is an emancipated minor, completely self-supporting and residing within District 540; or
- C. The student is married and maintains a family residence within District 540; or
- D. The student is 18 years of age or older, self-supporting and maintains a residence within District 540.

Verification of residence can be made by providing the following:

- A. Voter's registration in District 540;
- B. Tax, utility, or rent receipts in District 540;
- C. Driver's license or vehicle registration showing in district address;
- D. Bank account.
- E. Other documentation acceptable to College officials.

In-district, out-of-district, out-of-state, and out-of-country tuition shall comply with the Administrative rules of the Illinois Community College Board, specifically Section 1501.505.

Adopted 9/17/91, Revised 12/17/91, Revised 11/20/01, Revised 4/19/05

5.8 Appeals

Students are encouraged to make every attempt to resolve grievances informally at the point of origin.

However, so that formal appeals are readily accommodated, students need only contact the Student Advocate in the academic advisement office to file any type of grievance (concerns regarding alleged discrimination, financial aid, grading, disciplinary sanctions, academic regulations, privacy of records, and the like).

While a grievant may be asked to prepare written materials or other information depending upon the nature of the appeal, the Student Advocate will direct the appeal through the proper administrative channels.

Adopted 9/17/91

5.9 Refunds

5.9.1 Generally

Registered students may receive a 100% refund of tuition for any decrease in semester hours, including complete withdrawal from classes, if official withdrawal forms are completed and signed at the College by the end of the second full week of classes. All withdrawals must be initiated in writing and signed by the student.

5.9.2 Reservists Called into Active Military Duty

Reservists called to active military duty while enrolled at Heartland Community College shall receive a full refund of tuition or credit against future enrollment.

Adopted 9/17/91, Revised 5/18/99

5.10 Tuition Waiver for Senior Citizens

District 540 residents who are 65 years of age or older may receive a waiver of tuition upon registration for credit classes having space available. This tuition waiver does not apply to the purchase of textbooks and supplies.

Adopted 9/17/91

6.0 POLICIES: PERSONNEL

6.1 Drug Free Workplace

6.1.1 Generally

The Board of Trustees supports laws endeavoring to provide a drug-free workplace for its employees, contractors and subcontractors, including specifically the Drug-Free Workplace Act of 1988.

Accordingly, no employee, contractor or subcontractor shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance while:

- A. On premises owned, leased or used by the Board of Trustees, District or College;
- B. At College-sponsored or supervised activities;
- C. In any College owned, leased, or used vehicle;
- D. In transit to or from College activities or business;
- E. On or in any workplace for purposes of the Drug-Free Workplace Act of 1988.

Adopted 9/17/91, Revised 9/21/93

6.1.2 Conditions of Employment

As a condition of employment, each employee shall:

- A. Abide by the terms of this Board Policy regarding a drug-free workplace; and
- B. Notify the President of the College or, in the case of the President, the Chairman of the Board of Trustees, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Adopted 9/17/91

6.1.3 Sanctions

If an employee violates the terms of this Board Policy or is convicted on a criminal drug statute for a violation occurring in the workplace, the employee shall be subject to sanctions, consistent with law and Board Policy, which will include:

- A. Appropriate personnel action against the employee up to and including termination; or
- B. A requirement that such employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Without limiting the scope of employee sanctions, it is specifically stated that violation of this Board Policy shall constitute just cause for dismissal.

Adopted 9/17/91

6.1.4 Policy and Program Implementation

The President is authorized to take such action or actions as may be necessary to give effect to this Board Policy and to comply with the terms of the Drug-Free Workplace Act of 1988.

In order to educate and assist employees in understanding this Board Policy and the goals of achieving a drug-free workplace, the President shall take the following actions and such others as may appear appropriate:

- A. The President shall provide to those currently employee and all other employees upon being employed a copy of this Board Policy. An appropriate statement may also be included by the President in any employment manuals or otherwise disseminated.
- B. The President shall undertake a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The Board of Trustees' policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance program;
 - The penalties that may be imposed on employees for drug abuse violations.
- C. The President shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of the conviction from an employee or otherwise upon receiving actual notice of such conviction. To facilitate the giving of notice, any employee aware of such conviction shall report the same to the President.

Adopted 9/17/91

6.2 Employee Tuition Waiver

Full-time employees and their dependents are entitled to a waiver of tuition at Heartland Community College with the requirement that satisfactory academic

progress be made in accordance with Financial Aid Office guidelines. Dependents of full-time employees are defined as a spouse and dependent children. Children can qualify as dependent if they satisfy at least two of the following three conditions:

- A. They are under 21 years of age;
- B. They are not married;
- C. They currently reside with the full-time employee of Heartland Community College.

Regular part-time employees are also entitled to a tuition waiver of 50%, not including their dependents, with the requirement that satisfactory academic progress be made in accordance with Financial Aid Office guidelines.

Adopted 9/17/91, Revised 1/17/95

6.2.1 Community Education Course Registration Fee Waiver and Corporate Education Course Registration Fee Waiver

Full-time and regular part-time administrative, classified and professional/technical employees are entitled to a course registration fee waiver up to \$100 per course for Community Education and Corporate Education courses at Heartland Community College that are open to the public. Eligible employees may enroll in these courses with a course registration fee waiver after sufficient public enrollment has been met and as space allows. Employees are responsible for payment of any associated lab, book, and supply fees. This enrollment restriction and fee cap do not apply to courses approved for professional development by the employee's supervisor.

Adopted 1/17/95; Revised 7/20/04

6.3 Employee Grievance

6.3.1 Definition

A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of:

- A. A College policy or administrative regulation or procedure;
- B. The conditions of the individual employee's employment agreement, or a work-related condition which the employee believes to be unfair, inequitable, or a hindrance to effective performance; or
- C. The civil rights of the grievant, regardless of race, color, religion, sex, age, national origin, or handicap, as outlined in the Civil Rights Act of 1964, Title VII; the Education Amendments of 1972,

Title IX; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; and other applicable federal legislation with respect to nondiscrimination.

Adopted 9/17/91

6.3.2 Resolution

The parties are encouraged to resolve through informal discussions any grievances as defined herein. Nevertheless, the administration will develop formal resolution procedures appropriate to each category of employee.

In general, these procedures will require grievances to be written, to be filed promptly, to proceed through appropriate administrative channels, and to be responded to promptly. Such procedures will be published in appropriate College documents, including employee handbooks.

Adopted 9/17/91

6.3.3 Duplicative Proceedings

Use of the College's grievance procedure shall not deny any individual access to procedures specified in state or federal statutes and regulations relating to employment. However, a grievance shall not be processed under this procedure on behalf of any employee who files or prosecutes, or permits to be filed or prosecuted on his behalf in any court, governmental, or administrative agency, a claim, complaint or, suit regarding the action grieved, under applicable federal, state, or municipal law or regulation.

Adopted 9/17/91

6.4 Outside Employment

Full-time employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest nor place the employee in competition with the College.

Any full-time employee who performs outside consulting, teaching, research, or professional services in contravention of this policy may be dismissed from the College's employ pursuant to applicable Board policies and procedures.

Adopted 9/17/91

6.5 Oral Proficiency in English

Section 3-29.2 of the Illinois Public Community College Act requires colleges "to ensure that each person who is not orally proficient in the English language attain

such proficiency prior to providing any classroom instruction to students." Accordingly, all faculty members at Heartland Community College must be able to demonstrate proficiency adequate to communicate clearly and fluently with their students.

As a condition of employment, applicants for full- and part-time faculty positions must demonstrate their proficiency in interviews during the hiring process.

Adopted 9/17/91

6.6 Reduction in Forces

The provisions of Chapter 122, Section 103B-5, Illinois Revised Statutes, shall apply with respect to the dismissal of faculty members due to a decision by the Board of Trustees to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program. Faculty members so affected shall be notified not later than 60 days before the end of the preceding school year, together with a statement of honorable dismissal and the reason therefore.

No tenured faculty member may be dismissed under this policy while any probationary faculty member, or any other employee with less seniority, is retained for a service which the tenured faculty member is competent to render. Accordingly, prior to honorable dismissal under this policy, a tenured faculty member shall be given the opportunity to advise the Board in writing of any position(s) held by a probationary faculty member or other employee with less seniority which the tenured faculty member believes he/she is competent to fill, together with documentation upon which such belief is based.

Acting upon recommendation of the administration, the Board of Trustees shall determine whether the tenured faculty member is competent to render the services for the position(s) identified by the tenured faculty member.

Adopted 9/17/91

6.7 Disciplinary Sanctions

The primary purpose of College rules is to provide a safe and effective educational setting.

For just cause, employees shall be subject to disciplinary sanctions by the Administration and/or Board, ranging from oral reprimand to dismissal. The appropriate disciplinary sanction for any misconduct, including the initial disciplinary action, shall be determined by the Administration and/or Board based on the magnitude or severity thereof and/or the repetitive nature of such misconduct.

The Administration may apply disciplinary sanctions including oral reprimands, written reprimands, and unpaid suspension of up to 30 work days. Further

sanctions, including Board remediation notice and dismissal, must be approved by the Board of Trustees.

The Employee Handbook and appropriate collective bargaining agreements contain the steps of progressive discipline specific to each employee group. The Board or Administration may skip or repeat steps in the disciplinary progression depending on the circumstances of an individual case. Written reprimands shall be kept in an employee's personnel file.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to District property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, or any other act or event or act, committed while a Heartland Community College employee, which is detrimental to the general welfare of the College, all as determined exclusively by the Board.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Any employee subject to administrative leave shall be notified of the allegation giving rise to such action.

Any employee doing unsatisfactory work shall be notified by the immediate supervisor, at which time shortcomings in the employee's performance shall be discussed in a constructive manner and made part of the employee's evaluation or record. The employee shall be apprised of corrective actions required and given a reasonable period to effect improvements.

Employees shall generally be given not less than two weeks' notice of dismissal for unsatisfactory work performance. If a position is discontinued, the College shall usually notify the affected employee at least one month in advance of the termination date.

Employees recommended for a Board Remediation Notice or dismissal have the right to contact the President and request a meeting with the Board of Trustees prior to Board action.

Adopted 9/17/91; Revised 3/16/04

6.8 Official Holidays

6.8.1 Schedule

The following days are recognized as official College holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Thanksgiving Friday

5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Dr. Martin Luther King's Birthday
10. Memorial Day
11. Floating Holidays (5)

Adopted 9/17/91, Revised 3/17/92, Revised 9/21/93

6.8.2 Adjustments

If a holiday falls on a Saturday or Sunday, the President may adjust the College calendar by declaring the preceding Friday or the following Monday as the day of observance of the holiday.

Adopted 9/17/91

6.8.3 Part-Time Employees

In the event a part-time regular professional employee is normally scheduled to work on a day of the week which falls on a holiday, such employee shall be entitled to treat such day as a holiday. In the event a part-time regular professional employee is not scheduled to work on a holiday, such employee shall not be entitled to treat another day as a holiday.

Part-time regular classified employees are reimbursed for holidays.

Adopted 9/17/91

6.9 Leaves

The administration shall establish, subject to Board approval, the following types of leave, as appropriate to the various classifications of employee:

- A. Vacation;
- B. Sick leave;
- C. Special leave, including, but not limited to bereavement, court appearances, jury duty, military service, legal transactions, household emergencies;
- D. Sabbatical leave;
- E. Unpaid leave.

Leave entitlements and procedures shall be published in appropriate College documents, such as employee handbooks.

Adopted 9/17/91, Revised 7/21/92

6.10 Health Examinations

The Board and/or the President may require a physical or mental health examination for any employee if there is reason to believe that the health of the employee is inimical to the welfare of students or other employees. The Board will assume the expense not covered by the employee's insurance. The employee may select the physician with the President's approval. In the event that the employee and the President cannot agree on the selection, the President will designate three physicians from whom the employee shall select one.

Should the physician determine that a health disability impairs the satisfactory performance of contractual duties, an eligible employee may apply for or be directed to take medical leave of absence; an ineligible employee may be dismissed.

Adopted 9/17/91, Revised 7/21/92, Revised 9/21/99

6.11 Tax Deferred 403(b) Plans

Salary reductions for tax deferred 403(b) plans shall be available in accordance with the provisions of all applicable statutes and regulations.

Adopted 9/17/91, Revised 11/16/93; 9/15/98, 5/20/03, 8/19/08

6.12 Family and Medical Leave Policy

Heartland Community College employees will be granted unpaid family and/or medical leave as provided in the Family and Medical Leave Act of 1993, as amended from time to time, and as prescribed by any other applicable federal and/or state law.

Adopted 12/16/1993; Revised 4/20/04, 8/17/10

6.13 Tenure

I. Philosophy of Tenure

Historically, tenure has been provided as a protection for professionals engaged in scholarly work. It provides a measure of security for scholars to pursue their work. In support of this ideal, the College makes a careful effort to retain faculty and reward teaching excellence through the evaluation and tenure process. At Heartland Community College tenure is regarded as an earned privilege, not a right granted solely on years of teaching service, and it is granted in recognition of faculty competence and professionalism.

The primary function of faculty members at Heartland Community College is to teach, with all that teaching implies in preparing, instructing, evaluating, and otherwise helping students achieve, to the best of their

abilities, their desired educational goals. However, faculty members bring with them a diversity of interests and talents, and the College recognizes that professional development and personal growth are necessary to maintain academic excellence. In addition, the College needs faculty participation in making decisions and accepting responsibilities related to fulfilling its mission and serving its district residents. Further, the College has the responsibility to foster a work environment which is conducive to cooperation and supportive of open communication, in which all employees behave professionally and treat one another with courtesy and respect. Thus, while teaching effectiveness is important, it is not the sole criterion for the attainment of tenure.

Tenure is appropriately awarded to those faculty members who have consistently demonstrated:

- (a) evidence of successful teaching;
- (b) evidence of significant development within their discipline and within their profession;
- (c) evidence of service to students, to the College, and to the community; and
- (d) evidence of professional conduct consistent with the College's mission and values.

II. Tenure Policy

- A. **Definition of Tenure:** The Board of Trustees shall determine whether a faculty position is eligible for tenure at the time of its decision to approve that position. Tenure is an assurance of continued employment unless there is dismissal for cause or reduction in faculty or termination of a program or service.

Heartland Community College extends different types of faculty contracts. Traditional nine-month faculty contracts focus on classroom teaching, whereas twelve-month faculty contracts combine teaching duties and ancillary administrative duties, as determined by the needs of the College. It is conceivable that faculty contracts between nine and twelve months' duration could also be developed, because multiple roles and opportunities for faculty are integral to the College's development strategy.

However, in order to provide consistent employment expectations for faculty and stable College operations, the College will, whenever possible, offer renewal contracts of the same kind a faculty member received the previous year. Circumstances which would prevent extending the same kind of contract as the preceding year would include an approved request by a faculty member; financial exigency; significant enrollment decline; or

unsatisfactory performance of ancillary duties on the part of a faculty member, despite adequate opportunity for remediation. Contract changes of this kind are internal considerations outside the scope of the tenure law.

On the other hand, withdrawal of a contract offer altogether must be consistent with the tenure provisions of the Illinois Community College Act: that is, for cause or reduction in force.

- B. **Eligibility for Tenure:** Any faculty member employed continuously in a full time tenure track position Fall and Spring semesters, excluding Summers, shall be eligible for tenure.

Tenure may be granted to commence at the beginning of the fourth year of full-time employment, unless the Board has extended a contract to the faculty member for final probationary year; in no case shall tenure commence later than the beginning of the fifth year of full-time employment.

- C. **Break in Service:** A break in service is defined as a leave of absence from normal teaching and ancillary College duties extending at least one full Fall or Spring semester. The purpose of such a leave may include sabbatical, family leave, illness, personal business, or a College-sponsored assignment apart from normal duty. Any break in service requires administrative approval.

Depending upon the purpose of the leave, a break in service may or may not constitute an interruption of time accumulated toward tenure. For example, illness or approved sabbatical leave would normally not constitute such an interruption, while leave for personal business may. Non-tenured faculty seeking approval for extended leave shall also be informed how that leave will affect tenure.

- D. **Tenure Notices:** No fewer than 60 days prior to the last day of final examinations of the sixth semester of continuous employment at the College, but not counting Summer semester, the President or appointed designee shall notify the full-time faculty member of the following Board action:

1. the faculty member is granted tenure to commence at the beginning of the next consecutive year of continuous full-time employment with the College;

or

2. the contract of the faculty member is not being renewed;

or

3. the faculty member shall be given a fourth probationary year of employment. Upon notification that a faculty member is to receive a final probationary year, that faculty member shall also be given a statement detailing the corrective actions that must be taken to attain tenure. No full-time faculty member shall be reappointed beyond a fourth probationary year if tenure is not granted. Any faculty member not granted tenure or dismissed may obtain the specific reasons for dismissal upon written request.

In the absence of any of the above actions on the part of the College, the faculty member shall be tenured.

III. Tenure Procedures

- A. **Board Responsibility:** In accordance with the Illinois Revised Statutes, Article IIIB, final responsibility for the decision to award or to withhold tenure shall reside with the Board of Trustees. Recommendations concerning tenure may be provided by several constituencies within the College, including a Tenure Review Team. When, in the professional judgment of the President, sufficient numbers of faculty have been granted tenure in each academic division, the President will ask the faculty to initiate the Tenure Review Team according to the description and procedures given in B.3. and C.1. below. In the interval before the formation of the Tenure Review Team, the tenure recommendation process shall be that described in B.1. and B.2. below.

- B. **Recommendation Process:**

1. Recommendation to the Board of Trustees from the President:
To aid the Board in making its decision, the President of the College shall provide a recommendation regarding tenure at the appropriate time. The president shall also make available to the Board the evaluation results.
2. Recommendations to the President from Division Head and Academic Officer: To assist the President in making a decision, the supervisor for the candidate's division and the Vice President of Instruction shall offer independent recommendations or comments to the President of the College.
3. Recommendation to the President from the Tenure Review

Team (TRT): To aid the President in making a decision, the Tenure Review Team shall forward to the President for each tenure candidate a recommendation from the TRT. This Team's votes on tenure decisions shall be conducted by secret ballot, which shall be tallied by the Team chair. In case the Team's recommendation is not unanimous, the Team shall forward not only its recommendation but also the vote tally. This information should remain confidential; however, the affected faculty member shall be informed of the vote tally upon written request.

C. Review of Faculty by the Tenure Review Team:

1. The Tenure Review Team shall consist of one tenured faculty member selected from each academic division. In addition to the elected membership of the Team, each candidate for tenure shall have the opportunity to name two additional faculty members who shall be voting members of the TRT during all deliberations on that faculty member's tenure candidacy. Each elected member shall be chosen by the faculty of their division, to serve for a period of two years (with the exception that two members of the initial Team shall serve for three years so that terms may thereafter be staggered) with either two or three new members being elected each year. There is no limitation to the number of terms a faculty member may serve on this team; however, no faculty member may serve two consecutive terms.
2. In making a recommendation regarding tenure, the TRT shall consider the following:
 - (a) Annual performance reviews. All annual reviews of the faculty member's performance prepared by the faculty member and his/her supervisor. This review might include department and professional activities, research and scholarship related to teaching, professional growth and development, evidence of service to students and to the college, community contributions, and other accomplishments appropriate to the faculty member's discipline.
 - (b) Demonstration of teaching mastery. Candidates for tenure shall present supporting information to the TRT. This information may include statements of

teaching philosophy, description of instructional methods, and examples of classroom materials or techniques that may be helpful to the committee.

Adopted 12/20/94

Appendix A: Definitions

Faculty Member: A full time employee of the College regularly engaged in teaching or academic support service, but excluding supervisors, administrators, and clerical employees.

Academic Year: Fall Semester and the following Spring Semester, excluding Summer.

Notice: Written notice (a) in person OR (b) by certified or registered mail to the faculty member's home address.

Cause: Cause for discharge means that the faculty member is found guilty of: "some substantial shortcoming which renders continuance in his [sic] office or employment in some way detrimental to the discipline and efficiency of the service and something which the law and sound public opinion recognize as a good cause for his no longer occupying the position..."

[Murphy v. Houston, 250 Ill. App.385 (1928).]

Appendix B: Tenure Law

[Applicable sections of the Illinois Tenure Statute will be presented in this Appendix.]

Adopted 12/20/94

6.14 Pre-Employment Criminal Background Investigation

In accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Heartland Community College will conduct criminal background investigations on finalists for Heartland Community College positions which have been identified as security-sensitive.

Positions (job titles) designated as security-sensitive shall be identified in Pre-employment Criminal Background Investigation procedures maintained by the Human Resources Office.

Adopted 2/17/98, Revised 3/25/02, 7/19/05

7.0 POLICIES: BUSINESS

7.1 Annual Budget

The Board shall annually prepare and adopt a budget as provided in the Public Community College Act (Ill. Rev. Stat., Ch. 122, Par. 103-20).

The Board may adopt an additional or supplemental budget as allowed by law (Ill. Rev. Stat., Ch. 122, Par. 103-20.2).

Adopted 9/17/91

7.2 Audit

The Board shall contract with a certified public accountant firm for the purposes of conducting an independent annual college audit.

The audit shall be conducted in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The audit report shall be presented in accordance with generally accepted accounting principles (Ill. Rev. Stat., Ch. 122, Par. 103-22.1).

Adopted 9/17/91

7.3 Payment of Bills

7.3.1 General

All bills received by the District shall be paid in accordance with this policy.

7.3.2 Payments

All payments shall first be approved by the Vice President of Business Services, or in the Vice President's absence, the Controller, or in the absence of both, the President.

7.3.3 Presentation, Review and Ratification

All payments made for material and services on behalf of the District shall be presented to the Board of Trustees for ratification at its next regular meeting. They shall be presented in such summary form as the Vice President of Business Services shall deem appropriate or the Board of Trustees directs, provided that such summary shall, at a minimum, show to whom and for what purpose each payment was made, and to what budgetary account each payment was debited. Prior to the meeting at which ratification is to be considered, the Vice President of Business Services and/or the Controller shall review with a designee of the Board all payments to be presented for ratification.

Ratification shall be by roll call vote. A certified copy of each payment ratification shall be properly signed by the Chair and Secretary of the Board and shall serve as full authority and approval of the payments which were made on behalf of the District. (Ill. Rev. Stat., Ch. 122, Par. 103-27)

Revised 6/20/95

7.4 Purchasing

Heartland Community College shall establish procurement procedures consistent with the provisions of the Illinois Public Community College Act (Ill. Rev. Stat., Ch. 122, Par.103-27.1), and the maximum levels authorized by said statute.

Adopted 9/17/91, Revised 9/21/93, Revised 10/21/08

7.5 Prevailing Wage

The provisions of the Prevailing Wage Act shall be complied with in all applicable work to be performed in the District (Ill. Rev. Stat., Ch. 48, Par. 39s-1, et seq.).

Bid specifications and the call for bids for the contract for such work shall specify that:

- A. The general prevailing rate of wages in the locality for each craft or type of worker or mechanic needed to execute the contract or perform such work and the general prevailing rate for legal holidays and overtime work, as ascertained by the Board or by the Illinois Department of Labor, shall be paid for each craft or type of worker needed to execute the contract or to perform such work;
- B. It shall be mandatory upon the contractor to whom the contract is awarded and upon any subcontractor, to pay not less than the specified rates to all laborers, workmen, and mechanics employed in the execution on the contract or such work.

The contract for such work shall also contain a stipulation to the effect that not less than the prevailing rate of wages as found by the Board, or the Illinois Department of Labor, or the court on review shall be paid to all laborers, workmen, and mechanics performing work under the contract. It shall also be required in all contractor's bonds that the contractors include such provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract (Ill. Rev. Stat., Ch. 48, Par. 39s-4).

Adopted 9/17/91

7.6 Investment of College Funds

Heartland Community College shall establish investment procedures consistent with the provisions of the Public Funds Investment Act (30 ILCS 235/0.01 et seq.) and the Illinois Public Community College Act (110 ILCS 805/3 et seq.).

Adopted 3/17/92, Revised 10/19/99, Revised 4/20/04

7.7 Fixed Assets

Fixed Assets are defined as tangible items used at the College that are of a permanent or relatively fixed nature with useful lives in excess of one year. These assets are land, land improvements, buildings, building improvements, equipment, furniture, machinery and vehicles.

Fixed Assets will be tagged and recorded numerically and capitalized as an asset for financial statement reporting. Depreciation also will be calculated and recorded in the financial statements.

The criteria for tagging and recording, capitalization, and depreciation of Fixed Assets for financial reporting purposes are as follows:

Land - all expenditures will be capitalized and will not be depreciated.

Land Improvements – expenditures of \$50,000 and above will be capitalized and depreciated over a life of 10 to 20 years.

Buildings – all expenditures will be capitalized and depreciated over a 40 to 60 year life.

Building Improvements – expenditures that extend the life of the building with a minimum cost of \$50,000 will be capitalized and depreciated over a 40 to 60 year life.

Equipment (non technical in nature), Furniture and Machinery – expenditures of \$5,000 and above will be capitalized and depreciated over a 5 to 10 year life.

Technology-Related Hardware and Software – expenditures of \$5,000 and above will be capitalized and depreciated over a 3 to 5 year life.

Vehicles – expenditures of \$5,000 and above will be capitalized and depreciated over a 3 to 5 year life.

In the event that the useful life of the fixed asset is determined to be significantly different than the aforementioned depreciable life, then an alternative depreciable life may be utilized.

The College shall comply with the Education Department General Administrative Regulations (EDGAR) guidelines regarding the disposal of federally-funded equipment.

The provisions of the Board Policy on Fixed Assets shall become effective with fiscal year 2002.

Adopted 2/19/02; Revised 4/18/06

8.0 POLICIES: COMMUNITY RELATIONS

8.1 Use of College Facilities Policy

College facilities may be made available to college and non-college sponsored groups, provided the use does not interfere or conflict with the normal operations or educational programs of the College; the use is consistent with the philosophy, goals and mission of the College; and the use conforms to federal, state, local laws and ordinances. The College will establish procedures governing the use of facilities, including those relating to room rental fees, and recovery of custodial, technical, insurance, and other operational costs. Additional procedures will apply to special facilities.

Adopted 9/17/91, Revised 11/16/93, Revised 12/12/00

9.0 POLICIES: STATEMENT OF COMPLIANCE WITH STATE AND FEDERAL LAWS

9.1 Drug-Free Workplace

9.1.1 Policy

Heartland Community College is in compliance with the "Drug-Free Workplace Requirements for Federal Contractors Act," which is known as the "Drug-Free Workplace" Act. Use of illegal or controlled substances and use of drugs for purposes other than medicinal purposes by College Employees, contractors, subcontractors and vendors as well as by students and other persons using the facilities of Heartland Community College is prohibited. Use of illegal substances and use of drugs for other than medicinal purposes shall result in disciplinary action and possible discharge of employees or expulsion of students.

9.1.2 Certification of Compliance: "Drug-Free Workplace" Act

Heartland Community College, pursuant to the "Drug-Free Workplace Requirements for Federal Contractors Act," 41 U.S.C. 701 et. seq., also known as the "Drug-Free Workplace Act," requires that with all federal procurement contractors of \$25,000.00 or greater, all contractors, subcontractors and vendors and all recipients of any Federal grants, certify their compliance with the "Drug-Free Workplace Requirements for Federal Contractors Act," 41 U.S.C. 701 et seq. Heartland Community College is a recipient of federal grants and therefore is subject to the Act. Certification of compliance with the Act is on file in the office of the College President.

9.2 Policy Regarding the Physically and Mentally Challenged

9.2.1 Policy

Heartland Community College, pursuant to the "Americans with Disabilities" Act, 42 U.S.C. 12101, et seq. and the Rehabilitation Act of 1973, 29 U.S.C. 794, et seq., has a policy prohibiting discrimination against the physically and mentally challenged by faculty, staff, administrators, contractors, subcontractors and vendors.

9.2.2 Statement of Compliance: "Americans with Disabilities" Act

Heartland Community College certifies that it is in compliance with all the provisions of the "Americans with Disabilities" Act and shall continue to comply with the Act, including through providing adequate notice to employees and students of their rights under the Act.

9.2.3 Compliance with the Rehabilitation Act

Heartland Community College certifies that it is in compliance with the Rehabilitation Act, 29 U.S.C. 794, et seq. and that it has a policy prohibiting discrimination against the physically and mentally challenged in the use of its facilities, admissions and enrollment as students and in employment.

9.3 Loan Default Policy: Employment

9.3.1 Loan Default Policy

Heartland Community College, pursuant to the "Educational Loan Default Act," 5 ILCS 385/0.01 et seq. (Ill.Rev.Stat., ch. 127, 3551 et seq.), requires that all employees employed pursuant to contracts or subcontracts with the State of Illinois must, as a condition of employment, pursuant to contracts with the State of Illinois or state agencies, must certify compliance with the "Educational Loan Default Act, 5 ILSC 385/0.01; et seq. (Ill.Rev.State., ch. 127, 3551 et Seq.) in writing.

9.4 Policy of Compliance with Civil Rights Legislation

9.4.1 Policy Prohibiting Discrimination

Heartland Community College has a policy prohibiting discrimination based on race, color, religion, sex, age, national origin, marital status and disability in its educational programs, employment and facilities. Heartland College is in compliance with and shall continue to be in compliance with Title VI, 42 U.S.C. 2000d, et seq.; Title VII, 42 U.S.C. 2000e, et seq.; the Civil Rights Act of 1991 and the Illinois Human Rights Act, Ill.Rev.Stat., ch. 68, par. 1-101, et seq.; and, Title IX of the Education Amendments of 1972.

9.5 Policy of Compliance with the "Americans with Disabilities" Act

Heartland Community College District No. 540 currently is in compliance with and shall continue to comply with the provisions of the "Americans with Disabilities" Act, 42 U.S.C. 12101 et seq.

9.6 Compliance with Competitive Bidding Statutes

9.6.1 Illinois Public Community College Act Requirements

The College shall advertise for bids for any contract of \$10,000.00 or greater in value and such bids shall be opened at a public meeting. The lowest responsible bidder shall be awarded the contract in such instances except that competitive bidding is not required where an emergency exists or where the provider of goods or services is a single source provider or

where the nature of the goods or services sought are not amenable to competitive bidding as provided for by 30 ILCS 505/2 et seq. (1993).

All contractors and subcontractors must comply with the provisions of the Illinois Criminal Code, 720 ILCS 5/33-I et seq. (1993) by certifying that they are not prohibited from bidding or from being awarded contracts by public entities because of bid rigging, bid rotating, collusion or other violations of bidding requirements as set forth in the Act.

Adopted 9/21/93

9.7 Policy of Compliance with Gift Ban Policy

Heartland Community College, pursuant to the Gift Ban Act (5LCS 425/1 et seq.) requires that no employee of the District nor any member of the Board of Trustees shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies and included spouses of and immediate family living with an employee of this District or any member of the Board of trustees.

Adopted 5/18/99

9.8 Copyright Policy

It is the intent of the Board of Trustees of Heartland Community College to adhere to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et seq.). Therefore, the Board of Trustees directs the administration to develop and distribute to employees clear copyright guidelines that strongly encourage compliance with the copyright law, and inform employees of their rights and responsibilities under the law.

The Board of Trustees prohibits unauthorized duplication that violates copyright law, licenses or contractual agreements in any form. All College employees are expected to obey the United States copyright laws in their use of print and audio-visual materials and microcomputer software. Illegal copies or sharing of copyrighted software, movies, or music may not be made or used on equipment owned by the College. Employees who willfully disregard this Board policy do so at their own risk and assume all liability for their actions.

Adopted 4/10/01; Revised 6/17/03, Revised 12/14/2004

9.9 Information Security Policy

It is the policy of Heartland Community College to implement and maintain an information security plan including an Identity Theft Prevention Program to assess the risks of information loss or breach, to prevent information loss or breach from occurring to the extent possible, and to mitigate potential losses due to any information security incident. Processes and procedures shall include methodologies to verify the identity of various College constituents as well as a

system of internal controls to identify/flag patterns, practices, and other activities potentially leading to information loss or breach. The Vice President of Business Services shall be designated to provide oversight, development, implementation and administration of the plan.

Adopted 8/18/09

10.0 GLOSSARY OF ACRONYMS

- AA** **Associate of Arts degree** (Community College)
A two-year degree that emphasizes the humanities and social sciences portion of general education. This degree is intended for transfer to four-year institutions.
- AACC** **American Association of Community Colleges** (Community College)
AACC serves as an umbrella organization for all community college interests. Providing information through a monthly journal and periodic conventions, AACC is a voluntary national organization in Washington, D.C. It serves as liaison to the federal government.
- AAS** **Associate of Applied Science** (Community College)
A two-year degree intended to prepare the student for employment. The general education component of this degree is generally less than 35 percent of the credit hours. While not intended for transfer, AAS degrees often do transfer to universities with special articulation agreements (called "capstone" agreements).
- ABE/ASE** **Adult Basic Education/Adult Secondary Education** (General)
ABE/ASE consists of the most fundamental level of courses that prepare a student for a high school equivalency exam or college work. These courses are generally free to students, and they are funded by grants from the state.
- ACCT** **Association of Community College Trustees** (Community College)
ACCT is a national organization primarily oriented toward community college trustees. With its offices in Washington, D.C., ACCT provides information through vehicles such as a quarterly journal and periodic conventions.
- ACE** **American Council of Education** (General)
A voluntary national organization in Washington, D.C., ACE acts as the umbrella organization that coordinates legislative programs and lobbying for the various segments of higher education, including community colleges, universities, and private colleges.
- ACT** **American College Testing** (General)
Historically, a major testing corporation for college entrance examinations, ACT now provides a wide range of tests including computer adapted placement tests.
- ADN** **Associate Degree Nursing** (General)
Two-year AAS degree; graduates are prepared to take the RN licensing examination.
- AS** **Associate of Science Degree** (Community college)
A two-year degree that emphasizes the mathematics and science portion of general education. This degree is intended for transfer to four-year institutions.

ASC	Academic Support Center (HCC) Area that supplies academic support (tutoring, study skills) alternative delivery, library and other academic support services for students.
BoT	Board of Trustees The college has a seven-member public board, elected at large; each board member serves six-year terms.
CAD	Computer Aided Design (General) The process of doing architectural and drafting with computers. CAD has done to mechanical drafting tables what word processing did to typewriters.
CAS	Curriculum and Academic Standards Committee (HCC) The CAS Committee is a standing committee of the college which is responsible for approving courses, curricula, and academic policies.
CDB	Capital Development Board CDB is a state body responsible for construction of public buildings. Its board and chairman are appointed by the governor. CDB provides the state portion of capital funding through its yearly budget, some supervision of architect-engineering efforts, bidding, some on-site inspection of construction progress, and final acceptance.
CNA	Certified Nursing Assistant (General) Eight-week course preparing persons to function in the nursing assistant role.
CQI	Continuous Quality Improvement (HCC) The CQI Committee is a standing committee of the college. Their charge is to review and develop measures for institutional effectiveness, to promote quality assurance, and to assist and recommend appropriate staff training to improve quality.
DAVTE	Division of Adult, Vocational and Technical Education DAVTE is a part of the State Board of Education which makes grants to community colleges for vocational education, programs, and equipment.
DCCA	Department of Commerce and Community Affairs Illinois state economic development agency.
ECH	Equated Contact Hour (General) Method of equating lecture, laboratory, and other forms of instruction to determine faculty load.
ESL	English as a Second Language (General) ESL teaches English to non-native speakers of English.

FTE	Full-Time Equivalent Enrollment (General) Method for stating total enrollment as if all students were full-time. FTE is calculated by dividing total semester credit hours by fifteen.
FY	Fiscal Year (General) The accounting year used by higher education in Illinois. It begins on July 1 and ends on June 30 and is named by the ending part of the year. Thus Fiscal Year 1996 (FY96) begins on July 1, 1995 and ends on June 30, 1996.
GED	General Education Development The GED exam is taken to acquire the legal equivalent of a high school diploma.
HRC	Human Resources Committee (HCC) The HRC is a standing committee of the college whose function is to review matters related to personnel policies and procedures; to recommend (to the Cabinet) salary placement for new hires; and to assist in staff development of employees.
IBHE	Illinois Board of Higher Education IBHE is a board appointed by the governor which oversees all public higher education in Illinois. IBHE generates yearly operating and capital budgets for all state contributions.
IAI	Illinois Articulation Initiative A complete reform of the higher education articulation system for transfer of courses among institutions. Since the greatest number of transfer students are community college to four year institutions, the impact on Heartland and other community colleges is significant. In this system all articulated courses have a common state code; these codes become the mechanism for exchanging credits.
ICCB	Illinois Community College Board ICCB is a board appointed by the governor which oversees all community colleges in Illinois. ICCB must approved any new programs in a college and develops a yearly operating and capital budget to give to the IBHE.
ICCCA	Illinois Council of Community College Administrators ICCCA members include administrators other than presidents, and business officers who meet semiannually and have subcouncils that do the work for the organization, such as councils of academic deans, council of librarians.
ICCFA	Illinois Community College Faculty Association A voluntary organization of representative faculty members from Illinois community colleges, ICCFA acts as an advisory committee to the ICCB.
ICCTA	Illinois Community College Trustees Association

A voluntary organization based in Springfield, ICCTA supports trustee development, college advocacy, and a legislative agenda for the colleges.

- IDPH** **Illinois Department of Public Health**
State agency responsible for matters pertaining to public health; the regulatory agency for nursing assistant education.
- IDPR** **Illinois Department of Professional Regulation**
State agency responsible for maintaining standards of competence by license holders in order to protect the public; regulatory agency for nursing education.
- IOICC** **Illinois Occupational Information Coordinating Committee (State)**
A database of state employment statistics. The information from this database is used to justify program development.
- IS** **Instructional Services (HCC)**
IS is composed of academic and support divisions necessary for instruction and student success.
- ISAC** **Illinois Student Assistance Commission (State)**
ISAC oversees the state scholarship program.
- ISBE** **Illinois State Board of Education (State)**
The ISBE oversees elementary and secondary schools. It is related to community colleges through joint funding of several curricular areas, specifically adult education and vocational education.
- ITV** **Instructional Television (General)**
ITV courses are classroom instruction offered over television. HCC has sophisticated ITV systems for delivering courses to Lincoln and Pontiac and for joining with other colleges and high schools in sharing courses.
- LPN** **Licensed Practical Nurse**
- MIS** **Management Information System**
An information system for an organization. For HCC, MIS included the student database, state reporting and record system, and all business services information.
- NCA** **North Central Association (General)**
The regional accrediting agency for the central United States.
- OLC** **Open Learning Courses (HCC)**
Offered through the ASC, Open Learning Courses are open-entry and self-paced courses that are delivered in a format other than the traditional classroom lecture. Many OLCs are computer- or media-supported, relying on videocassettes, CD-ROM, audiocassettes, and other means to replicate the lecture content of a course.

- PC** **Presidents Council**
The PC is an organization of Illinois community college presidents that works closely with the ICCTA. PC acts as an advisory committee to the ICCB.
- PCS** **Program Classification System (State, Federal)**
A code for identifying both instructional programs and other functions of the college used in state and federal reporting.
- SBDC** **Small Business Development Center (State)**
Funded through DCCA to assist businesses with less than 500 employees in planning, financing, and staff development; assistance is also provided for entrepreneurs.
- SDA** **Service Delivery Area**
JTPA divides the state into service regions. Each region is an SDA and has a board of control called a private industrial council (PIC).
- SURS** **State Universities Retirement System**
SURS manages a retirement fund for all employees of public higher educational institutions in Illinois.