

HEARTLAND COMMUNITY COLLEGE ADMINISTRATIVE STANDARDS MANUAL UPDATED SEPTEMBER 2025

Items are numbered throughout to correspond with the appropriate item in the [Board Policy Manual](#). Where a number is skipped in this Administrative Standards Manual, a corresponding Administrative Standard for that item in the Board Policy Manual does not currently exist

TABLE OF CONTENTS

1.0	LEGAL AUTHORITY AND RESPONSIBILITY OF THE BOARD OF TRUSTEES	4
2.0	BOARD OF TRUSTEES.....	5
2.1	Vacancies.....	5
2.2.6	Student Board Member.....	5
2.3.12	Public Appearances Before the Board.....	5
3.0	POLICIES: GENERAL ADMINISTRATION AND OPERATIONS	7
3.1	Executive Authority.....	7
3.2	Equal Opportunity and Non-Discrimination	7
3.3	Freedom of Information.....	8
3.4	Tobacco/Smoke-Free Environment.....	8
3.5	Communicable Diseases.....	9
3.6	Harassment Policy	9
3.7	Code of Ethics.....	10
3.8	Campus Crime and Security	13
3.9	Solicitation.....	13
3.10	Environmental Stewardship.....	14
3.11	Concealed Carry of Weapons	14
3.12	Minors on Campus.....	15
3.13	Freedom of Expression on Campus.....	16
3.14	Use of College Vehicles	17
3.15	College Mass Communication.....	20
4.0	POLICIES: EDUCATIONAL PROGRAMS.....	22
4.1	Curriculum Development	22
4.2	Degrees Granted	22
4.3	Certificates Granted.....	22
4.4	Academic Freedom.....	23
4.5	Selection of Instructional Materials.....	23
5.0	POLICIES: STUDENTS.....	24
5.1	Admissions	24
5.2	Residency.....	24
5.3	Tuition and Fees	25
5.4	Assessment and Placement.....	25
5.5	Academic Standards	25
5.6	Student Conduct.....	25
5.7	Student Records	26
5.8	Appeals	27
5.9	Refunds.....	28
6.0	POLICIES: PERSONNEL.....	29
6.1	Drugs, Alcohol, and Cannabis	29
6.2	Employee Grievance.....	29
6.3	Outside Employment	29
6.4	Oral Proficiency in English	30
6.5	Separation of Service.....	30
6.6	Disciplinary Sanctions	31
6.7	Official Holidays	31

6.8	Employment Benefits	31
6.9	Leaves	31
6.10	Health Examinations.....	32
6.11	Tax Deferred 403(b) Plans.....	32
6.12	Tenure	32
6.13	Pre-Employment Criminal Background Investigations.....	33
6.14	Employee Furlough	33
6.15	Employee Performance.....	33
6.16	Employee Identification Cards	34
6.17	Long-Term Remote Work	34
6.18	College Staffing	35
7.0	POLICIES: BUSINESS.....	36
7.1	Annual Budget.....	36
7.2	Audit	36
7.3	Payment of Bills	36
7.4	Purchasing.....	37
7.5	Prevailing Wage.....	39
7.6	Investment of College Funds	39
7.7	Fixed Assets.....	39
7.8	Travel, Meal, and Lodging Expenses	41
7.9	Alcoholic Beverage Service and Sales	42
7.10	Financial Disclosures.....	43
7.11	College Total Tax Rate.....	43
7.12	Debt Management.....	43
7.13	Reserve Funds.....	43
8.0	CAMPUS AND COMMUNITY.....	44
8.1	Use of College Facilities.....	44
8.2	College Facility Naming Rights	49
8.3	Visitor Code of Conduct.....	50
8.4	Law Enforcement Relations	52

1.0 LEGAL AUTHORITY AND RESPONSIBILITY OF THE BOARD OF TRUSTEES

Officer Responsible: President

Last Reviewed: NA

Last Revised: NA

Adopted: NA (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 1.0.

There are no related Administrative Standards at this time. For reference, this item refers to Board Policy 1.0 and its subsections.

2.0 BOARD OF TRUSTEES

Officer Responsible: President

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 2.0.

2.1 Vacancies

Administrative Standard

Upon notice that a vacancy exists on the Board of Trustees, the Chair shall instruct the Recording Secretary to the Board to follow the prescribed procedures to facilitate the filling of the vacancy.

Procedure

1. Announce promptly that such vacancy exists.
2. Following such announcement, cause notice of such vacancy to be published in a newspaper of general circulation within the district. Such notice shall occur at least 20 days prior to the meeting during which the vacancy is sought to be filled.
3. Cause a news release announcing such vacancy to be sent to all media outlets normally provided new releases by the College.
4. The notices referenced in (2) and (3) above shall direct persons who wish to be considered for the vacancy to express their interest in writing to the Recording Secretary to the Board by a specified date as determined by the Chair. Such date shall be approximately 7-10 days prior to the date of the meeting at which the vacancy is anticipated to be filled.

Candidates for the vacancy shall address the following in the written materials submitted to the Board:

1. Reason for seeking the appointment;
2. How the individual's qualifications will add to the composition of the Board in fulfilling its responsibilities to the District's citizens;
3. Experience in other areas which may enhance public policy or decision-making; and
4. Other topics as may be determined by the Board.

Materials received by the Recording Secretary to the Board shall be duplicated and distributed to members of the Board. All materials received shall be determined to be public records.

The Board may invite those candidates from whom more information is desired to be interviewed by the Board. Such interviews may take place in Closed Session of the Board as permitted by law.

2.2.6 Student Board Member

Administrative Standard

The Student Trustee shall be a currently enrolled student at the College and selected by the student body through a process facilitated by the Student Government Association. The Student Trustee shall be selected prior to the April Board Meeting. The Term of the Student Trustee shall begin in April of each year and be for a one-year period.

Procedure

[See Student Government Association \(SGA\) Bylaws:](#)

Article IV. Committee Structure, Section 4.01 Standing Committees

Article VI. Election Procedures and Transition of the SGA, Section 6.02 Student Trustee Selection Procedure

2.3.12 Public Appearances Before the Board

Administrative Standard

To facilitate formal appearances and public comments, individuals wishing to appear before the Board are requested to make a written request and follow the prescribed administrative procedures, as outlined below:

The Chair of the Board will recognize properly registered individuals at the appropriate point during the meeting. Repetitive, harassing, or obscene comments are discouraged and may be restricted by the Chair of the Board. To assure an orderly and timely meeting the Chair of the Board may limit time allotments to less than five minutes, may delay or defer appearances when appropriate, and may defer or refer questions received from presenters to others for answers if available.

Procedure

Formal Presentations: To facilitate formal appearances, individuals wishing to appear before the Board are requested to make a written request to the Chair of the Board, the Recording Secretary to the Board, or the President of the College at least five working days prior to the Board meeting. All requests by faculty, staff, or students should be directed to the Office of the President of the College. Any such request should include the name, address and position of the individual wishing to speak, the name of the organization or group represented, and a reasonable summary of the presentation. All requests received by the Recording Secretary to the Board or the President of the College shall be forwarded to the Chair of the Board. Such requests will not guarantee permission to speak. The scheduling of such presentations in relation to the meeting agenda shall be at the discretion of the Chair of the Board. While not required, written copies of the presentation prepared in conformity herewith are welcomed by the Board.

Public Comment: Public Comment before the Board are allowed regarding items on the Board's agenda that do not represent a formal presentation as described above. Public comments less than five minutes, may be accommodated by submitting a request to the Recording Secretary to the Board not less than 20 minutes before the scheduled start of the meeting.

To facilitate an orderly process, appearance requests should be registered on a Board-provided form and submitted to the Recording Secretary to the Board. To be recognized, the appearance request shall include the name, address, and position of the individual wishing to speak, the name of the organization or group represented, the topic/item to be addressed, and whether the requestor has appeared earlier on the topic before any other meeting of the Board. In lieu of oral presentations, individuals may present brief written materials not to exceed five pages to the Recording Secretary to the Board for distribution and consideration by the Board in advance of the meeting.

3.0 POLICIES: GENERAL ADMINISTRATION AND OPERATIONS

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 3.0.

3.1 Executive Authority

Administrative Standard

The President of the College is the Chief Executive Officer of the College.

Procedure

The President:

1. Is responsible for the operation of the College within the framework of the policies of the Board.
2. Serves as the primary channel of communication between the Board and other administrative officers and personnel of the organization.
3. Takes necessary or appropriate action required by emergencies not covered by specific policy. Communicates any actions taken and reasoning to the Board as soon as practicable.
4. 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 practical.

3.2 Equal Opportunity and Non-Discrimination

Administrative Standard

Heartland Community College is committed to maintaining a learning and working environment that promotes equal opportunity and is free from discrimination against a person because of their actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, physical or mental disability, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, sexual orientation, or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws. The College shall not discriminate against any current or prospective student or employee or any other individual based on the aforementioned statuses and prohibits any form of harassment or discrimination in the learning and working environment, at any College-sponsored events, and in all admissions and employment activities. For the purposes of this policy, the “learning and working environment” is not limited to a physical location to which an employee is assigned to perform his or her duties or a student is accessing instruction and/or resources. Any individual who believes they have experienced harassment, discrimination, or unreasonable denial of an educational or employment benefit based on an actual or perceived protected status may seek redress through this policy as outlined in the procedures. Inquiries and/or grievances may also be directed to the Assistant Secretary of the Department of Education, the Illinois Department of Human Rights, or the Equal Employment Opportunity Commission. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The preponderance of evidence shall be used in determining whether a violation of this policy has occurred. Retaliation for making a good-faith complaint of harassment or discrimination or for participating in an investigation is also prohibited by law.

Procedure

1. Students who wish to report an alleged violation of Policy 3.2 shall submit the report to the Associate Vice President, Enrollment and Student Services. Employees who wish to report an alleged violation of Policy 3.2 shall submit the report to the College’s Executive Director of Human Resources.
2. This is applicable to all terms and conditions of enrollment and employment.
3. In accordance with Illinois law, the College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

4. Prohibiting any form of harassment in the learning and working environment, including but not limited to sexual harassment and harassment based on any status or condition protected by applicable law, rule, or regulation.
5. This prohibits discrimination based on any such protected status and maintaining compliance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and all other laws, rules and regulations that apply to College operations.

Guidelines

To the extent that there are conflicts between the terms of any College policy and applicable law, such applicable law shall be controlling. Whenever a specific external law, rule, or regulation is referenced in these policies, such reference shall be to the most recent enacted and amended version of such law, rule, or regulation.

3.3 Freedom of Information

Administrative Standard

The Freedom of Information Act (FOIA) is the principal Illinois law governing the inspection of public records. It is a pro-disclosure statute originally enacted on July 1, 1984. The FOIA provides the public the right to access documents and records of a public body. Requests for a copy of records on a specific subject may be made and the public body must provide those records unless there is an exemption in the statute that restricts those records from disclosure. Information which is available for public disclosure shall be made available through the Freedom of Information Officer of the College.

Procedure

Requests under the Freedom of Information Act should be sent to the Freedom of Information Officer and describe as specifically as possible the records being requested using the FOI Request Form found on the College's main webpage.

Direct FOI requests via email to FOIOfficer@heartland.edu, or mail the FOI request to: Freedom of Information Officer, Heartland Community College; Executive Office - CCB 2000; 1500 West Raab Road; Normal, IL 61761.

Any responsive documents may be viewed at a pre-arranged time on campus without charge, or a copy may be obtained. If the documents are to be sent by United States mail, there will be a charge for reimbursement of postage costs. A request for pre-payment may be made before printed copies of records are provided in response to a request. The first 50 pages of black and white, letter- or legal-sized copies required to complete a FOIA request are free. The following additional fees will be charged and must be paid prior to the processing of a request:

1. Page 51 and up will be charged 15 cents per page.
2. CDs, discs, or specialized drives for copying electronic files will be charged at cost.
3. Documents that require specialized copying equipment, such as construction drawings, will be charged at cost.

The Freedom of Information Officer will notify the requestor within five (5) working days, or within any extended deadline, of the status of his or her request. The notification will be in the form of a letter or e-mail and will explain the reasons for any denial.

3.4 Tobacco/Smoke-Free Environment

Administrative Standard

For Heartland Community College, "Tobacco Free" means HCC will be completely free from use of all tobacco products including any cigarettes, cigars, pipes, beedis, clove cigarettes, and any other smoking product that appears to be a cigarette or electronic cigarette. This policy includes smokeless tobacco, dip, chew, snuff, snus, and any other non-FDA approved nicotine delivery device or product.

Tobacco use is prohibited in all facilities and vehicles owned or leased by Heartland Community College and is prohibited on all college property. This policy does not extend to personal motor vehicles. All tobacco products in use must be properly disposed of prior to entering any college property or exiting a personal

vehicle. Littering the remains of tobacco products or any other related waste product on college property is further prohibited.

Current applicable statutes include the Smoke-Free Illinois Act (410 ILCS 82) and the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act (720 ILCS 675).

3.5 Communicable Diseases

Administrative Standard

The Board of Trustees places a high priority on the need to protect students and employees from the spread of reportable communicable disease on campus. The Board does not intend to exclude students or employees who have or who are a carrier of a reportable communicable disease if there is no significant risk of transmission to others or danger to the individual.

Procedure

1. Students are to inform the Associate Vice President, Enrollment and Student Services and employees are to notify the Executive Director of Human Resources if they have or are a carrier of a reportable communicable disease as defined by the Illinois Department of Public Health.
2. Attendance, participation, and employment decisions will be made by the President or designee, in conjunction with campus officials and the Board of Trustees, using this standard and the facts of the specific case, in conjunction with current, available local, state, and national public health guidelines concerning the disease in question.
3. Procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases will be promulgated consistent with this Policy.

Guidelines

1. Students with a reportable communicable disease may attend the College and participate in programs and activities and employees may retain employment when, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others, as supported by medical documentation.
2. Such attendance, participation, and employment decisions will be made by the President or designee, in conjunction with campus officials and the Board of Trustees, using this standard and the facts of the specific case, in conjunction with current, available local, state, and national public health guidelines concerning the disease in question.
3. The College shall respect the right to privacy of any student or employee who has or is a carrier of a reportable communicable disease. Such medical conditions shall be disclosed only to the extent necessary to minimize the health risks to the individual and others.
4. The College will consider appropriate public agency guidelines to determine who will be notified to ensure the individual is properly cared for and to minimize transmission of the disease to others.

3.6 Harassment Policy

Administrative Standard

Policy 3.6. applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College. Under certain circumstances, this harassment policy also applies to third parties such as subcontractors, sales representatives, repairpersons, or vendors of the College.

Every student, employee, and official College representative has the responsibility to refrain from any type of harassment in the College environment and every student, employee, and official College representative has the right to work and learn in an environment free from harassment. Any student, employee, or official representative who harasses a college student, employee, or official representative will be held liable for their conduct and will be subject to disciplinary action up to and including expulsion or discharge. The disciplinary action taken will depend upon the magnitude or severity of the harassing conduct.

Procedure

1. A member of the College community who believes that they have been harassed in violation of this policy should take action in any of the following ways:
 - a. Inform the individual whose behavior is disturbing that the behavior is unwelcome and that the behavior should stop immediately. The initial message may be verbal or in writing. If the unwelcome behavior does not stop, the harassed individual must report such behavior to their supervisor and/or the Executive Director of Human Resources or Associate Vice President immediately; or

- b. Report the disturbing or unwelcome behavior to the supervisor and request assistance to stop the behavior. If the student's or employee's supervisor is the individual involved in the disturbing or unwelcome behavior, report the unwelcome or disturbing behavior to the Executive Director of Human Resources or Associate Vice President; or
 - c. Report the disturbing or unwelcome behavior to the Executive Director of Human Resources or Associate Vice President.
 2. The initial attempt to resolve a complaint of harassment may be achieved by any of the steps outlined below:
 - a. The complainant may meet with their supervisor, the Executive Director of Human Resources, or the Associate Vice President to clarify whether harassing behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved; or
 - b. The complainant may request that their supervisor, the Executive Director of Human Resources, or the Associate Vice President meet with the respondent to discuss the alleged conduct and to remind them of college policies against harassment and to seek a commitment by the respondent to comply with these policies. A complainant may request that, when possible, such a conversation be held without the identity of the complainant being revealed to the respondent; or
 - c. The complainant may request that their supervisor, the Executive Director of Human Resources, and/or the Associate Vice President meet with the complainant and the respondent in the role of a mediator to reach resolution of the issue. During such mediation both the complainant and the respondent will be reminded of college policies against harassment, and successful mediation will include a commitment by the respondent to comply with such policies. After the initial attempt to resolve the complaint has concluded, the complainant's supervisor, if involved, will forward all documentation concerning the complaint to the Executive Director of Human Resources or Associate Vice President. The Executive Director of Human Resources or Associate Vice President will maintain a record of the complaint in order to document that the claim of harassment was made and to document the outcome of the initial attempt to resolve the complaint.
 3. An individual may file a formal complaint of harassment if the initial attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of harassment if they choose to bypass the initial attempt(s) of complaint resolution for any reason.
 - a. All formal complaints of harassment should be submitted in writing directly to the Executive Director of Human Resources or Associate Vice President as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute harassment. The three-month limitation on the filing of claims of harassment is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Executive Director of Human Resources and/or Associate Vice President may decide, at their sole discretion, to process a formal complaint pursuant to this provision. If the Executive Director of Human Resources and/or Associate Vice President decides a complaint will not be pursued under the formal complaint procedures, there may still be options for responding to such a complaint through counseling or informal resolution.
 - b. If sufficient evidence is still available, an investigation may be undertaken by appropriate authorities.
 - i. The process for resolution of formal harassment complaints consists of two stages: (1) investigation and (2) report and recommendation.
 - ii. Prior to investigation, a formal complaint, signed by the complainant must be submitted in writing to the Executive Director of Human Resources or the Associate Vice President. The written complaint shall include the name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be harassment.
 - iii. Within seven calendar days of receiving the written complaint, the Executive Director of Human Resources and/or the Associate Vice President will designate a team to investigate the complaint.
 4. Additional information on the policy and procedures related to the harassment policy may be found in the College's employee and student handbooks.

3.7 Code of Ethics

Administrative Standard

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”).

Procedure

1. 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.

2. 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 fundraising 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-uncle, great-aunt, first cousin, nephew, niece, spouse, grandparent, or 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, 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.

1. 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.

3. 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 an 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.

4. 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.

Guidelines

1. 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.
 2. Board members and employees shall not use college facilities, equipment, or property for personal financial gain.
 3. Board members and employees shall not seek to unduly influence personnel decisions.
 4. 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.
 5. 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).
 6. 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.
 7. 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.
5. Related Parties
- This standard establishes procedures for identifying related parties to ensure compliance with the U.S. Department of Education guidelines and financial transparency in all transactions. This applies to all employees, board members, vendors, and affiliates engaged in financial or contractual relationships with Heartland Community College.

Definitions

Related Party: Any individual or entity that has a financial, governance, or business relationship with the college that could impact decision-making or financial reporting. This includes:

- Board members and executives
- Close family members of key personnel
- Entities in which college officials hold financial interests
- Significant donors or affiliated organizations

Identification Procedures

- Annual Disclosure: Employees and board members in certain positions must complete the Statement of Economic Interests per the Illinois Governmental Ethics Act (5 ILCS 420/4A-101) each year.
- Vendor Screening: The Business Office will screen vendors to identify known connections with officials or employees.
- Transaction Review: Any contract exceeding \$100,000 involving a related party requires approval from the President and/or Vice President, Finance & Administration.
- Monitoring: The Controller will review transactions for potential undisclosed related parties.

Compliance & Reporting

- Reporting Requirements: Any potential conflict of interest due to related parties must be reported as soon as is reasonably practicable after becoming aware of it. The College will report related party transactions in its Annual Comprehensive Financial Statements (ACFR).
- Corrective Action: Violations may result in disciplinary measures, including termination or legal action.

3.8 Campus Crime and Security

Administrative Standard

Heartland Community College administration will comply with all aspects of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Procedure

These policy statements and statistical reports should be published and made available pursuant to all requirements of the Clery Act.

3.9 Solicitation

Administrative Standard

Heartland Community College encourages the use of its facilities by the public for activities that are consistent with the College mission but prohibits any type of solicitation using college buildings, grounds,

communication systems, equipment, or services for commercial, charitable, and political purposes without express prior written consent by the Executive Office.

Procedure

Permission for commercial, charitable, and political purposes, and any other form of solicitation, must be applied for and granted by the Executive Office. Written requests should be submitted to the Vice President, Finance and Administration.

3.10 Environmental Stewardship

Administrative Standard

The College embraces stewardship of the environment and reducing the College's impact on the environment to support a sustainable future and integrates principles of sustainability into its programs, policies, and practices.

Procedure

The College will encourage and provide resources for instructors and administrators to integrate principles of sustainability into its programs, policies, and practices. Procedures for this policy will be further developed and reviewed.

3.11 Concealed Carry of Weapons

Administrative Standard

In accordance with Public Act 98-0063, Heartland Community College is a prohibited location for the carrying of a concealed handgun by a licensee (430 ILCS 66/). Except where provided for in this policy, or under applicable law, it is the policy of Heartland Community College that no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. The prohibition includes the College's main campus in Normal, Illinois, as well as the Heartland Lincoln Center and the Heartland Pontiac Center. The prohibition includes, without limitation, the following areas:

1. Any building or portion of a building under the control of the College.
2. Anywhere on the grounds of the College.
3. Anywhere on the College's parking areas, sidewalks, and common areas.
4. Any property on campus where the College grants permission for a public gathering.

Law enforcement officers and other government safety personnel who are authorized to carry a weapon are exempt from this policy, and may carry their weapons on College property and in College facilities in accordance with the law of the State of Illinois.

Procedure

1. Special Regulations Applicable to College Employees and Students
 - a. No firearm may be carried or transported in any motor vehicle owned, leased, or rented by the College.
 - b. Subject to prior Cabinet approval, real or simulated firearms may be permitted where such use or possession is part of a course curriculum or other College-approved function.
2. Special Regulations for Licensees
 - a. A licensee carrying a weapon while entering the College's Normal campus in a motor vehicle must take one of the following courses of action. Immediately upon parking the vehicle in any of the College's parking areas, the licensee must either:
 - b. Store their firearm or ammunition in a secure case or a locked container out of plain view within the vehicle, or
 - c. Store the firearm within the vehicle's trunk. In the event the licensee stores the firearm in the vehicle's trunk, the licensee must ensure that the firearm is unloaded prior to exiting the vehicle. The College's Lincoln and Pontiac Centers have no College-owned parking areas. Licensees are subject to applicable laws and regulations of the local community.
3. Penalties for Violation

Heartland Community College will pursue appropriate disciplinary and/or criminal action against anyone found in violation of this policy.

Guidelines

Duty to Report a “Clear and Present Danger”

1. If a person is determined to pose a clear and present danger to him/herself or others, that person is to be immediately reported to Safety and Security Services, the College Behavioral Intervention Team, or the Student Counseling Center.
2. A “clear and present danger” for purposes of this policy will be anyone who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other similar mental health behaviors.
3. If the person has a concealed carry permit, the state will determine the permit status. This should not impact student or staff educational or employment rights.

This notification is not a Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) item, and it is required under the law while falling under the FERPA emergency/public safety exception.

3.12 Minors on Campus**Administrative Standard**

Heartland Community College will adopt and comply with standards and best practices to safeguard minors when on Heartland Community College premises or participating in Heartland Community College-sponsored activities. These safeguards will comply with all applicable federal, state, and local laws to ensure a safe environment for student learning. All employees must complete any training, background checks, or other requirements mandated by law and best practices instituted by the College.

1. Definitions
 - a. “Minor” is any individual under age 18 involved in an HCC-sponsored activity or using an HCC facility under this policy, unless legally emancipated by reason of marriage, court decree, or entry into a branch of the United States Armed Forces.
 - b. Any individual 18 years of age or older who is not legally independent or is under legal guardianship will be considered a minor under this policy.
2. “Activity” is meant to include programs or other activities designed to include minors, or for which the target audience is individuals 17 years of age or younger.
3. “Covered Adult” means a person:
 - a. Who is eighteen (18) years of age or older; and
 - b. Who is an employee (whether faculty or staff, regular, term appointment, student, full-time, or part-time) of, or a person in a contractual or volunteer position with the college; and
 - c. Whom the Program Administrator reasonably anticipates will have direct contact with a minor in a Covered Program, by reason of the person’s employment, contractual, or volunteer status with the institution.
4. “Covered Program” means:
 - a. A program or activity in which minors may participate that is sponsored (whether in person or online) by the college; or
 - b. A program or activity in which minors may participate that is sponsored by an entity other than the college and involves use of college-owned or controlled facilities.

Examples of Covered Programs include, but are not limited to, academic courses, athletic camps, academic camps, lessons, workshops, competitions, and clinics.

Covered Program does not include:

A program or activity at which it is required or expected that a minor be accompanied by a parent or guardian;

- a. A program or activity open to the general public where names/registration are not collected;
- b. A program or activity using the college’s facilities that is conducted by other educational institutions, including but not limited to local K-12 schools, such as science fairs or K-12 field trips to HCC
- c. Field trips supervised by a minor participant’s school or organization and not sponsored by the college;
- d. Social functions that may be attended by minors accompanied by a parent or guardian;

Questions regarding whether a program/activity is subject to this policy should be addressed to Risk Management and Public Safety.

5. Employee or other “service providers” Requirements:
 - a. All employees are subject to background checks and must complete the HCC approved training course for abused and neglected child reporting, as required by the Abused and Neglected Child Reporting Act.
 - b. Contractual workers who will be providing services on campus where they may come into contact with minors must undergo a background check through their employer as part of the College service agreement. Exceptions may be made if the particular service is not recurring in nature, or if contact with minors is unlikely.
 - c. All volunteers who have direct contact with minors are subject to the Illinois Abused and Neglected Child Reporting Act training, a background check and other training as necessary.
 - d. The “Abused and Neglected Child Reporting Act” requires all employees to report any signs of abuse and neglect. This is done through the DCFS Hotline at 1-800-25ABUSE (1-800-252-2873).
6. All members of the HCC community are required to cooperate with any investigations of abuse or neglect, including any Department of Children and Family Services (DCFS), law enforcement or College-initiated investigations.
7. Procedures/Processes
 - a. This document provides the basic template for employees and departments. If a program would like to go beyond what is provided here, or are required to do so to satisfy statutory or licensing requirements unique to their activities or programs compliance purposes, they may implement additional requirements with guidance from The Department of Risk Management and Public Safety. Responsibility for providing and tracking compliance training shall be with Human Resources.
 - b. Minor Indicator will be included with all student profiles in PeopleSoft.
 - c. Compliance activities shall be reported to the Compliance Committee to ensure training and reporting is done in a timely manner.

The DCFS Child Abuse Hotline is 1-800-25ABUSE (1-800-252-2873)

Sources:

- d. Illinois Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5,
<https://www.ilga.gov/legislation/ilcs/documents/072000050K12C-60.htm>
- e. Illinois State Curfew Law, 720 ILCS 5/12C-60,
<https://www.ilga.gov/legislation/ilcs/documents/072000050K12C-60.htm>
- f. American Camp Association Standards for Supervision <https://www.acacamps.org/resource-library/accreditation-standards/aca-standards-relate-staff-screening-supervision-training>

3.13 Freedom of Expression on Campus

Administrative Standard

In promoting freedom of expression on College premises, the College will ensure that expressions or demonstrations do not threaten persons or property and do not disrupt College operations or infringe upon the rights or safety of others. As such, the College maintains the right to define the time, place, and manner in which activities occur on campus.

Procedure

1. Time
 - a. Prior scheduling is generally required.
 - b. Contact Heartland Public Safety and Security to schedule. Requests will be subject to the approval of the Vice President of Finance and Administration.
 - c. The College will respond to requests within 24-48 business hours.
2. Place
 - a. The College allows individuals or organizations to reserve defined areas of the campus for expressive activity. The Library Outdoor Area with Seating has been designated as a Free Speech Area that can be reserved in advance. Other areas may be approved as determined by the College.
 - b. Contact Heartland Public Safety and Security to reserve space.
3. Manner
 - a. Persons engaging in activities on College property are subject to and expected to comply with all applicable College policies and procedures as well as with local ordinances regarding noise and

demonstrations.

- b. The College reserves the right to stop any activity that materially interferes with or disrupts the educational process or normal activities of the College.
- c. The College reserves the right to limit the posting of materials on campus.
 - i. Fliers or other print materials may be posted on approved bulletin boards. They may not be taped to walls, sidewalks, trees, etc.
 - ii. Contact the Student Engagement Office regarding approval to post on bulletin boards or to chalk on sidewalks.
 - iii. If the flier is for an event, it must contain the following statement: "If you need an accommodation to fully participate in this program/event, please contact (name, host department) at (phone number or email address). Please allow sufficient time to arrange any accommodation."
 - iv. Signs, banners, or structures of any kind used shall be freestanding and shall be removed upon conclusion of the activity.
- d. The College reserves the right to limit the distribution of materials on campus.
 - i. Distribution of materials for purposes of solicitation is subject to Board Policy 3.9: *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 those for commercial, charitable, and political purposes.*
 - ii. Approved distribution must not violate the law nor interfere with the normal functioning of the College.

Enforcement

1. Any suspected violation by a visitor to campus should be reported to the Office of Public Safety.
2. Reported violations shall be promptly investigated and result in an appropriate enforcement response, if warranted.
3. Any person who violates this policy may be subject to an order to vacate College property.

Guidelines

1. Classes and other scheduled activities shall not be disrupted.
2. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle, or pedestrian traffic.
3. Persons shall not engage in harassment, physical abuse, or threatening or intimidating conduct toward any person.
4. Activities shall not deface or damage any College property.
5. Use of public address systems or amplified sound will not be permitted without prior written approval from the Vice President of Finance and Administration.

3.14 Use of College Vehicles

Administrative Standard

Heartland Community College maintains a fleet of vehicles available for use by employees while conducting official College business. The College shall establish procedures for the safe and efficient use of its vehicles.

Procedure

1. College vehicles are to be driven only by College employees, members of the Board of Trustees, or other individuals with authorization from a Cabinet member, dean, or executive director. Authorization for non-employee drivers should be sent in the form of an email to publicsafety@heartland.edu or to the Director of Risk Management and Public Safety.
2. Prior to being issued a College vehicle, all users must:
 - a. Thoroughly read and comply with this Administrative Standard.
 - b. Complete an online driver safety course. A link to the course is posted on the Public Safety Page of the Employee Portal, or contact the Director, Risk Management and Public Safety to receive the training content.
 - c. Complete a Vehicle Use Authorization Form. These forms are available on the Public Safety page of the Employee Portal and should be turned in at the Public Safety Desk. Users only need to complete this form once. A new form will only be required when changes to this vehicle use procedure are made.
3. College vehicles are provided on a first-come, first-served basis. Use of College vehicles is facilitated by the Department of Public Safety. Instructions for reserving a College vehicle are found on the Public Safety page of the Employee Portal. The College may also enter into vehicle rental arrangements to provide for official College business travel. The procedures contained in the Administrative Standard apply to both College fleet and rental vehicles used by College travelers. Travel by one or two individuals will be assigned to a College car whenever available. College vans shall be reserved for use by three or more individuals or use by fewer people when the College cars are not available. Priority for use of the wheelchair-accessible van is given to drivers/passengers requiring the accommodation. Others may reserve and use this vehicle, but the reservation may be “bumped” at any time by those with special needs. If a reservation is bumped another fleet vehicle will be assigned, if available.
4. All users must provide a valid driver's license each time vehicle keys are obtained. A Public Safety Officer will view the driver's license to ensure it is not expired. However, by presenting their license to the officer the user is certifying the license is valid and not under current suspension, revocation, cancellation, or other nullifying action by a court or issuing agency. Failure to disclose any license suspension, revocation, cancellation, or other nullifying action when checking out a college vehicle will result in the user assuming any and all liability as well as potential discipline by the College. When there will be multiple drivers, all must present a valid license and have a Vehicle Use Authorization Form on file. If unauthorized persons drive a fleet or rental vehicle, the unauthorized driver will assume responsibility for all liability and be subject to discipline.
5. College liability and physical damage insurance is in force when using a College vehicle within the scope of the authorized travel. The primary driver is responsible for the vehicle while in his/her care. These same provisions apply to authorized College vehicle rentals. Any driver of a vehicle rented by the college must remain in compliance with all the terms listed in the rental company agreement.
6. In case of an accident, obtain a police report immediately at the place where the accident occurred. Do not leave the scene unless your personal safety requires you to do so. In any event, law enforcement must be contacted as soon as possible to make a report. Also, report the accident to Heartland Public Safety at (309) 268-8300. All accidents must be reported even if there is no visible damage to any vehicles or objects involved.
7. When checking out a College vehicle, Public Safety will provide the driver with a zippered bag containing the keys, vehicle credit card, insurance card, and registration card. The vehicle credit card may only be used for gasoline and incidental vehicle expenses. These College credit cards shall not be used for personal or rental vehicles. If the credit card has been used improperly, the user will be responsible for the charge and may be assessed a service fee. Return all College vehicles filled with three-quarters of a tank of fuel or more in consideration of the next vehicle user. Fuel receipts and the zippered bag containing keys, vehicle credit card, insurance card, and registration card are to be returned to the Public Safety Desk at the conclusion of travel.
8. College fleet vehicles are to be checked out for usage immediately preceding the business trip departure time and returned to campus immediately following completion of the trip. For liability purposes, College fleet vehicles are not to be taken home overnight for travel beginning the following day or at the completion of the trip for return to campus the following day. The Department of Public Safety Desk in SCB is open on campus 24 hours a day to facilitate vehicle check-ins and check-outs. If picking up or dropping off a vehicle before/after regular business hours, contact Public Safety at (309) 268-8300 to gain access to the Student Commons Building.

9. The College requires drivers and passengers to operate and ride within College vehicles while maintaining compliance with Illinois law and the law of other states if traveling outside Illinois. After investigation of offenses such as DUI, Reckless Driving, and repeated moving violations the Director, Risk Management and Public Safety may suspend College vehicle driving privileges of an employee. Suspensions of College vehicle driving privileges may be appealed to the Vice President, Finance and Administration.
10. Users are responsible for all tickets, citations, violations, or fines incurred not associated with a vehicle defect when the vehicle is assigned to them. All fines, tickets, etc. must be paid by the user. The College does not assume responsibility for unpaid tickets or fines.
11. Smoking is not permitted inside College vehicles. Alcohol and illegal drugs are not permitted in College vehicles. Driving under the influence of alcohol, legal drugs, or illegal drugs is not permitted. Drivers are strongly encouraged to not operate a College vehicle after consuming any amount of alcohol.
12. If a College vehicle is planned as the mode of travel, it should be so designated on the Travel Request and Expense Report when the request for travel is submitted for initial approval. Rental vehicles must be arranged through the Business Office for travel in excess of 250 miles (one-way).
13. For travel destinations in excess of 250 miles from Heartland Community College, the traveler must receive written authorization (prior to the trip) from their Cabinet member. This authorization must be documented on the Travel Request and Expense Report. Arrangements for a rental vehicle must be made through the Business Office. For any travel in excess of 200 miles round trip, fuel costs incurred will be charged to the traveler's departmental budget, or if more than one traveler, then the charges will be allocated equally among appropriate budgets.

3.15 Low Speed Utility Vehicles

Administrative Standard

The College shall establish procedures for the safe and efficient use of Low Speed Utility Vehicles (commonly known as ATV's Gators, Golf Carts) by employees, contractors, guests, and external clients. This Standard does not apply to the use of these vehicle types by other governmental agencies (e.g., police, fire, rescue) while conducting official business.

Procedure

1. College-owned/leased/rented Low Speed Utility Vehicles (LSUV) are to be driven only by College employees, members of the Board of Trustees, or other individuals with authorization from a Cabinet member, Dean or Executive Director. Authorization for non-employee drivers of College LSUV's should be emailed to the Executive Director, Facilities.
2. Prior to operating a College LSUV, all users must:
 - a. Thoroughly read and comply with this Administrative Standard.
 - b. Complete an online LSUV safety course. A link to the course is posted on the Facilities page of the Employee Portal.
 - c. Review the vehicle-specific manual/operating guide for the safe starting, stopping, parking, storage, maintenance, and operation of the LSUV.
 - d. Complete a LSUV Authorization Form, available on the Facilities page of the Employee Portal. Completed forms should be delivered to the Facilities Department. Users only need to complete this form once. A new form will only be required when changes to this administrative standard are made. By signing the form, the user is certifying their drivers license is valid and not under current suspension, revocation, cancellation, or other nullifying action by a court or issuing agency. Failure to disclose any license suspension, revocation, cancellation or other nullifying action when checking out a LSUV will result in the user assuming any and all liability as well as potential discipline by the College. When there will be multiple drivers, all must have an LSUV Authorization Form on file. Unauthorized drivers will assume responsibility for all liability and be subject to discipline.
3. Prior to operating a LSUV on College-owned or controlled property, contractors, guests, and external clients must:
 - a. Obtain written authorization from the Director, Risk Management and Public Safety.
 - b. Provide a Certificate of Insurance showing General Liability and Automobile Liability coverage of \$1,000,000 per occurrence. Heartland Community College, its Board of Trustees, and Foundation are to be named as additional insured.
 - c. Ensure all drivers are 18 years of age or older and possess a valid drivers license.
 - d. Ensure all drivers have received training to operate the type of vehicle to be driven.

- e. Comply with all parts of this Standard.
4. In case of an accident, ensure the safety of all persons involved and immediately report the accident to Heartland Public Safety at (309) 268-8300. All accidents must be reported even if there is no visible damage to any vehicles or objects involved.
5. The College requires drivers and passengers to operate and ride within LSUV's while maintaining compliance with Illinois law. After investigation certain offenses (e.g., DUI, Reckless Driving, crashes, repeated moving violations) the Director, Risk Management and Public Safety may suspend College Vehicle and LSUV driving privileges of an employee, and suspend the LSUV privileges of a contractor, guest, or external client. Suspensions of College Vehicle/LSUV driving privileges may be appealed to the Vice President, Finance and Administration.

Guidelines

1. Obey all traffic regulations and drive with due care. Keep hands, arms, legs, and feet inside the LSUV while the vehicle is in motion.
2. LSUVs operated on College property should be equipped with a headlight emitting a white light visible from 500 feet to the front, a taillight emitting a red light visible from 100 feet to the rear, brakes, brake lights, turn signals, a rearview mirror, tires, a steering apparatus, and a slow-moving vehicle sign on the rear. Seat belts and/or other safety restraints must be worn by all occupants if equipped.
3. LSUVs must operate at speeds of no more than 20mph. Speeds should be significantly reduced for inclines, curves, blind spots, pedestrians, and adverse weather conditions.
4. LSUVs may be operated on campus sidewalks and service roads with due caution. Pedestrians have the right-of-way and the LSUV must yield for their safe passage.
5. LSUVs may be operated off-road as required for facilities maintenance, educational purposes, athletics purposes, public safety needs, or other purposes as determined by the Director, Risk Management and Public Safety.
6. Parking may not block roadways, sidewalks, or door entry/exits. Parking is permitted in designated spaces for automobiles and service vehicles. Off-road parking is permitted for legitimate facilities maintenance, educational, athletics, public safety, or other needs as determined by the Director, Risk Management and Public Safety.
7. Keys must be removed when the vehicle is parked.
8. Cargo transported must be secured and may not exceed the capacity of the vehicle.
9. The number of passengers may not exceed the number of seats. Passengers may not ride in a cargo area.
10. Children are not permitted to ride in an LSUV, except in an emergency or otherwise approved by the Director, Risk Management and Public Safety.
11. LSUV operators should not make or receive phone calls, text, wear headphones, or otherwise use electronic communication devices while the vehicle is in motion.

3.16 College Mass Communication

Administrative Standard

Heartland Community College is committed to sharing information within the institution on college-wide goals and initiatives and a model of continuous improvement in the internal dissemination of information.

To facilitate effective communication throughout the college, employees and students should follow certain guidelines and procedures when using institutional resources for mass college communications.

Guidelines

1. Mass Communications to college employees should only be for institutional business. Personal appeals, appeals for outside organizations, or sharing non-College business is discouraged.
2. Employees should not send mass communications without approval at some level.
3. Most communications should be approved by a cabinet member, department head, or committee chair.
4. Timely messages, such as emergency alerts, facilities disruptions, etc., may be pre-approved and follow

emergency response protocol.

5. Mass electronic communication should follow an approval procedure and follow a sending protocol.
6. Certain other timely messages pertinent to campus may also be pre-approved on an ad-hoc basis: ie, “help needed for project cleanup,” “leftover pizza,” “food truck canceled,” etc.

Procedure

Guidelines and examples for sending mass communication are found on the Employee Portal.

4.0 POLICIES: EDUCATIONAL PROGRAMS

Officer Responsible: Provost/Vice President, Academic Affairs

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 4.0.

4.1 Curriculum Development

Administrative Standard

The Board of Trustees recognizes that curriculum development is of central concern to the faculty. Faculty are therefore encouraged to propose new courses and programs and to participate in the revision of existing courses and programs. In those instances where courses or programs are proposed by the administration, appropriate faculty will be engaged in the development process.

Procedure

1. The approval process for all such additions and revisions will include review by the affected departments or programs as well as the administration.
2. New courses and programs and substantial revisions to courses and programs must be taken through the Curriculum and Academic Standards Committee (CAS) for approval.
3. New programs, upon approval by CAS, must be presented to the Board of Trustees for approval.
4. New programs approved by the Board must be presented to the Illinois Community College Board (ICCB) for approval.
5. New degree programs approved by the Board must also be presented to the Illinois Board of Higher Education for approval (this submission process is completed by the ICCB).
6. Advisory committees composed of professionals and specialists in the field will be established to determine the feasibility and nature of proposed occupational curricula.

Guidelines

1. The advisory committees may also assist in developing a proposed curriculum before it is recommended to the Board of Trustees.
2. Subject matter experts may be engaged from outside the College community to assist in the development of new curricula when appropriate experts are not readily available otherwise.

4.2 Degrees Granted

Administrative Standard

The College is authorized to grant the following degrees to students who successfully complete the requirements of the prescribed curricula: Associate in Arts; Associate in Science; Associate in Applied Science; and Associate in Engineering Science. The Board of Trustees may, at its discretion, award honorary degrees to those deemed deserving of such an honor.

Procedure

1. Requirements for the degrees are established by the Board of Trustees and published in appropriate college publications, such as the College catalog.
2. 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.
3. Advisory committees composed of professionals and specialists in the field will be established to determine the feasibility of proposed occupational curricula.
4. Honorary degrees shall be limited to the associate level.

4.3 Certificates Granted

Administrative Standard

The College is authorized to issue certificates upon completion of requirements for the short, non-degree programs approved by the Board.

Procedure

Such certificates may be issued by the President upon recommendation of the educational unit concerned.

4.4 Academic Freedom

Administrative Standard

The College believes academic freedom is necessary for the advancement of truth and is a fundamental protection of the rights of the teacher and the student. Academic freedom is defined as follows:

1. Both faculty and students can engage in intellectual debate relative to the course or discipline without fear of censorship or retaliation.
2. Establishes a faculty member's right to remain true to their pedagogical philosophy and intellectual commitments.

Procedure

1. Professional staff must employ restraint, good judgment, and professional ethics in the exercise of this vital freedom.
2. Faculty are entitled to freedom in the classroom in discussing subject matter but shall not introduce controversial matters bearing no relation to the subject.

Guidelines

Faculty are members of a profession and employees 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 educational representatives, they should remember the public may judge their profession and this institution by their words and actions. Therefore, 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 they are not speaking for the College.

Principles of academic freedom also encompass the right of the student to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of the study for which they are enrolled.

4.5 Selection of Instructional Materials

Administrative Standard

Selection of instructional materials and textbooks shall be in consultation with the supervising administrator.

Guidelines

Every effort should be made by the faculty member to identify means of reducing the direct cost of instructional materials and textbooks to the student.

5.0 POLICIES: STUDENTS

Officer Responsible: Vice President, Enrollment and Student Services

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 5.0.

5.1 Admissions

Administrative Standard

Heartland is an open admissions institution; admission to the College does not ensure admission to a particular course or program of study. Admission to certain career programs may be limited and subject to specific requirements.

Procedure

1. Heartland admits students to the College who are:
 - a. High school graduates, or
 - b. High School Equivalency certificate holders, or
 - c. Not a high school graduate or High School Equivalency holder but who are at least 16 years of age and have severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence; or
 - d. Current high school students who are at least 16 years of age and wish to enroll in courses offered outside the regular secondary school day, online, or during a summer session, or
 - e. Current high school students who wish to enroll in courses offered during the regular secondary school day and are recommended by an appropriate high school official, or
 - f. Transfer students from other colleges and universities.
2. The College will provide additional means, such as testing, for students to demonstrate adequate preparation for transfer programs.
3. In limited enrollment programs, the College will give preference to residents of District 540.

5.2 Residency

Administrative Standard

Heartland Community College was established primarily to serve the residents of District 540. Residency requirements will be established by the college administration and published in the Student Handbook. Tuition rates will be set by the Board.

Procedure

1. Proof of in-district residency is required to receive the in-district tuition rate unless the student graduated from a high school located in Heartland's district within the past year.
2. Documentation of in-district residency must be provided by the first day of the student's first class to receive in-district tuition rates.
3. To prove in-district residency, the student must meet one of the criteria below at least 30 days prior to the start of the academic term regardless of the start date of the class session.
 - a. Residing with parent or guardian within District 540
 - b. Emancipated minor, completely self-supporting and residing within District 540
 - c. Married and maintaining a family residence within District 540
 - d. Single and self-supporting as defined by the Federal Office of Education and maintaining a residence within District 540
 - e. Special residency classifications also exist and include
 - i. Employment within the District
 - ii. Property tax payment within the District
 - iii. Visiting students currently attending Illinois State University, Illinois Wesleyan University, Lincoln College or Lincoln Christian University
 - iv. Military personnel stationed and present in the district in connection with military service

5.3 Tuition and Fees

Administrative Standard

Heartland Community College is committed to providing higher education to our district citizens that is accessible and affordable for all. To meet this objective the Board and the College will maintain a tuition and fees rate that remains reasonable by setting a tuition level that is determined in accordance with associated costs of instruction at the College.

Procedure

1. Staff will assess college revenues and expenses, reserves, and instructional costs each year and present information to the Student Senate and the Board Finance Committee for input in setting the following year's tuition and fee rate.
2. Staff will present its final tuition and fee recommendation to the Board by its meeting in the month preceding the opening of undergraduate enrollment for the following academic year.
3. Tuition and fee rates for the academic year will be updated on the College's website and in materials prior to the opening of undergraduate enrollment for that academic year.
4. Students wishing to take advantage of any cooperative agreements must complete the [Cooperative Agreement Application \(PDF\)](#) at least 30 days prior to the tuition due date for the term they will begin their studies.

Guidelines

The College will clearly communicate to students all available resources to assist in paying for college (e.g., federal financial aid, scholarships, federal/state grants, etc.).

5.4 Assessment and Placement

Administrative Standard

The College shall use the results of assessment to place students in appropriate courses, not to determine admission to the College.

Procedure

Procedures for any required placement testing and allowable waivers are available in the Testing Center.

Guidelines

1. The College shall use multiple methods of assessment and regularly review the validity of those assessment measures and adjust accordingly.
2. Assessment methods should include those that allow the student to demonstrate competency over a longer period of time under less high-stakes conditions.

5.5 Academic Standards

Administrative Standard

Appropriate academic achievement standards shall be developed by the faculty and administration in accordance with applicable rules and regulations. The College shall provide a program to assist students not meeting academic achievement standards.

Procedure

1. Academic Standing is calculated after a student has earned 9 credit hours
2. The College defines levels of academic standing including:
 - a. Good Standing
 - b. Academic Probation
 - c. Continuing Academic Probation
 - d. Dismissal

Students placed on Academic Probation shall enter an Academic Standing Program in which they will receive additional assistance and support until they are able to return to Good Standing.

5.6 Student Conduct

Administrative Standard

The Code of Conduct applies to all students in credit and noncredit classes and all college-affiliated student

organizations. The Code applies to behaviors on campus, at any college-sponsored events, and in certain instances can apply to off-campus behavior. Examples of conduct violations include, but are not limited to:

1. Academic dishonesty, such as cheating, plagiarism, etc.
2. Knowingly furnishing false information to the College
3. Forgery, alteration of any misuse of college documents and records
4. Conduct which significantly interferes with the College's teaching, administration, or other responsibilities
5. Conduct which endangers the health, safety, or wellbeing of members of the College community or visitors to the campus
6. Violation of specific college rules and regulations, including those regarding campus parking, equipment, facilities, and telecommunications/internet
7. Failure to comply with directions of college officials acting within the scope of their duties
8. Any conduct which constitutes a violation of federal, state, or local law

Procedure

1. Possible Code of Conduct violations can be reported to Security, the Dean of Students, or through an online form made available on the College's website.
2. Once notification is received from any source (victim, 3rd party, online, etc.), the College will proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.
3. An overview of the Conduct Process is as follows (full process is in Section 5 of the Code of Conduct):
 - a. College conducts a review of the complaint.
 - b. Administrator schedules meetings with involved parties to hear all sides of complaint.
 - c. Administrator decides outcome based on the preponderance of evidence.
 - d. Administrator notifies appropriate individuals of outcome.
 - e. Administrator reviews and finalizes sanctions.
 - f. Student has the right to appeal decisions made by the administrator.
4. In certain cases, the College provides amnesty to those who may be hesitant to report violations to College officials because they fear that they themselves may be accused of minor policy violations. Educational options will be explored, but no conduct proceedings or conduct record will result. However, records regarding the provision of amnesty will be maintained.

Guidelines

The student conduct process at Heartland Community College is not intended to punish students. The goal is to help balance the interests of individual students with the interests of the College community. The process is intended to help develop and educate students.

5.7 Student Records

Administrative Standard

The College shall follow the Family Educational Rights and Privacy Act (PL 93-380) and other relevant statutes in developing procedures for the protection of students' educational records and shall publish those in the Student Handbook.

FERPA guidelines indicate that rights transfer from the parent/guardian to the student once the student enrolls in a college course; however, the College may disclose educational records to parents without written consent if the student is a dependent for tax purposes (tax information must be submitted to the College).

Procedure

1. Students written consent is required prior to the release of protected information with a few exceptions:
 - a. School officials with legitimate educational interest
 - b. Other schools to which a student is transferring
 - c. Specified officials for audit and evaluation purposes
 - d. Appropriate parties in connection with financial aid
 - e. Accrediting organizations
 - f. Organization conducting approved studies for the College
 - g. Compliance with judicial order or subpoena
 - h. Directory information
 - i. An employer sending its employees to a noncredit class

2. Heartland Community College identifies the following as directory information:
 - a. Name and address
 - b. Telephone number
 - c. Dates of attendance
 - d. Degree, honors, and certificates received or anticipated
 - e. Major field of study
 - f. HCC email address
 - g. Weight and height of student athletes
 - h. Participation in officially recognized activities and sports
 - i. Institutions previously attended
 - j. Photograph of student athletes
 - k. Enrollment status
3. A student may request that Directory Information not be released by submitting the “Prevent Release of Directory Information” form to the Records Office. The request remains in effect until the College receives written authorization to revoke the request
4. To release non-directory information, a student must submit a Release of Information form.

To view their entire educational record, a student must submit a signed letter to the Records Office. The College must respond to the request within 45 days.

5.8 Appeals

Administrative Standard

Students can use the Student Appeals process when they question a decision that has been made. Students can appeal course-related matters or other non-course issues. Students should seek issue resolution immediately. Students must appeal within 30 business days from the end of the semester in which the issue occurs. The appeal must be finalized by the end of the next semester.

Procedure

1. Course Related Appeals
 - a. When a student has a course-related issue, they should immediately email or meet with the instructor. The student should explain the issue and state what they want the College to do. The instructor will provide a dated decision in writing.
 - b. If the student is still unsatisfied with the decision from Step 1 above, the student can appeal to the Associate Dean or Dean overseeing the division in which the course resides. The student should in writing explain the issue and state what they want the College to do. The Associate Dean/Dean will provide a dated decision in writing.
 - c. If the student is still unsatisfied with the decision from Step 2 above, the student can initiate a final appeal to the Provost and Vice President, Academic Affairs. The final appeal must be made within 10 business days of the dated Associate Dean/Dean’s response. A final appeal includes a written document explaining the reason for the appeal and the proposed resolution. Each appeal must provide supporting documentation.
 - d. Appeals may be emailed to: appeals@heartland.edu
 - e. The Provost and Vice President will provide a dated and written response to the final appeal. The College will send communication to the student’s official email, and the College will scan the communication into the student record.
2. Non-Course Related Appeals
 - a. When a student has a non-course related issue, they should immediately email or meet with the first contact listed for the issue in the Student Handbook. The student should explain the issue and state what they want the College to do. The first contact will provide a dated decision in writing.
 - b. If the student is still unsatisfied with the decision from Step 1 above, the student can initiate a final appeal. The final appeal must be made within 10 business days of the dated first contact’s response. A final appeal includes a written document explaining the reason for the appeal and the proposed resolution. Each appeal must provide supporting documentation.
 - c. Appeals may be emailed to: appeals@heartland.edu.
 - d. Staff will provide a dated and written response to the final appeal. The College will send communication to the student’s official email, and the College will scan the communication into the student record.

If after following the College's process for addressing student disputes and appeals, an issue cannot be resolved internally, students may file a complaint about Heartland Community College with the [Illinois Community College Board](#) or with the [Higher Learning Commission](#). If the student lives out of the State of Illinois, they may also file a complaint with the state in which they reside. See [Student Complaint Information by State \(PDF\)](#) for more information.

5.9 Refunds

Administrative Standard

Students are eligible for a refund if they drop a credit course prior to the refund deadline dates published in the Student Handbook. Reservists called to active military duty while enrolled at Heartland Community College shall receive a full refund of tuition or credit against future enrollment.

Procedure

1. The student must complete the course drop procedure in the Student Center or notify the College in writing or online using the Student Center.
2. Envelopes must be postmarked or the data entered into the Student Center by the published refund dates.
3. Telephone requests are not accepted.
4. Tuition refund appeals are reviewed by the Dean of Students. The Vice President of Enrollment and Student Services makes the final decision on tuition refund appeals.

6.0 POLICIES: PERSONNEL

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 6.0.

6.1 Drugs, Alcohol, and Cannabis

Administrative Standard

The College prohibits the use, possession, and/or distribution of alcohol, cannabis, and/or any controlled substance by students, employees, and visitors on-premises (including in College vehicles) owned or leased by the College or as part of any College activity. Further, the College prohibits students, employees, and visitors from being on College premises or participating in any College activity when impaired due to the use of alcohol, cannabis, and/or any controlled substance. The term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding cannabis, used without a valid prescription issued by a licensed health care professional.

This policy is not intended to prohibit the use of lawful products away from College premises so long as such use does not otherwise violate this policy. Notwithstanding the provisions set forth above, the possession and/or use of alcohol on College property or at Heartland Community College-sponsored events may be authorized by the College President or designee.

Standards, guidelines, and procedures aligned with this policy will be set forth in the Student Handbook, the Employee Handbook, and other appropriate publications.

Procedure

The College reserves the right to test individuals for the presence of alcohol, cannabis, and/or controlled substances upon reasonable suspicion of impairment on College premises or during any College activity. Violations of this policy may be subject to disciplinary action, including termination from employment or expulsion from the College. Additional information related to procedures and guidelines governing this policy may be found at:

[Student Handbook](#) > Drug-Free Campus

[Employee Handbook](#) > Policies and Regulations Governing Employment > Drugs, Alcohol, and Cannabis

6.2 Employee Grievance

Administrative Standard

Grievance procedures and related guidelines shall be set forth in the Employee Handbook and Collective Bargaining Agreements.

Procedure

Information related to procedures and guidelines governing this policy may be found at:

[Employee Handbook](#) > Policies and Regulations Governing Employment > Grievance Procedure Full-time Faculty CBA > Section 6 Grievance Procedure

Adjunct Faculty CBA > Section 6 Grievance Procedure

6.3 Outside Employment

Administrative Standard

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, provided that the performance of such outside professional services does not constitute a conflict of interest, does not interfere with the performance of their professional duties, and/or does not place the employee in competition with the College.

Procedure

The College will establish written procedures related to this policy.

Guidelines

Employees covered under terms of a Collective Bargaining Agreement are subject to guidelines concerning outside employment as set forth in the applicable Collective Bargaining Agreement.

Full-time Faculty CBA > Section 7.7 Outside Employment Adjunct Faculty CBA > Section 5.3 Other Employment

6.4 Oral Proficiency in English

Administrative Standard

Through a comprehensive search process, the College shall properly evaluate individuals to ensure essential job functions may adequately be performed before placement into a position.

Procedure

Candidates for positions responsible for providing classroom instruction are evaluated on their oral English language proficiency during the hiring process.

6.5 Separation of Service

Administrative Standard

The College understands that employee separation from service with Heartland Community College is inevitable. Whether that separation is through retirement, resignation, dismissal, or reduction in force, it is the College's intention that all individuals will be treated with value and respect during the separation process.

Procedure

Reduction in Force – The Board of Trustees may direct a reduction in force due to or to prevent financial exigency, or reallocation of financial resources, discontinuation of a service or program, reorganization of the workforce, or other factor(s) determined by the Board. Such reduction in force may affect the number of full-time and part-time employees in any employment classification. Any reduction in force of faculty members will be implemented in accordance with the Public Community College Act, 110 ILCS 805/3B-5 and the College's Collective Bargaining Agreement obligations where applicable, and any reduction in force of non-faculty employees will be implemented in accordance with the College's Employee Handbook.

Reductions in force may be implemented on a mandatory or voluntary basis. When feasible as determined by the President, reductions in force will be implemented initially on a voluntary basis. Voluntary reductions in force may be accompanied by a voluntary separation program, with applicable terms and conditions to be communicated at the time of an announced reduction in force and as approved by the Board of Trustees.

Prior to implementing a mandatory or voluntary reduction in force, the President and/or delegated representatives of the President may consult with representatives of the affected employee classification(s) to identify possible actions to alleviate the financial exigency or need for discontinuation of a service or program. Any resulting recommendations will be reviewed by the President; recommendations are advisory with the final determination to be made by the President.

Voluntary Separation Agreements – The President may extend voluntary separation agreements to employees affected by a reduction in force or other extenuating circumstances as approved by the Board of Trustees. The terms of any voluntary separation agreement shall comply with the Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), and all other applicable federal and state laws, regulations, and executive orders, as amended from time to time.

Incentivized Retirement Programs – From time to time, the Board of Trustees may determine, in its sole discretion, that it is in the interests of the College to offer a program to incentivize college employees to retire early. In the event the Board of Trustees so determines, it shall direct the President to develop an incentivized retirement program in compliance with all applicable federal and state laws and regulations and any relevant collective bargaining agreements. Any such incentivized retirement program is to be offered at the times and for the periods directed by the Board of Trustees.

Other sources outlining procedures and guidelines related to separation of service may be found at: [Employee Handbook](#) > Employee Staffing

Full-time Faculty CBA > Section 8 Disciplinary Procedures

Adjunct Faculty CBA > Section 10.5 Discipline

Guidelines

The College will adhere to applicable laws and regulations and terms of applicable Collective Bargaining Agreements and follow employment best practices when facilitating any form of separation of service.

6.6 Disciplinary Sanctions

Administrative Standard

An employee may be discharged for unsatisfactory performance, misconduct, or for other reasons deemed to constitute proper cause by the College. Under these circumstances, the employee must be given notice of the grounds constituting proper cause and an opportunity to respond verbally and/or in writing through the progressive disciplinary process.

Procedure

Procedures and guidelines governing disciplinary sanctions may be found at:

[Employee Handbook](#) > Policies and Regulations Governing Employment > Disciplinary Sanctions Full-time Faculty CBA > Section 8 Disciplinary Procedures
Adjunct Faculty CBA > Section 10.5 Discipline

6.7 Official Holidays

Administrative Standard

The College will recognize Board-designated holidays through College closure and/or paid time off for eligible employees.

Procedure

Regular full-time employees are granted 8 hours off work at straight-time pay and regular part-time employees are granted 4 hours off work at straight-time pay for official holidays, floating holidays, and the closure period between December 25 and December 31.

Guidelines

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.

6.8 Employment Benefits

Administrative Standard

The College shall provide benefits to all benefit-eligible employees except as otherwise may be provided by the terms of a Collective Bargaining Agreement. Such employment benefits shall include but are not limited to:

1. Employee insurance, as approved by Board;
2. Financial support for higher education (waivers and reimbursement);
3. Employee assistance program;
4. Retirement savings plan.

Procedure

Rules, procedures, dependent eligibility, and cost-sharing details for such benefits shall be set forth in the Employee Handbook, Collective Bargaining Agreements, and on the Employee Portal.

[Employee Handbook](#) > Employee Insurance; Other Employee Benefits Full-time Faculty CBA > Section 15 Insurance
Adjunct Faculty CBA > Section 10 General Provisions

6.9 Leaves

Administrative Standard

Leave benefits and procedures shall be in compliance with applicable state and federal laws and regulations as well as College-provided leaves for benefit-eligible employees, and shall be set forth in the Employee Handbook and Collective Bargaining Agreements.

Procedure

Procedures and guidelines governing Employee Leaves may be found at:

[Employee Handbook](#) > Employee Leave Information Full-time Faculty CBA > Section 12 Leaves
Adjunct Faculty CBA > Section 10 General Provisions

Guidelines

Procedures for determining eligibility for certain types of leaves shall be performed in a consistent and uniform manner.

6.10 Health Examinations

Administrative Standard

The College is committed to promoting a safe and healthy environment for its employees, students, and visitors. Such an environment is possible only when each employee is able to perform job duties in a safe, secure, and effective manner. Employees who are not fit for duty may present a safety risk to themselves and to others.

Procedure

The College will assume the expense not covered by the employee's insurance. The employee may select the physician with the President's approval. If the employee and the President cannot agree on the selection, the President will select a physician.

Should the physician determine the employee is unable to perform the essential functions of the position, the employee may be required to take a temporary leave of absence or may be dismissed, depending on the physician's determination.

Guidelines

Under the Health Insurance Portability and Accountability Act (HIPAA), any document containing medical information about an employee is considered a medical record and is regarded as confidential. Records of fitness for duty evaluations shall be treated as confidential medical records and information may be shared only on a "need to know" basis.

6.11 Tax Deferred 403(b) Plans

Administrative Standard

Salary reductions for tax-deferred annuities are available to all employees except student employees in accordance with Section 403(b) of the Internal Revenue Code, as amended. Tax-deferred annuities allow employees a method of saving for retirement by redirecting a portion of their pre-tax earnings to a tax-deferred annuity plan as offered by the College.

Procedure

Eligible employees interested in a tax-deferred annuity should contact Human Resources. Salary reductions for tax-deferred annuities will be administered in accordance with Section 403(b) of the Internal Revenue Code.

Guidelines

The College shall not assume the responsibility for determining whether individual employees who purchase annuities and may receive other tax-sheltered benefits have exceeded the exclusion allowance defined in the Internal Revenue Code.

Additionally, the College does not warrant and specifically disclaims any representation by this policy that any individual salary reduction agreement or tax-deferred annuity will in fact result in deferral of income tax liability.

6.12 Tenure

Administrative Standard

The College will adhere to the Public Community College Act governing tenure, and act in accordance with the Board's decision to award or deny tenure.

Procedure

Procedures and guidelines for tenure may be found in Full-time Faculty CBA > Section 7.1 Tenure

6.13 Pre-Employment Criminal Background Investigations**Administrative Standard**

The College is committed to the safety of its employees, students, and visitors and seeks to hire reliable and truthful employees. As such, the College will conduct a criminal background investigation for employment finalists, volunteers, and certain other roles providing services to the College. Involvement at the College in these roles is contingent upon the outcome of a criminal background check. Except as required by state or federal law, conviction records will not necessarily bar an individual from employment; the nature, recentness, and disposition of an offense will be considered as it relates to the job for which the individual is applying.

Procedure

Criminal background investigations will be conducted through the Human Resources office in conjunction with a consumer reporting agency. Human Resources staff will monitor investigations to completion and inform hiring supervisors of the resulting outcome.

Guidelines

Background check information will be maintained confidentially, and information shared will be on a “need to know” basis only.

6.14 Employee Furlough**Administrative Standard**

Consideration for furloughs will be made only when it is deemed necessary to reduce costs and continue to provide service. The College will seek to resort to employee furlough, when necessary, to avoid or reduce layoff of employees.

Procedure

Furloughs may be implemented on a mandatory or voluntary basis. When feasible as determined by the President, furloughs will be implemented initially on a voluntary basis.

Prior to implementing a mandatory or voluntary furlough, the President and/or delegated representatives of the President may consult with representatives of the affected employee classification(s) to identify possible actions to alleviate the financial exigency impacting the need for furloughs. Any resulting recommendations will be reviewed by the President; recommendations are advisory with the final determination to be made by the President.

Guidelines

Furloughs will be used only after all other efforts to reduce costs have been explored.

6.15 Employee Performance**Administrative Standard**

Employee performance shall be evaluated to provide information for use in making personnel decisions and to apprise employees of their strengths, weaknesses, and development. The HR office will provide each supervisor with the appropriate performance evaluation instrument.

An introductory employment period of six months will apply to all employees in any position that is new to the employee at Heartland Community College, not including those employees covered under the terms and conditions of a collectively bargained agreement. The introductory period is intended to give the College and the employee an appropriate orientation, training, and evaluation period to determine if a satisfactory working relationship can be established.

Procedure

The College will establish written procedures related to the initial orientation period, promotion or transfer, and annual performance evaluations. Information related to these items may be found at:

[Employee Handbook](#) > Employee Information > Employee Performance Evaluations Full-time Faculty CBA > Section 9 Evaluation Procedure

Adjunct Faculty CBA > Section 7 Evaluation procedure

Guidelines

Procedures will be consistent with Policy 3.2. (Equal Employment and Non-Discrimination) and Policy 3.6. (Harassment).

6.16 Employee Identification CardsAdministrative Standard

It is a best practice for employees at institutions of higher education, and many other organizations, to wear an employer-provided photo ID that is visible on their person when at the workplace. This can help assure students, visitors, and guests the person with whom they are speaking is in fact a representative of the College. Display of an ID badge can be beneficial during a critical incident so that College employees are quickly identifiable by emergency responders and those on campus. To provide a high level of customer service and increase the security of College campuses, all employees (excluding those as needed for safety reasons) will wear a College-issued photo identification (ID) badge or a College-issued nametag while at work.

Procedure

1. Employees will visibly display a College-issued photo ID or nametag while on any Heartland campus.
2. The College will provide employees with a safety break-away lanyard or a belt clip to display the issued photo ID. It is preferred that employees display the ID using the issued Heartland-branded lanyard, but employees have the option to purchase and wear a lanyard of their own choosing. Upon request, the College will provide employees with a name tag to wear in place of the ID card.
3. Upon hire, new employees will obtain a photo ID and lanyard from the College library.
4. Current employees will obtain the new-format photo ID and lanyard from the library at their assigned time prior to February 9, 2024. Employees may keep the old ID card or turn it in to Public Safety for shredding.
5. Upon separation of service, employees having an ID card capable of unlocking doors will turn-in the card to their supervisor, who will forward it to Facilities for deactivation. Non-electronic ID cards may be kept by the former employee.
6. Employees are responsible for the safekeeping of their ID. The use of an employee's ID is not transferrable.
7. Lost IDs are to be reported to Public Safety and the employee's supervisor. A replacement will be issued at no cost to the employee. A fee may be charged should the ID be lost a second time.
8. Inappropriate use of a College-issued ID may result in discipline. Supervisors should model adherence to the Standard and counsel employees on the importance of wearing an ID for customer service and emergency purposes.

6.17 Long-Term Remote WorkAdministrative Standard

Regular Full-time and Regular Part-time employees may request a weekly work schedule that is up to two days (sixteen hours) of scheduled work from a virtual remote location. Employees approved to work remotely must perform the same work they perform on campus and they are subject to the same performance expectations, laws, policies, procedures, and conditions of employment that apply when working on campus.

Procedure

1. A plan for assessing productivity and job performance must be developed and agreed upon by the direct supervisor and employee prior to approval.
2. A Long-Term Remote Work Request Form must be submitted to the Human Resources Office and approved by the director supervisor, Dean/Director/Area Supervisor, Appropriate Vice President, and President.
3. The determination will be based on the needs of students, the size of a department, specific job responsibilities and/or institutional business operations, and alignment with the College's mission, as well as other considerations that may impact service to the College community.
4. Long Term Remote Work is not an entitlement, and as such, the College retains the right to adjust or discontinue remote work arrangements for any and all employees.

Guidelines

Both Employees and Supervisors must agree to a set of detailed expectations for accountability before Long Term Remote Work may commence. The employee's remote workplace may be considered an extension of the College's workplace and worker's compensation liability may apply to work-related injuries or illnesses; the College is not liable for damages to an employee's personal or real property. Employees are required to use College-issued equipment when working remotely. They must agree to all Information Security policies, and return all College equipment when a remote work arrangement is ended for any reason.

6.18 College StaffingAdministrative Standard

The College will identify the number, type, and level of positions necessary to fulfill the College's mission.

Related items include the following:

1. Hiring Guidelines outline procedures for filling Regular Position vacancies at the College.
2. The New Position Request process outlines procedures for requesting a new Regular Position.
3. The Position Reclassification Request process outlines procedures for requesting reclassification of an existing Regular Position.
4. The Vacancy Backfill Request process outlines procedures for staffing Regular position vacancies on a temporary or interim basis. Such vacancies may result from employee resignations, extended leave of the position incumbent, etc.

For procedures related to staffing, please contact Human Resources.

7.0 POLICIES: BUSINESS

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 12/14/2021

Last Revised: 12/14/2021

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 7.0.

7.1 Annual Budget

Administrative Standard

The budget planning and development cycle for each fiscal year is integrated with the College's institutional planning process and linked to College goals and objectives. Implicit in the budget planning process is feedback from the College community through communication by appropriate administrators at each stage of the process.

Procedure

1. A budget calendar is prepared and communicated by the Vice President of Finance and Administration and communicated to the College community.
2. Budget development begins in each department and is tied to Smart Actions identified during the organizational planning process, as well as recurring operational needs.
3. Budget managers complete and submit budget requests, identifying needs by funding source and object code.
4. The Business Office will review the departmental priorities for funding and compare them to preliminary revenue projections for all funding sources. Findings will be reported to the Cabinet.
5. Budget priorities will be presented to the Cabinet for review, discussion, and further development. This process will continue as adjustments are made to align College priorities with anticipated revenues and appropriate funding sources.
6. The Vice President, Finance and Administration, in coordination with the Business Office, will prepare an annual budget and submit the information to the Board for review and final approval.

Guidelines

1. The budget shall be based on expenditures and liabilities deemed necessary for operation.
2. The budget shall specify the object and purpose of each item and amount needed for each object or purpose.
3. The budget shall be based on reasonable revenue and expense assumptions.
4. Every effort will be made to submit a balanced operating budget in which revenues are greater than or equal to expenditures.

7.2 Audit

Administrative Standard

The Board shall contract with a certified public accounting firm licensed to practice public accounting in the State of Illinois for the purposes of conducting an independent annual financial and compliance audit of the College.

Guidelines

1. The audit shall be conducted in accordance with generally accepted auditing standards and regulations prescribed by statutes or laws governing community college operations in the State of Illinois and the Illinois Community College Board.
2. The financial statements shall be presented in accordance with the Governmental Accounting Standards Board and shall be published.

7.3 Payment of Bills

Administrative Standard

Payment of bills received by the District must be authorized by the appropriate administrator and/or Vice President and President and reviewed and approved by the Vice President, Finance and Administration. All payments made for materials and services on behalf of the District must be ratified by the Board of Trustees.

The appropriate administrator is responsible for budgetary decisions, keeping in mind the priorities established for each department and the limitation of budgeted funds. Payment of bills is reviewed and approved by the Vice President, Finance and Administration after approval of the appropriate administrator.

Procedure

1. Payments: All payments shall first be approved by the appropriate administrator and/or Vice President and President, and reviewed and approved by the Vice President, Finance and Administration.
2. Presentation, Review and Ratification: All payments made for materials 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, Finance and Administration, 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 Board Finance Committee shall review all payments to be presented for ratification. Ratification shall be by roll call vote (Ill. Rev. Stat., Ch. 122, Par. 103-27)

7.4 Purchasing

Administrative Standard

Heartland Community College shall bid purchases and establish procurement procedures consistent with the provisions of the Illinois Public Community College Act (Ill. Rev. Stat., Ch. 122, Par.103-27.1) and in accordance with State of Illinois statutes.

The College shall establish procedures to set aspirational goals to award contracts to disadvantaged business enterprises consistent with the provisions of the State of Illinois' requirement that each college have a Business Enterprise Program (30 ILCS 575/0/01).

Procedure

Purchasing goods and services for Heartland Community College is the responsibility of the Purchasing Office. Purchasing will not be performed by HCC employees without prior approval of the Purchasing Office. Purchases made without prior approval may not qualify for reimbursement.

Internal Management Guidelines:

The Vice President, Finance and Administration, in consultation with the Business Office, shall develop internal management guidelines concerning purchases, which shall include the following provisions and such other provisions as are necessary and appropriate:

1. Provisions intended to ensure the fair and equitable treatment of all persons who provide goods or services to the College.
2. Provisions intended to foster competitive bidding and economical procurement to the greatest extent possible.
3. Provisions intended to increase participation of businesses owned by minorities, females, and persons with disabilities in bidding on professional service contracts.

Bidding Requirements:

Proposed expenditures in excess of \$25,000 shall require formal bids and are subject to the provisions of the Illinois Public Community College Act (110 ILCS 805/3-27.1).

Price Categories:

Price categories help to determine the steps taken for all purchases and contracts for supplies, materials, and work contracted for Heartland:

1. \$25,000 and up – Requires formal competitive bid process following the State of Illinois Public Procurement Act (see list below for summary of exemptions); requires HCC Board of Trustees approval at its next regularly scheduled meeting
2. \$3,000 - \$24,999 – Requires at least two documented price quotations, and at the College's discretion may require the formal Request for Qualification process
3. \$2,999 or less – Requires one written or verbal quotation

Bidding Requirement Exemptions:

Some goods and services are exempt from the State's competitive bidding requirements. These include contracts for the following, in summarized form:

1. Services of highly skilled professionals
2. Printing of some documents
3. Maintenance or servicing of equipment under contract with the manufacturer or authorized service agent
4. Use, purchase, delivery, movement, or installation of services therein, including telecommunications, data processing equipment, and software
5. Duplicating machines and supplies
6. Any used equipment
7. Purchase of natural gas, when the cost is below a public utility
8. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project not involving a change or increase in the size, type, or extent of an existing facility
9. Goods or services procured from another governmental agency
10. Goods or services which are economically available from only one source, with appropriate Sole Source Justification Form completed

For a full description of bid requirement exemptions see the Illinois Revised Statutes 110 ILCS 805/3-27.1.

Emergency Purchasing:

When a bona fide, unanticipated emergency situation occurs which could not have been reasonably anticipated and threatens:

1. The health or safety of staff and/or students,
2. The immediate loss of or damage to college property, or
3. The curtailment or cancellation of any college program or activity, the following procedures will apply:
 - a. Expenditures not anticipated to exceed statutory limits:
Expenditures for goods and/or services not anticipated to exceed statutory limits may be made upon the recommendation of the appropriate administrator and approval from any of the following: the President, the appropriate Vice President or Controller.
 - b. Expenditures anticipated to exceed statutory limits:
Expenditures for goods and/or services anticipated to exceed statutory limits may be made upon the recommendation of the appropriate administrator and approval from any two of the following: the President, the appropriate Vice President or Controller, and the consent of six (6) Board members.

Tax Identification Certification (W-9):

A tax identification certification form, W-9, will be issued to all consultants or individuals providing contractual services for Heartland. The W-9 is needed to record a consultant's tax identification number for 1099 tax reporting and is kept on file in the Business Office.

State/National Contracts, Consortium Purchases:

Certain goods and services are available from State of Illinois purchasing contracts, publicly bid, or consortium contracts. Items available through these contracts have been bid by the State of Illinois, other states, national, and/or educational or public organizations on behalf of the consortium members. Use of these contracts is acceptable.

Purchase Requisitions:

Most of Heartland's expenses are processed through a purchase order system within PeopleSoft Financials Software (PSFS). Requisitions for items and services are entered into this system by staff members. Requisitions must be approved and budget checked by the budget manager/supervisor of a given area. Other signatures may be required depending on the type of purchase. Once a requisition has been approved and budget checked by the appropriate supervisor/budget manager it is ready to be processed into a purchase order (PO). This step is completed by purchasing office staff. The PO is approved and budget checked again to encumber the identified funds. A Purchase Order is then generated and sent to the vendor.

Grant Purchases:

Grant purchases follow the guidelines set forth in the OMB Circular 2CFR200.320.

Vouchers:

A voucher is a request for payment used for certain purchases and services not acquired through the purchase requisition order system. Examples of these include memberships, registrations, dues, reimbursements, etc., and

other cases where an invoice may not be received. A designated staff member enters voucher information into PeopleSoft and budget checks the voucher. The voucher must then be approved by the appropriate supervisor. When this has been completed, the voucher is submitted to the Business Office for payment. Documentation for these expenses should accompany the voucher submission. The supporting items should be scanned and attached electronically within PSFS. This documentation should include items such as a receipt, a vendor invoice, etc.

Budget Approval Guidelines:

Generally, budget managers have approval authority up to \$10,000. Certain types of purchase requisitions may require additional signatures other than a budget manager or supervisor. These include technology purchases, grant purchases, or purchases over \$10,000. All technology-related purchases (hardware, software, peripherals, etc.) need to be approved by HCC's Chief Information Officer. This is required for informational purposes rather than for budget reasons.

Grant administrators need to approve any grant budgets used, and Vice Presidents need to approve expenditures over \$10,000. It is possible for a requisition to require up to four signatures before being processed to a Purchase Order. The table below identifies the signatures needed for particular purchases. The following information provides a label for the designated signer. Budget Manager/Supervisor = BM, Grant Administrator = GA, Chief Information Officer = TEC, and Vice President = VP.

Signatures Needed:	BM	GA	TEC	VP
Purchases under \$10,000	X			
Purchases over \$10,000	X			X
Purchases using grant funds	X	X		
Purchases using grant funds, > \$10,000	X	X		
Purchases of technology-related items, < \$10,000	X		X	
Purchases of technology-related items, > \$10,000	X		X	X
Purchases of technology-related items, > \$10,000, from grant funds	X		X	X

Capital Projects Threshold

It is the desire of the College to ensure Capital Projects remain at or below the Board Approved Not-To-Exceed Total Project Cost. However, various and unexpected expenses may arise due to unforeseen or unknown facets of the Project.

If the College experiences unforeseen or unknown expenses incurred as a requirement to complete the Capital Project, the College will have authority to exceed the Board Approved Not-To-Exceed amount by no more than 10%. This 10% threshold may only be used for non-construction costs, and will not interfere with or circumvent any requirements of the Illinois Public Community College Act.

Regardless of Total Project Costs, all cost-overruns will be shared with the Board of Trustees Finance Committee. If the Total Project Cost exceeds the 10% threshold, the cost-overruns will be submitted to the Board of Trustees for further approval.

7.5 Prevailing Wage
Administrative Standard

College staff will monitor the prevailing wage and inform the Board of the current wage on an annual basis.

7.6 Investment of College Funds
Administrative Standard

Administrative standards and procedures for Policy 7.6 will be developed and reviewed.

7.7 Fixed Assets
Administrative Standard

Heartland Community College has a significant investment in fixed assets, such as land, buildings, and fixed and moveable equipment, which are used to carry on the primary missions of instruction and public service. The purpose

of this standard is to ensure that the College's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, audit requirements, and generally accepted accounting principles.

Procedures

The College shall maintain practices of capitalizing expenditures with consideration given to changes in accounting procedures issues by the Governmental Accounting Standards Board (GASB) applicable to the College's external financial reporting including, but not limited to, GASB Statement No. 87, Leases; GASB Implementation Guide No. 2021-1; and GASB Statement No. 96, Subscription-Based Information Technology Arrangements.

1. Accounting and Acquisitions – The College records Fixed Assets in accordance with Generally Accepted Accounting Principles (GAAP) in the United States of America and practices prescribed by the Illinois Community College Board. Fixed assets, which will be or are owned by the College, are recorded at cost or, if donated, at acquisition value at the date of a gift. The College adds equipment to inventory that, in general, has a useful life of more than one year and a unit value equal to or greater than \$2,500. A non-cash addition of equipment or property is found or acquired through donation, loan, or transfer from another entity.
2. Capitalization Thresholds and Useful Lives – The College capitalizes all property and equipment that, in general, have a useful life of more than one year and a unit value equal to or greater than the capitalization thresholds. Capital assets of the College, other than land, inexhaustible collections, indefinite-life intangible assets, and construction-in progress, which are non-depreciable assets, are depreciated or amortized using the straight-line method over the following useful lives:

Fixed Asset	Dollar Threshold	Useful Life (in Years)
Land	All	Non-Depreciable
Land Improvements	\$25,000	20
Buildings	\$25,000	40
Building Improvements	\$25,000	20
Infrastructure	\$25,000	20
Intangible – Software	\$25,000	5
Intangible – Indefinite Life	\$10,000	Non-Depreciable
Artwork	\$10,000	Non-Depreciable
Equipment	\$10,000	6
Vehicles	\$10,000	5
IT Equipment	\$10,000	4

3. Leases – Intangible 'right-of-use' lease assets are recorded at cost based on the present value of expected payments over the term of the respective lease term (less any lease incentives) plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs that are ancillary charges necessary to place the lease asset into service. The College will capitalize lease assets (and liabilities) with an initial measurement equal to or greater than \$10,000. The College will amortize capitalized lease assets using the straight-line method over the shorter of the lease term or the useful life of the underlying asset (based on the classification in the table above). A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. The College will recognize short-term and non-capitalized leases as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract.
4. Subscription-Based Information Technology Arrangements (SBITA) – Intangible 'right-of-use' subscription assets are recorded at cost based on the present value of expected payments over the term of the respective subscription plus any payments made to the SBITA vendor before commencement of the subscription term and capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The College will capitalize subscription assets (and liabilities) with an initial measurement equal to or greater than \$100,000. The College will recognize amortization of capitalized subscription assets as an outflow of resources over the subscription term. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of

their probability of being exercised. Subscription payments for short-term and non-capitalized SBITAs will be recognized as outflows of resources.

5. Collections – Collections are objects held and preserved as a group primarily for education, research, and/or public exhibition. There are two general types of collections: exhaustible and inexhaustible. Exhaustible items are “used up” so they are capitalized and depreciated. Inexhaustible items are maintained indefinitely so they are capitalized, but not depreciated. Exhaustible collections will be depreciated using the straight-line method over 10 years.

7.8 Travel, Meal, and Lodging Expenses

Administrative Standard

Heartland Community College employees are encouraged to attend conferences, seminars, and meetings for the purposes of professional growth and/or providing required or desired representation on behalf of the College. Employees traveling to business-related conferences, seminars, and meetings or otherwise traveling on behalf of the College shall be reimbursed for expenses as set forth in the following procedures.

Procedure

1. Public Act 99-0604 provides the following definitions:
 - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
 - b. "Travel" means any expenditure directly incident to official college business travel by Board members or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. Travel Request, Evaluation, and Expense Report: The College shall only approve reimbursement of expenses if the Board member or employee submits said expenses on the College's standard (1) Travel Request, Evaluation, and Expense Report form or (2) Mileage Reimbursement Worksheet.
3. Entertainment Expenses: The College shall not reimburse any Board member or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
4. Permissible Travel Expenses: The maximum reimbursable rates for travel, meal, and lodging expenses, as amended from time to time, shall be set forth in the Administrative Policy on College business travel.
5. Board Approval of Certain Reimbursable Expenses: The following expenses for travel, meals, and lodging must be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
 - a. Any reimbursable expenses of a College employee that exceed the maximum reimbursable rates allowed under regulations of the Administrative Policy on College Business Travel.
 - b. Any reimbursable expense of a member of the Board of Trustees of the College.
 - c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

Guidelines

1. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act.
2. The College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure, or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

7.9 Alcoholic Beverage Service and Sales

Administrative Standard

Events including the service or sale of alcoholic beverages must be determined by the College to be public events and not student-related activities. The College, in its sole discretion, reserves the right to deny any organization or individual the right to sell alcohol at a College facility or College sponsored event.

Procedure

1. Any group or event seeking authorization to serve or sell alcohol in or on property under the control of the Board of Trustees of Heartland Community College shall submit its request, in writing on a College-provided form, to the Vice President, Finance and Administration.
2. Each request shall be reviewed based on the following criteria:
 - a. Whether the event is a student activity or student-related activity
 - b. Whether the physical setting of the event is conducive to control of liquor sales and distribution and will not unreasonably disturb other users of College facilities
 - c. The ability of the event operator to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with state law and College policies
 - d. The anticipated attendees at the event and the relative proportion of individuals under the age of 21 to individuals age 21 or older
 - e. The ability of the venue operator to prevent the sale or distribution of alcoholic liquors to individuals under the age of 21
 - f. Whether the event prohibits participants from removing alcoholic beverages from the venue

- g. Whether the event prohibits participants from providing their own alcoholic liquors to the venue.
3. Approval may or may not be granted after careful review of the submitted Alcohol Request Form.

Guidelines

1. Standing approvals shall not be allowed.
2. The College reserves the right to place reasonable restrictions on the use of facilities for alcohol sale and consumption.

7.10 Financial Disclosures

Administrative Standard

In connection with Heartland Community College's issuance of securities that are subject to the requirements of Securities and Exchange Commission Rule 15c2-12 ("Bonds"), the College may be subject to a continuing disclosure undertaking or agreement to disclose certain information after the issuance of Bonds.

7.11 College Total Tax Rate

Administrative Standard

When developing the annual tax levy, Heartland Community College shall utilize strategies to maximize the aggregate rate and control the bond and interest rate to comply with Board Policy 7.11.

7.12 Debt Management

Administrative Standard

Tax-exempt bonds may be utilized for the purpose of financing direct and indirect asset costs (such as building/major remodeling projects in excess of \$50,000 and other fixed assets in excess of \$5,000), and/or costs for improvement/maintenance of said assets that will typically be amortized over a long-term life/service cycle of two years or more.

The maturity of tax-exempt debt will be as short as economically feasible but will never exceed the useful life of the asset or the Internal Revenue Service limits, whichever is greater.

Taxable debt certificates and bonds may be utilized for the purpose of acquiring and installing real and personal property such as technology, equipment, software, etc. The maturity of taxable debt will be as short as economically feasible.

7.13 Reserve Funds

Administrative Standard

The College will adhere to best practices and guidelines that protect the financial viability of the College.

Procedure

1. The Board may establish reserves and designate a portion of fund balances for a specific use and a specific period of time, as per all applicable state statutes and ICCB guidelines.
2. The Board may establish and maintain additional fund balance reserves and designated purposes for those reserves.

8.0 CAMPUS AND COMMUNITY

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 6/11/2024

Last Revised: 6/28/2024

Adopted: 9/17/1991 (unless otherwise provided)

Heartland Community College Administrative Standards Manual

See Board Policy 8.0.

8.1 Use of College Facilities

Administrative Standard

Heartland Community College is committed to ensuring a welcoming environment and to serving the needs of its community through services that go beyond the provision of its educational programs. One such service includes the use of College facilities by approved groups, visitors, or guests when the use does not interfere with the College's operations, educational programs, scheduled activities, expectations of safety, or mission, and when the use conforms to federal, state, and local laws and ordinances. Specific terms and conditions to the use of College facilities may apply. The College reserves the right to impose reasonable security, insurance, and safety requirements on events based on a content-neutral assessment of risk and may reasonably regulate the time, place, and manner of events. The College establishes the procedural guidelines below to govern the use of College facilities, spaces, and grounds by internal and external entities.

The College will establish general categories of users in order to prioritize use of College facilities. The College may require external entities to demonstrate proof of insurance and reserves the right to reject facilities requests, reprioritize, or revise facilities reservations. External entities using college facilities will be responsible for direct costs incurred from their use.

Guidelines for Use of Facilities by Students, Employees, Contractors, and Visitors

- Overnight parking of any vehicle on College property is prohibited (10pm-6am) unless approved by the Director, Risk Management and Public Safety, their designee, or any Cabinet member. Extended parking beyond 10pm is permitted in conjunction with a College-approved event or by an employee or contractor who's signed-in at the Public Safety Desk and engaged in an activity that falls within the scope of their employment. For purposes of these procedural guidelines, a "contractor" means an independent contractor as defined by the Employee Classification Act, 820 ILCS 185. The College does not assume any responsibility for any loss or damage to vehicles while they are parked on College property.
- Persons may not remain inside or gain access to any building after the conclusion of regular building hours. Current building hours are posted on the College website. This does not apply to College employees and contractors engaged in an activity that falls within the scope of their employment, students engaged in course-related activities or sports-related activities with approval of their Dean or Coach, or to any person involved in an official College event. Contractors, College employees, and students on-campus after regular business hours (for a purpose not associated with a College event) must sign-in-and-out at the Public Safety Desk in the Student Commons Building.
- Without prior permission or invitation from a College representative, persons may not enter a Limited Access Space. Limited Access Spaces are defined as areas on HCC-owned or controlled property that are not available to the public. These spaces include employee offices, employee cubicles or workstations, reception desks, classrooms, labs, employee break rooms, rooms where confidential records are stored, conference rooms, auditoriums, facilities infrastructure or work areas, basements, attics, garages, the Child Development Lab, Challenger Learning Center, Fitness and Recreation Center, Normal Readiness Center, and the Receiving and Shipping Building. Rooms which are specifically designated as open to the public such as certain computer labs, the library, and areas or buildings open to the public for specific College events are excluded from this definition.
- The walking path and area immediately surrounding Birkey Pond is closed daily from dusk until dawn. No swimming, boating, or ice fishing is permitted in Birkey Pond. All pets on the walking path and the

immediate area surrounding Birkey pond must be leashed. Motorized vehicles, except those operated by the College, another governmental agency, or otherwise previously approved by the College are prohibited from being operated on the walking path and the immediate area surrounding Birkey Pond.

- Sleeping between 10pm and 6am within a College facility, space, building, or otherwise on College grounds is not permitted unless approved in advance by the College President or done in conjunction with an official College event.
- All visitors and guests must comply with the Administrative Standard: Visitor Code of Conduct.
- Personal property, including but not limited to luggage, bags, backpacks may not be left unattended anywhere on College property. Unattended items will be retrieved by the Public Safety Department and stored for thirty (30) days prior to disposal. Lost, found, and abandoned items may be claimed at the Public Safety Desk located in the Student Commons Building. (SCB) The College is not responsible for lost or stolen items.
- Sound amplification devices or other source of noise which disrupts or interferes with College operations are prohibited except as provided by the College's Administrative Standard: Freedom of Expression on Campus. College operations prohibited from being disrupted include but are not limited to classes, meetings, administrative business, ceremonies, study, presentations, performances, interviews, or other College-sanctioned events.
- Assemblies, demonstrations, protests, rallies, vigils and other public expressive activities are to be conducted in compliance with federal law, state law, and the College Administrative Standard: Freedom of Expression on Campus.
- Persons shall not destroy or damage any property of the College or others, nor shall individuals cause actual injury to others. The College further prohibits making threats to destroy property, as well as making threats to injure others.
- Restricting the freedom of any person's movement is prohibited. This includes, but is not limited to blocking roadways, sidewalks, the flow of vehicular, bicycle, or pedestrian traffic, building entrances/exits, parking lots, hallways, classrooms, labs, offices, conference rooms, atriums, and testing centers. This includes using one's own body and/or other items to restrict the movement of another.
- Using items such as umbrellas, plywood, signs, masks, or similar items in an apparent attempt to conceal unlawful activities or obstruct identification is prohibited.
- Structures of any kind may not be placed on College property without prior written permission of the College President, Director, Risk Management and Public Safety or the Director, Community Engagement. This includes, but is not limited to tents, canopies, other outdoor covering devices, signs, banners, permanent or temporary structures of any type. This prohibition does not apply to official College events.
- The exterior doors of any building may not be propped open without prior written permission from the Executive Director, Facilities.
- Grills, regardless of the fuel source, are not permitted without prior written permission from the Director, Risk Management and Public Safety, the Director, Community Engagement, or the Provost and Vice President, Academic Affairs.
- Fires and open flames are not permitted without prior written permission from the Director, Risk Management and Public Safety or the Director, Community Engagement. This includes, but is not limited to burn-pits, fire-pits, or stoves.
- Fireworks, including those legal in the State of Illinois, are strictly prohibited, unless approved in writing by the College President.
- The use, distribution, or possession of alcohol, cannabis, and any other controlled substances must comply with the Administrative Standard: Drugs, Alcohol, and Cannabis and the "Alcoholic Beverage Service and Sales" standard.
- The use of tobacco products/vapes must comply with the Administrative Standard: Tobacco and Smoke-Free Environment.
- Students and employees who intend to be accompanied by a service animal or an emotional support animal to classes, student clubs, or clinical experiences should comply with the Administrative Standard titled: "Service Animals." Visitors should submit a request to the Director, Risk Management and Public Safety prior to bringing a non-service animal on campus. Requests are not required for leashed and well-controlled animals in the area immediately surrounding Birkey pond or leashed and well-controlled animals passing-through campus on the extension of Constitution Trail.
In all cases the handler is responsible for:

- The cleanup of all animal waste and must ensure compliance with any specially designated animal toileting areas.
- Assuming full responsibility and liability for the behavior of the animal and is responsible for any damage or injury caused by the animal.
- Ensuring the animal is not disruptive to any program, service, learning environment, college activity, and does not cause others to fear for their safety.
- Possession, use, and storage of firearms, live ammunition, stun guns and tasers are not permitted on College property, except for law enforcement officers and other authorized government safety personnel in accordance with the Illinois Firearm Concealed Carry Act, 430 ILCS 66, and the Concealed Carry of Weapons Administrative Standard.
- Non-firearm items (e.g., sticks, bats, poles, crow-bars, knives, imitation firearms, or other similar objects) may not be brandished or used in an offensive, menacing, or threatening manner. Knife blades over three inches in length are prohibited, as are switchblades, axes, swords, bows and arrows, explosive devices, noxious substances or other dangerous weapons. Other lawful items designed solely for personal defense may be possessed by a person 18 years of age or older but may not be unnecessarily displayed.
- Posting of flyers, banners, and signs using College buildings and grounds must comply with the Board Policy and Administrative Standards: Solicitation and Freedom of Expression on Campus. Fliers, banners, or other signs may not be affixed to walls, trees, other objects, or placed on campus grounds without prior written approval of the Director, Student Engagement. Chalking of sidewalks or other paved areas must be approved in advance. However, in compliance with 10 ILCS 5/17-29 (b) and (c) this section of the Standard does not apply during the open hours of an official polling place on campus. Enforcement of electioneering violations (e.g., Posting signs within 100 feet of a polling place entrance.) is the sole responsibility of election judges. The College requires any signs placed under 10 ILCS 5/17-29 to be removed within 48 hours of the polling place closure.
- The equipment and use of vehicles operated on campus roadways and in parking lots must comply with Federal, State, local law, and the Low Speed Utility Vehicles Administrative Standard. This includes golf carts and ATV's. The use of golf carts or other similar motorized vehicles on campus by an external client must be approved in writing by the Director, Risk Management and Public Safety.
- Bicycles and scooters, whether or not they are powered by electric or gas, may not be parked or stored inside a College building. All bicycles must be parked in a bike rack. Bicycles, scooters, skateboards, roller blades, Onewheels, and other vehicles and wheeled devices must be operated with due regard for the safety of others. Pedestrians have the right-of-way. These items may not be operated on the quad and other grassy areas.
- The use of skateboards, roller blades, roller skates, bicycles, Onewheels, and similar wheeled vehicles and wheeled devices inside College buildings is not permitted. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any other fixtures.
- Employees may not convert College buildings, facilities, technology, or equipment for their personal use.
- Any activities otherwise having their own compliance requirements (e.g., raffles) must be conducted in accordance with applicable Federal, State, and local laws.
- The College reserves the right to evaluate, regulate, or deny facilities requests from both internal organizations and external clients on the basis of content-neutral risk management factors. Such factors are aimed at evaluating the risk of disruption to or interference with College's operations, and include, but are not limited to:
 - The physical ability of the College to safely accommodate the anticipated size of the event. A scheduled external event which grows to exceed the capacity of the College may be cancelled.
 - The ability of the College to provide an appropriate level of security and/or emergency medical services necessary to ensure the safety of event participants. Please note that external clients may be required to contract for additional security and emergency medical services. This may include additional College Public Safety Officers, additional law enforcement, an emergency medical services agency licensed to operate in the State of Illinois, parking-control personnel, College staff/event ambassadors, and/or specialized security screening equipment. Parking-control personnel shall be equipped with high-visibility safety vests. Flashlights are required for parking-control personnel if any part of an event extends into times of darkness. The number of additional officers, medical services personnel, parking-control personnel, staff/event ambassadors required will be determined by the Director, Risk Management and Public Safety in consultation with the Assistant Director, Continuing Education Scheduling and Rentals.

- Prior history of the external client, Sponsor, Registered Student Organization, Performer, Invited Speaker, and/or Event (e.g., violence, fights, or disruptions to College operations)
- Potential for disruption to College operations based on similar events
- Health and safety concerns as they relate to the specific request
- Inclement weather
- Accessibility concerns
- Non-compliance with College policy regarding the use and possession of alcohol prior to or during event
- Sale of goods or services and collection of cash
- General admission vs. tickets
- Media presence or use of advertisements likely to attract an audience exceeding College capacity
- The safety and welfare of any minors attending
- Non-service animals at event
- Potential disruption of other College-approved operations due to noise and/or sound amplification
- Pyrotechnics, including fog machines
- Whether participants will be standing or seated
- Traffic safety and parking capacity
- Crowd density
- The event is consistent with the mission, standards, and policies of the College.
- Other risks

Additional Guidelines for Use of Facilities by External Clients

Guidelines for use of campus facilities by external clients are maintained as indicated and include the following:

- 1) The Department of Community Partnerships and Guest Services oversees internal guidelines related to costs associated with leasing college facilities, including but not limited to:
 - Facilities Use Costs – list of costs of frequently used spaces
 - Facilities Use Discount Guidelines
 - A formulaic approach for calculating customized use costs
- 2) The Department of Community Partnerships and Guest Services also oversees guidelines related to the use of College facilities by external clients, including the following:
 - Community Use Guidelines – expectations of external clients using college facilities, and responsibilities of the College and the client.
 - Default Room Set Ups – default arrangement of furniture and equipment in given spaces, unless otherwise requested.
- 3) Insurance:
 - Events in which external clients are required to provide proof of insurance include but are not limited to:
 - External Rentals of College property
 - Events co-hosted by the College and an external organization, person, or business
 - External party is earning income as result of the opportunity to do business on College property
 - Official Committees are not applicable to this policy.

General Liability and Automobile Liability requirements are \$1,000,000 per occurrence. Proof of Workers Compensation insurance coverage must be shown. If an event involves medical services and donations, insurance requirements include an additional \$1,000,000 Medical Professional Limit per occurrence. If an event involves alcohol, insurance requirements include an additional \$1,000,000 Liquor Liability Limit per occurrence. Heartland Community College and its Board of Trustees, and the HCC Foundation are to be named as an additional insured when applicable. The College reserves the right to increase the coverage requirements per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the specific departments coordinating the rental and provided to Risk Management at least 30 days prior to the date of the scheduled event. If such evidence is not received within ten days prior to the event, the event may be subject to cancellation. Exclusions and required insurance coverage may be adjusted at the discretion of the HCC Risk Manager based upon the level of exposure to the College. Any

adjustments made by the Risk Manager shall not be arbitrary and capricious, but based upon content-neutral Risk Management factors.

Procedure

1. In general, priorities for use of College facilities, spaces, and grounds are as follows:
 - a. First Priority: Instructional Activities – scheduled credit and non-credit classes and the College’s instructional or developmental activities (e.g., scheduled departmental meetings)
 - b. Second Priority: Institutional Events – events and activities sponsored by the President, Continuing Education, Athletics, HCC Foundation, or other administrative units (e.g., Campus Conversations, Continuing Education customized trainings, Athletics events, Foundation events)
 - c. Third Priority: Student Activities – activities sponsored by the Student Engagement office, a student organization, or an academic department
 - d. Fourth Priority: General Facilities Use Requests – e.g., events hosted on campus and approved for general community use; events which may or may not have a college sponsor; events requested by nonprofit or for-profit clients.
2. Use of College facilities by internal groups or employees must be scheduled with, and approved by the Director, Community Engagement.
3. The Director, Community Engagement will refer any new external clients for facilities use to the Director of Risk Management and Public Safety for review and approval. Requests for unique or large-scale events to be held by existing clients will also be referred to the Director of Risk Management and Public Safety for review.
4. Students and College-recognized student organizations who wish to invite or sponsor an external/outside group or speaker on campus shall route the request to the Director of Student Engagement for approval. For risk management and planning purposes, the Director of Student Engagement will consult with the Director of Risk Management and Public Safety prior to an invitation being extended to an external group or speaker to visit campus as part of a student-sponsored event. All external/outside groups or speakers shall adhere to the Administrative Standards: Freedom of Expression.
5. Faculty and employees should who wish to invite or sponsor an external group or speaker on campus shall route the request to the Provost and Vice President of Academic Affairs for approval. For risk management and planning purposes, the Provost and Vice President of Academic Affairs will consult with the Director of Risk Management and Public Safety prior to an invitation being extended to an external group or speaker to visit campus as part of a faculty or employee-sponsored event. All external/outside groups or speakers shall adhere to the Administrative Standards: Freedom of Expression.
6. The Director, Community Engagement shall implement processes regarding the use of College facilities, using the following forms:
 - Facilities Reservation Request – on public website
 - Facilities Reservation Agreement – generated internally for potential clients
 - Facilities Discount Request – generated internally for potential clients

Violations of this Policy

Any person in violation of this policy and its accompanying administrative standards may be subject to disciplinary action according to the Student Handbook, the Employee Handbook and any applicable Collective Bargaining agreement, and/or referral to law enforcement. Examples of offenses include but are not limited to: destruction or theft of property, verbal or physical harm inflicted upon a member of the College community; disorderly conduct; abuse of College facilities or property; trespassing; and/or other disregard for these administrative standards or any other College policy.

Reporting a Violation

Any person who suspects a violation of this Policy is encouraged to report the violation to the Director, Risk Management and Public Safety, or the nearest staff member. The staff member receiving the report will use discretion to approach the party involved or contact the Heartland Community College Department of Public Safety,

if necessary.

Reported violations shall be promptly investigated and will result in an appropriate enforcement and/or disciplinary response, if warranted.

8.2 College Facility Naming Rights

Administrative Standard

The Heartland Community College Board of Trustees has final authority for naming campus buildings or any section, division, or other area of campus buildings and facilities including streets, roads, and public spaces.

The Heartland Community College Foundation Board of Directors, in consultation with the college administration, shall maintain updated gift levels and guidelines for naming opportunities.

The Board of Trustees, in consultation with the HCC Foundation Board leadership, may choose to terminate the name of a College facility or space in the following circumstances:

1. Termination of the business after which the facility or space is named
2. A donor's request to remove his or her name (or a corporate or institutional name)
3. Determination by the Board of Trustees that continuation of such name shall negatively affect the reputation of the College and the Foundation (e.g., illegal conduct on the part of the donor).

In the above circumstances, gifted funds shall not be returned to the donor or any heirs or successors of the donor.

The Board of Trustees reserves the right to name a space after an individual who has served in an exemplary manner for the institution. Such a decision would be in consultation with College administration and include documentation of the individual's contribution.

All naming considerations shall be preceded by a written agreement between the donor(s) and the HCC Foundation and may include specific lengths of time when naming rights can expire.

All gifts designated for the purpose of a naming opportunity shall be irrevocable.

Gifts that are designated for the purpose of a naming opportunity through irrevocable deferred arrangements may qualify for naming but shall not be recognized until funds are received.

All operational decisions regarding a named facility or program are at the sole discretion of the College and its administration.

Procedure

1. The Executive Director of Development and the Foundation shall:

- a. Clarify the potential donor's interests.
 - b. Propose naming opportunity to the College President.
 - c. Ensure adherence to naming policy, standards, and guidelines.
2. The College President shall:
 - a. Seek initial agreement for the naming opportunity from the Chair of the Board of Trustees.
3. The Executive Director of Development and the Foundation shall:
 - a. Inform and seek input from the Foundation Board of Directors Chair.
 - b. Propose a Naming Rights Agreement to the potential donor; Naming Rights Agreement shall include the location/facility, name to be displayed, and amount being donated.
 - c. Ensure the donor understands the irrevocable nature of the gift, other stipulations of the donation, and that the final decision rests with the Board of Trustees and is subject to their approval.
 - d. Obtain the potential donor's signature on the Naming Rights Agreement.

Guidelines

Portion of Costs Required for Naming - To name any new construction, building or renovation on the HCC campus, a donor must contribute at least 25% of the cost of construction and furnishings as established by the College. This may include land acquisition if not on property already owned by the College. To name a currently existing space on the HCC campuses, the donor would provide at least 25% of the cost if the College were to recreate the space in current market conditions.

Changes to Named Spaces - Should the named space be renovated, remodeled, torn down, or in some way altered, the donor's name may be relocated to another appropriate place on campus. A successor donor may assume the naming rights for such space, provided that the current donor will be consulted and given an opportunity to continue the naming right.

8.3 Visitor Code of Conduct

Administrative Standard

The Visitor Code of Conduct (Code of Conduct) is designed to promote and preserve a safe and productive environment for all who attend Heartland Community College, participate in College-sponsored events, work at the College, or use College services and facilities. All visitors and guests of the College must be aware of conduct that may adversely affect the College's educational mission, or that may disrupt or interfere with the rights of others to pursue their education, conduct their employment duties and responsibilities, or to participate in College activities. To that end, Heartland Community College adopts the following Code of Conduct for visitors and guests.

For purposes of this policy, "Visitor" and "Guest" are used interchangeably and are defined as any person who is not a current employee, student, or Trustee of the College. This includes, but is not limited to, contractors and subcontractors, applicants for admission, and former students who are not currently registered.

Guidelines

The College may sanction any visitor or guest for an offense under this Code of Conduct, College policy, or Administrative Standard when such offense occurs on College premises, as part of a College-sponsored event, or in connection with other College activities. In certain cases, this Code of Conduct may also apply to the off-campus behaviors (including online conduct) of visitors and guests when the Director, Risk Management and Public Safety determines the off-campus conduct affects a substantial College interest. A substantial College interest includes, but is not limited to, any situation:

- Where it is reasonable to discern the conduct and behaviors of the visitor/guest may present a danger or threat to the health or safety of themselves or others in the College community.
- The conduct significantly impinges upon the rights or property of others in the College community.
- The conduct significantly breaches the peace, causes alarm, distress, or involves harassment of others in the College community.
- The conduct is detrimental to the established priorities and/or interests of the College.
- The conduct otherwise falls within the disciplinary policies of the College.

Prohibited Conduct

Visitors and guests are responsible for complying with all applicable College policies and administrative standards that apply to staff and students in relation to conduct while on College property or at a College event. In addition, appropriate procedures and sanctions may be applied to any visitor or guest who commits, or attempts to commit, any of the following conduct:

- Intentionally obstructing and/or forcibly preventing others from the exercise of their lawful rights, freedom of expression, or movement.
- Interfering with the College's educational operations, facilities, employee duties, or the lawful rights of those who wish to utilize any of the school's operational, instructional, personal, administrative, and/or community services.
- Engaging in any type of crime defined by Illinois or Federal law.
- Without prior permission or invitation from a College representative, persons may not enter a Limited Access Space. Limited Access Spaces are defined as areas on HCC-owned or controlled property that are not available to the public. These spaces include employee offices, employee cubicles or workstations, reception desks, classrooms, labs, employee break rooms, rooms where confidential records are stored, conference rooms, auditoriums, facilities infrastructure or work areas, basements, attics, garages, the Child Development Lab, Challenger Learning Center, Fitness and Recreation Center, Normal Readiness Center, and the Receiving and Shipping Building. Rooms which are specifically designated as open to the public such as certain computer labs, the library, and areas or buildings open to the public for specific College events are excluded from this definition.
- Violating the policies of the Fitness and Recreation Center (FRC). Entry into FRC is reserved for current students, employees, and community members as authorized by FRC policy. However, visitors and guests may enter FRC for the purpose of attending official College sporting events and other official College functions by invitation or when advertised as open to the public.
- Engaging in any conduct that poses a threat to the safety or well-being of any member of the College community or property of the College, or that substantially disrupts or interferes with College operations.
- Failing to comply with the directives of College officials, including those issued by College Public Safety Officers when performing their duties.
- Refusing to leave College property or the site of a College-sponsored event when directed to do so by a College official in accordance with College policy.
- Engaging in illegal use, possession, or distribution of alcohol, cannabis, or any other controlled substance, or being under the influence of same.
- Possessing, using, or storing firearms, stun guns, live ammunition, and tasers are not permitted on College property (except law enforcement officers and other authorized government personnel) in accordance with the Illinois Firearm Concealed Carry Act, 430 ILCS 66 and the "Concealed Carry of Weapons" Administrative Standard.
- Non-firearm items (e.g. sticks, bats, poles, crowbars, knives, imitation firearms or other similar objects) may not be brandished or used in an offensive, menacing, or threatening manner. Knife blades over three inches in length are prohibited, as are switchblades, axes, swords, bows and arrows, explosive devices, noxious substances or other dangerous weapons. Other lawful items designed solely for personal defense may be possessed by a person 18 years of age or older but may not be unnecessarily displayed.
- Engaging in disorderly, disruptive, or indecent conduct causing alarm or concern for the safety of others, or causing interference with College activities.
- Misusing College technology by intentionally making, receiving, sending, accessing, altering, or using illegal content or pornography not associated with an HCC course curriculum, or in any way tampering with files, programs, passwords, software, or hardware belonging to other computer users or to the College without prior written authorization.

- Bringing unauthorized animals on campus. Visitors should submit a request to the Director, Risk Management and Public Safety prior to bringing a non-service animal on campus. Requests are not required for leashed and well-controlled animals in the area immediately surrounding Birkey pond or leashed and well-controlled animals passing-through campus on the extension of Constitution Trail. In all cases the handler is responsible for:
 - The cleanup of all animal waste and must ensure compliance with any specially designated animal toileting areas.
 - Assuming full responsibility and liability for the behavior of the animal and is responsible for any damage or injury caused by the animal.
 - Ensuring the animal is not disruptive to any program, service, learning environment, college activity, and does not cause others to fear for their safety.
- Violating the terms of any sanction imposed in accordance with this Code of Conduct.
- Noncompliance with any other College policy or Administrative Standard.

Procedure

Violations of this Code of Conduct

A person who violates this Code of Conduct may be subject to appropriate disciplinary sanctions, including, but not limited to, a warning (verbal or written), denial of access to College-sponsored events, arrest, removal, and/or being barred from entering any College property. Adverse action with respect to future College employment or admission may be applied.

Reporting a Violation

Any person who suspects a violation of this Policy is encouraged to report the violation to the Director, Risk Management and Public Safety, or the nearest staff member. The staff member receiving the report will use discretion to approach the party involved or contact the Heartland Community College Department of Public Safety, if necessary.

Reported violations shall be promptly investigated and will result in appropriate enforcement and/or disciplinary response, if warranted.

8.4 Law Enforcement Relations

Administrative Standard

Heartland Community College is committed to promoting the safety and security of its students, employees, and visitors. The College also recognizes its responsibility to comply with local, state, and federal laws governing its operations.

The Heartland Community College Department of Public Safety (DPS) is comprised of non-sworn, unarmed officers who address the institution's immediate security needs. However, there may be situations where DPS requires assistance from external sworn law enforcement officers. A "Law Enforcement Officer" is defined as a sworn officer of a local, county, or state police department, or a sworn officer (agent) of the United States Government.

Additionally, law enforcement may, at times, seek to conduct criminal, administrative, or training-related activities on College-owned or controlled property independent of a specific request from DPS. While the College values its positive relationship with law enforcement, it acknowledges that certain requests from officers or agents may not be lawfully fulfilled. Employees should refer all law enforcement matters to a Designated Law Enforcement Liaison as listed below.

To enhance familiarity with the College for emergency response purposes, the College allows law enforcement to use its facilities for training at no cost, as scheduling permits.

Guidelines

Areas of College-owned or controlled property that are open to the public are also open to law enforcement. Absent exigent circumstances, permission from a College authority, or pursuant to a judicially-issued search warrant or arrest warrant, law enforcement may not enter a Limited Access Space.

Limited Access Spaces

Limited Access Spaces are defined as areas on College-owned or controlled property that are not available to the public. These spaces include employee offices, classrooms, labs, break rooms, conference rooms, auditoriums, facilities infrastructure or work areas, basements, attics, garages, the Child Development Lab, Challenger Learning Center, Fitness and Recreation Center, Normal Readiness Center, and the Receiving and Shipping building. Rooms which are specifically designated as open to the public such as certain computer labs, the library, and areas or buildings open to the public for specific College events are excluded from this definition.

Designated Law Enforcement Liaisons (DLEL)

College employees designated to guide the College's response to law enforcement matters:

- Director, Risk Management and Public Safety
- Associate Director, Public Safety
- Assistant Director, Public Safety – Emergency Management
- Associate Vice President, Enrollment and Student Services

Procedure

1. During a bona fide emergency, law enforcement and other emergency services agencies will be provided unrestricted access to all areas of College-owned or controlled property necessary to protect people and property.
2. Requests from law enforcement to utilize College facilities for training purposes are routed to the Associate Director, Public Safety or their designee. Prior to granting a request, the Associate Director will ensure there are no conflicts with, or potential disruptions to other scheduled College activities. The campus community will be advised in-advance of any law enforcement training scheduled by the Associate Director. This does not apply to regular activities conducted by the Illinois Law Enforcement Training and Standards Board (ILETSB) Mobile Training Unit #8 at the Normal Readiness Center or other areas on campus scheduled in-advance following the established room reservation protocol.
3. College employees who are approached by law enforcement and presented with a document, a request, or a demand should immediately contact a College Designated Law Enforcement Liaison.

The employee should:

- Ask the officer for their name, identification number, and agency affiliation. Make a note of this information, and **ask for a copy of any warrant or subpoena presented**. Note: Officers may or may not have certain documents with them, or be willing to share.
- Inform the officer that neither the College nor you are not obstructing their process, but that you must follow institutional policy and refer them to a designated college representative.
- **Do not confirm whether a student or employee is in attendance, release student or employee information, take steps to make the student or employee available for an interview, answer any**

questions or grant permission to enter campus spaces not accessible to the public. Remember that your primary responsibility is to comply with laws governing privacy of college records (i.e. FERPA).

- A College Designated Law Enforcement Liaison will respond, speak with the officer, and guide the College's course of action.
- The DLEL will notify the President and the Vice President, Finance and Administration of the presence of law enforcement on campus during emergencies or other activities atypical of regular day-to-day operations.

Response protocol for Designated Law Enforcement Liaisons

- Maintain compliance with state and federal law when interacting with law enforcement officers.
- Request to see the officer or agent's credentials, including name, identification numbers and agency affiliation and document the information associated with those credentials.
- Request to view the warrant or court order, make copies if possible. If there is no warrant or court order, obtain an explanation of the basis and purpose for the request, including requests to meet with a student or employee.
- Provide the documentation or information to the College's legal counsel, who will furnish guidance on next steps.

Pending consultation with legal counsel, DO NOT:

- Confirm whether the student or employee is in attendance;
- Release student or employee information;
- Make the student or employee available for an interview; or
- Answer any questions or grant officers permission to enter any buildings or facilities.
- If legal counsel is not available, consult with the Vice President, Finance and Administration, or highest ranking official, who will decide in consultation as needed with executive leadership. If compelled to comply with the officer or agent's directive prior to obtaining guidance from legal counsel, ensure that one of the designated executive administrators (or their delegate) are present during any interviews that take place with the student or employee, after obtaining consent from the student or employee regarding the administrator's presence during the interview.
- If the officer or agent prohibits an administrator from being present for the student or employee interview, comply with the official's request. The purpose of Administrators participating with consent in the interview is to provide support to the student or employee, and take notes of what occurred, if permitted by the officer or agent. *The administrator should not provide advice or counsel to students or employees.*
- If the meeting is compelled by the officer or agent, or approved by administration and legal counsel, the officer or agent should be provided an appropriate space while law enforcement notifies the student or employee of the request to meet.
- A safe and private location should be provided for the on-site meeting pursuant to the above between the officer and student or employee.
- Fully document the event.

ICE inquiries regarding international students and scholars (F, M, J visa):

- ICE officers may appear on campus for routine meetings with Designated School Officials (DSO's) who maintain visa records for Heartland's international student and scholars, using the Student and Exchange Visitor Information Service (SEVIS). These meetings are scheduled in advance between SEVP representatives and Heartland's Primary DSO, typically the Associate Director, International Programs.

- ICE may also request information about international students or scholars outside scheduled SEVP Rep meetings. F, M, and J visa holders are not subject to the same FERPA protections as other groups, as 8 USC 1372 overrides FERPA to allow DHS to access any information the college uses to manage and support international students and scholar programs. When a student or scholar signs their I-20 or DS-2019 form, they authorize the school “to release any and all information from my records which is needed by [DHS] pursuant to 8 CFR 214.3(g) to determine non-immigrant status.”
- To ensure proper determinations are made regarding student records under FERPA or other applicable state and federal laws, all information requests or subpoenas received from ICE agents must be submitted to the DLEL, DSO, and the Records Office.