

**HEARTLAND COMMUNITY COLLEGE
BOARD POLICY MANUAL**

UPDATED FEBRUARY 15, 2022

DISCLAIMER	1-5
VISION, MISSION, VALUES, COLLEGE-WIDE PRIORITIES AND GOALS	1-6
1.0. LEGAL AUTHORITY AND RESPONSIBILITY	1-1
1.1. STATE AUTHORITY	1-1
1.2. LOCAL AUTHORITY.....	1-1
2.0. BYLAWS	2-2
2.1. BOARD LEGISLATION	2-2
2.1.1. <i>Bylaws</i>	2-2
2.1.2. <i>Policies</i>	2-2
2.1.3. <i>Policy Adoption</i>	2-2
2.1.4. <i>Amendments</i>	2-2
2.1.5. <i>Intent of the Implementation of Board Policies</i>	2-2
2.2. MEMBERSHIP OF THE BOARD	2-2
2.2.1. <i>Number and Selection</i>	2-2
2.2.2. <i>Election</i>	2-2
2.2.3. <i>Term</i>	2-2
2.2.4. <i>Qualifications of Members</i>	2-3
2.2.5. <i>Vacancies</i>	2-3
2.2.6. <i>Student Board Member</i>	2-3
2.3. MEETINGS OF THE BOARD.....	2-3
2.3.1. <i>Biennial Organizational Meeting</i>	2-3
2.3.2. <i>Regular Meetings</i>	2-3
2.3.3. <i>Special Meetings</i>	2-3
2.3.4. <i>Emergency Meetings</i>	2-3
2.3.5. <i>Attendance by a Means Other than Physical Presence</i>	2-4
2.3.6. <i>Adjourned Meetings</i>	2-4
2.3.7. <i>Budget Hearings</i>	2-4
2.3.8. <i>Quorum</i>	2-4
2.3.9. <i>Order of Business</i>	2-4
2.3.10. <i>Consent Agenda</i>	2-4
2.3.11. <i>Rules of Procedure</i>	2-4
2.3.12. <i>Public Appearances Before the Board</i>	2-4
2.3.13. <i>Meeting Record</i>	2-5
2.4. OFFICERS	2-5
2.4.1. <i>Determination of Duties</i>	2-5
2.5. COMMITTEES.....	2-6
2.5.1. <i>Finance Committee</i>	2-6
2.6. BOARD OF TRUSTEES DEVELOPMENT	2-6
2.7. BOARD OF TRUSTEES INDEMNIFICATION.....	2-6
2.8. BOARD OF TRUSTEES LEGAL SERVICES	2-6
3.0. POLICIES: GENERAL ADMINISTRATION AND OPERATIONS	3-7
3.1. EXECUTIVE AUTHORITY	3-7
3.2. EQUAL OPPORTUNITY AND NON-DISCRIMINATION.....	3-7
3.3. FREEDOM OF INFORMATION.....	3-7
3.4. TOBACCO/SMOKE FREE ENVIRONMENT.....	3-7
3.5. COMMUNICABLE DISEASE.....	3-7
3.6. HARASSMENT POLICY	3-7
3.7. CODE OF ETHICS	3-8
3.8. CAMPUS CRIME AND SECURITY	3-8
3.9. SOLICITATION	3-8
3.10. ENVIRONMENTAL STEWARDSHIP	3-8

3.11.	CONCEALED CARRY OF WEAPONS	3-8
4.0.	POLICIES: EDUCATIONAL PROGRAMS.....	4-9
4.1.	CURRICULUM DEVELOPMENT	4-9
4.2.	DEGREES GRANTED	4-9
4.3.	CERTIFICATES GRANTED.....	4-9
4.4.	ACADEMIC FREEDOM.....	4-9
4.5.	SELECTION OF INSTRUCTIONAL MATERIALS	4-9
5.0.	POLICIES: STUDENTS.....	5-10
5.1.	ADMISSIONS.....	5-10
5.2.	RESIDENCY	5-10
5.3.	TUITION AND FEES	5-10
	5.3.1. <i>Tuition Waiver for Senior Citizens</i>	5-10
	5.3.2. <i>Chargebacks and Cooperative Agreements</i>	5-10
	5.3.3. <i>Non-Credit Tuition</i>	5-10
5.4.	ASSESSMENT AND PLACEMENT.....	5-10
5.5.	ACADEMIC STANDARDS	5-10
5.6.	STUDENT CONDUCT	5-11
5.7.	STUDENT RECORDS.....	5-11
5.8.	APPEALS	5-11
5.9.	REFUNDS.....	5-11
	5.9.1. <i>Reservists Called into Active Military Duty</i>	5-11
6.0.	POLICIES: PERSONNEL	6-12
6.1.	DRUGS, ALCOHOL, AND CANNABIS.....	6-12
6.2.	EMPLOYEE GRIEVANCE.....	6-12
6.3.	OUTSIDE EMPLOYMENT	6-12
6.4.	ORAL PROFICIENCY IN ENGLISH	6-12
6.5.	SEPARATION OF SERVICE	6-12
6.6.	DISCIPLINARY SANCTIONS	6-12
6.7.	OFFICIAL HOLIDAYS	6-12
6.8.	EMPLOYMENT BENEFITS	6-13
6.9.	LEAVES	6-13
6.10.	HEALTH EXAMINATIONS.....	6-13
6.11.	TAX DEFERRED 403(B) PLANS	6-13
6.12.	TENURE.....	6-13
6.13.	PRE-EMPLOYMENT CRIMINAL BACKGROUND INVESTIGATIONS	6-13
6.14.	EMPLOYEE FURLOUGH.....	6-13
6.15.	EMPLOYEE PERFORMANCE.....	6-14
7.0.	POLICIES: BUSINESS	7-15
7.1.	ANNUAL BUDGET	7-15
7.2.	AUDIT	7-15
7.3.	PAYMENT OF BILLS	7-15
7.4.	PURCHASING	7-15
7.5.	PREVAILING WAGE	7-15
7.6.	INVESTMENT OF COLLEGE FUNDS	7-15
7.7.	FIXED ASSETS	7-15
7.8.	TRAVEL, MEAL AND LODGING EXPENSES.....	7-16
7.9.	ALCOHOLIC BEVERAGE SERVICE AND SALES	7-16

7.10.	FINANCIAL DISCLOSURES	7-16
7.11.	COLLEGE TOTAL TAX RATE.....	7-16
7.12.	DEBT MANAGEMENT	7-16
7.13.	RESERVE FUNDS	7-16
8.0.	CAMPUS AND COMMUNITY	8-17
8.1.	USE OF COLLEGE FACILITIES	8-17
8.2.	COLLEGE FACILITY NAMING RIGHTS	8-17

DISCLAIMER

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

While many specific references to laws are included in this policy manual, the College recognizes there are many more laws not specifically cited. It is the policy of Heartland Community College to comply with all laws under which Institutions of Higher Education (IHE) are governed. 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 or amended version of such law, rule, or regulation. Adopted 9/21/93; Revised 4/16/13; 8/19/14; 6/16/15

VISION, MISSION, VALUES, COLLEGE-WIDE PRIORITIES AND GOALS

VISION: Leading our community to lifelong learning and success.

MISSION: Heartland provides accessible, equitable, innovative learning opportunities and resources that enrich our community.

VALUES: We value...

Learners: We are learner-centered, focused on creating a personalized path to success for each individual.

Community: We are all partners in the success of the organization, boldly embracing current and future opportunities that will empower our students and communities to fully actualize their potential.

Equity, Diversity and Inclusion (EDI): We create a collegial and welcoming culture by taking collective responsibility in the creation, protection, and enhancement of an equitable, diverse, and inclusive campus community.

Ethical Practices: We practice ethical decision-making, professionalism, transparency, and responsible stewardship of environmental, financial, and community resources to promote a sustainable future.

Continuous Improvement: We cultivate College quality through continuous improvement and professional development.

COLLEGE-WIDE PRIORITIES AND GOALS: Heartland Community College strives to foster a culture of data-informed continuous improvement to attain its priorities and goals.

Promote Student Access and Success

1. Increase percentage of students progressing toward and completing their educational and career goals.
2. Increase undergraduate enrollments in areas identified in the College's Strategic Enrollment Management Plan.
3. Reduce opportunity gaps and achievement gaps among student populations.
4. Improve student satisfaction.
5. Increase student achievement of the College's Essential Competencies (PDF).

Create and Model a Systemic Culture of Equity, Diversity, and Inclusion

1. Reduce barriers to access and equity.
2. Model antiracist practices within and beyond the college community.
3. Increase the percentage of employees and students participating in EDI oriented professional development, social awareness, and community engagement opportunities.

Ensure Resource Stewardship

1. Improve employee satisfaction.
2. Fulfill institutional need for diverse recruiting, hiring, retention, and advancement.
3. Maintain or increase the College's financial health.
4. Maintain or increase value of the College's physical assets.

Serve as a Community Resource

1. Meet emerging workforce needs through education and training programs.
2. Fulfill unmet community demand for personal enrichment and professional learning.
3. Establish and sustain diverse community partnerships to share resources and build reciprocal support networks.

Model Effective Communication, Collaboration and Transparency

1. Intentionally obtain and incorporate employee input.
2. Improve internal dissemination of information.
3. Share resources, responsibilities and results to achieve college-wide goals.

1.0. LEGAL AUTHORITY AND RESPONSIBILITY

Officer Responsible: President

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual No Related Administrative Standards

1.1. State Authority

Board Policy Statement: The Public Community College Act (110 ILCS 805/1 et seq.) is the principal statute for the establishment and operation of Heartland Community College (“the College”).

Illinois public community colleges are defined by law as public institutions of higher education by the Board of Higher Education Act (110 ILCS 205/1 et seq.).

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

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

1.2. Local Authority

Board Policy Statement: Institutional responsibility for governance, operation, and administration of the College is vested in the Board of Trustees (the “Board”).

The statutory duties and powers of the Board are stipulated in the Public Community College Act (110 ILCS 805/3-21 to 60) and are broadly summarized as follows:

1. To appoint the president, other administrative personnel, and faculty, and to appoint or delegate the appointment of all other staff.
2. To establish the principal policies and strategic direction of the institution.
3. To hold, preserve, and invest the assets of the district.
4. To represent the institution to the public.

2.0. BYLAWS

Officer Responsible: President

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

2.1. Board Legislation

Board Policy Statement: College operations shall be governed in accordance with policies and bylaws adopted by the Board and are subject to periodic amendment as the Board shall deem appropriate.

2.1.1. Bylaws

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

2.1.2. Policies

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

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

2.1.3. Policy Adoption

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

As determined by a majority of a quorum of the Board, the requirement of a second reading may be waived and action on a proposed new policy or changes to existing policy may be taken in conjunction with the first reading.

2.1.4. Amendments

The Bylaws and Policies of the Board may be adopted, amended or repealed at any regular or special meeting of the Board, provided that notice of the intended action shall have been included in the call for the meeting.

2.1.5. Intent of the Implementation of Board Policies

Administrative procedures for implementation of Policies shall be established as necessary by the Administration. Such administrative procedures shall be made a part of official College publications, handbooks, and/or manuals, as appropriate.

2.2. Membership of the Board

Board Policy Statement: The Board shall consist of seven members elected by the qualified voters of Community College District 540 (the "District") and a non-voting student member selected by the Heartland Community College Student Government Association.

2.2.1. Number and Selection

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

2.2.2. Election

The election of members of the Board shall be conducted in accordance with the Public Community College Act (110 ILCS 805/3-7) and the Illinois Election Code.

2.2.3. Term

Members shall be elected to serve six-year terms.

2.2.4. Qualifications of Members

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

2.2.5. Vacancies

*In the event of a vacancy on the Board, the remaining members shall appoint a replacement to the Board within 60 days after the vacancy occurs to serve until the next regular election.

2.2.6. Student Board Member

*The Board shall have one non-voting student member in accordance with 110 ILCS 805/3-7.24.

The student trustee shall serve a term of one year beginning April 15 of each year and shall have all the privileges of membership, including the right to make and second motions and to attend executive sessions. As a non-voting member, the student trustee shall not be considered in determining a quorum for Board action.

2.3. Meetings of the Board

Board Policy Statement: The Board shall comply with all provisions of the Open Meetings Act (5 ILCS 120/1 et seq.) when conducting a meeting as defined by the said Act. All Board actions shall be taken in open session.

All newly-elected Board members shall undergo training regarding compliance with the Open Meetings Act within 90 days of being seated. (5 ILCS 120/1.05).

2.3.1. Biennial Organizational Meeting

Unless otherwise provided by law, the Board shall meet no sooner than 21 days and no later than 28 days following each Board election (ILCS 805/3-8). The purpose of this meeting shall be to organize by electing Board officers for the ensuing two years. As applicable, the order of business for the organizational meeting shall be as follows:

1. Call to order by Chair of retiring Board
2. Roll call
3. Adjournment of retiring Board sine die
4. Convening of the new Board by the ranking officer of the old Board
5. Seating of new member
6. Roll call
7. Election of Chair
8. Election of Vice Chair
9. Election of Secretary
10. Appointment of Treasurer
11. Appointment of Recording Secretary
12. Establishment of regular meeting date, times and locations

2.3.2. Regular Meetings

The Board shall meet monthly on the date and at the hour and location designated by the Board, provided that meeting dates, times and locations may be rescheduled by Board action as circumstances may require.

2.3.3. Special Meetings

Special meetings may be called at any time by the Board Chair. Special meetings also may be called upon written request of three or more members of the Board, presented to the President, Board Chair or Board Secretary. In all cases of special meetings, written notice stating the time, place and purpose of the meeting shall be given at least 48 hours before the meeting. At such special meeting no business shall be transacted other than as stated in the call.

2.3.4. Emergency Meetings

In the event of a bona fide emergency, notice shall be given as soon as practicable to any news medium which has filed an annual request for notice.

2.3.5. Attendance by a Means Other than Physical Presence

If a quorum of the members of the Board is physically present, a majority of the Board may allow a member of the Board to attend the meeting by other means if the member is prevented from physically attending because of personal illness or disability; employment purposes or the business of the Board; or a family or other emergency. "Other means" shall be by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the Recording Secretary before the meeting unless advance notice is impractical. (5 ILCS120/7(a)).

2.3.6. Adjourned Meetings

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

2.3.7. Budget Hearings

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in a newspaper of general circulation in the District.

2.3.8. Quorum

At all meetings of the Board or committee, a majority of the voting member of the Board or committee shall constitute a quorum to do business.

2.3.9. Order of Business

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

1. Call to Order and Roll Call
2. Pledge of Allegiance to the Flag of the United States of America
3. Adopt Agenda
4. Public Comment
5. President's Report
6. Trustee Reports
7. Consent Agenda Action Items
8. Non-Personnel Action Items
9. Closed Session
10. Personnel Action Items
11. Adjournment

2.3.10. Consent Agenda

The Consent Agenda typically contains routine matters. Items on the Consent Agenda are dealt with in a single motion. Items may be added to or removed from the Consent Agenda at the request of any Board member.

2.3.11. Rules of Procedure

Board meetings shall be conducted according to the rules contained in the current edition of *Robert's Rules of Order*, except as modified by the Board. Voting shall ordinarily be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by the President or any member of the Board.

2.3.12. Public Appearances Before the Board

*The Board may at any time recognize members of the public for purposes of making formal presentations to the Board. Formal presentations shall be any presentations that require more than five minutes or include media, such as but not limited to PowerPoint, video, or other electronic or audio presentations.

The Board shall allow public comments before the Board that do not represent a formal presentation as described above. Such comments shall be made at the time allotted on the agenda by the Chair, and the aggregate of all such comments shall not normally exceed 30 minutes.

The Board shall not entertain public comments related to pending litigation, confidential matters, and/or matters not within the jurisdiction of the Board. The Board reserves the right to restrict or limit the participation of specific members of the public on the basis of frequency of or abuse of the public comment privilege.

2.3.13. Meeting Record

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

Approved minutes of all non-closed sessions shall be open to the inspection of the public at any time during normal business hours. All closed sessions shall have a verbatim record in the form of an audio recording as well as written minutes. Minutes of closed sessions shall remain closed until approved for public inspection by the Board (5 ILCS120/2.06).

2.4. Officers

Board Policy Statement: At its biennial organizational meeting, the Board shall elect a Chair, a Vice-Chair, and a Secretary. The Vice President, Finance and Administration, shall serve as the appointed Treasurer to the Board, and the Board may appoint a Recording Secretary. These officers shall perform the duties associated with their offices as hereinafter provided.

Board officers shall serve a term of two years, and officers may serve successive terms.

2.4.1. Determination of Duties

The officers of the Board shall perform such duties as authorized by law and Board policy as follows:

The Chair shall:

1. Preside at all meetings of the Board;
2. Call special meetings as may be deemed necessary or desirable;
3. Appoint special Board committees;
4. Sign, when authorized by the Board, all official documents and orders as agent of the Board;
5. Serve as ex-officio member of all committees.

The Vice Chair shall:

1. Preside, in the absence of the Chair, at any meetings of the Board
2. Serve as the Chair of the Finance Committee;
3. Conduct a systematic review and revision of Board Policies in conjunction with appropriate College administrative personnel. Adopted 4/16/13

The Secretary shall:

1. Keep or cause to be kept a full and accurate record of all Board proceedings;
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each regular or special meeting of the Board to all members of the Board and to the President of the College;
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings;
4. Keep, or cause to be kept, a record of the names of all members of the Board, the dates of their election, the length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board;
5. Keep, or cause to be kept, a current and complete record and text of the Bylaws and Policies of the Board and publish the same from time to time as directed by the Board.

Treasurer: The Board shall appoint a Treasurer who may, but need not be, an employee of the College and who cannot be a member of the Board. In the absence of the Treasurer, at the discretion of the President, an interim Treasurer shall be assigned. The Treasurer shall:

1. Execute a bond in accordance with 110 ILCS 805/3-19 of the Public Community College Act;
2. Keep an accurate record of all financial accounts;
3. Furnish the Board with such reports as may be required;
4. Serve as custodian for and invest College funds;

Recording Secretary: The Board may appoint a Recording Secretary to the Board who shall not be a member of the Board and shall serve at the pleasure of the Board. The Recording Secretary shall perform duties as designated by the Bylaws.

1. Facilitate filling a Board vacancy.
2. Facilitate attendance by a means other than physical presence.

3. Keep the minute book as a permanent record.
4. Facilitate formal appearances or public comments before the Board.
5. Facilitate legal postings for the Board. Adopted 12/14/21

2.5. Committees

Board Policy Statement: Board committees may be appointed from time to time as the Board shall deem advisable. Except for the Board Finance Committee, each committee shall be discharged automatically at the time of the next organizational meeting unless the Board takes specific action to extend the term of the committee.

2.5.1. Finance Committee

1. Organization
 - a. The Finance Committee shall exist as a permanent committee of the Board.
 - b. Membership on the Finance committee shall be the Vice Chair of the Board, one other member of the Board appointed by the Chair, the Vice President of Finance and Administration, and the Controller.
 - c. The Vice Chair of the Board shall serve as the Chair of the Finance Committee.
 - d. Additional College staff may participate in discussion of particular items.
2. Meetings and Purpose
 - a. The Committee shall have one regular meeting per month at a date and time determined by the Committee.
 - b. Special meetings of the Committee may be called as necessary to address specific matters of interest to the Committee.
 - c. Review of monthly bills shall be a standing agenda item.
 - d. The Committee shall serve in an advisory capacity to the Board.
 - e. The Committee shall review and consider pertinent College financial information and documents as well as various financial and policy matters. Adopted 4/16/13

2.6. Board of Trustees Development

Board Policy Statement: Members of the Board shall be committed to improving their knowledge of the community college philosophy in general and governance in particular. As such, Board members shall complete all training/professional development as required by law and/or regulation, as well as commit to attendance at professional conferences, seminars, and meetings that pertain to their duties to the extent allowed by their personal and professional schedules. Adopted 11/16/21

2.7. Board of Trustees Indemnification

Board Policy Statement: The Board shall be covered under the College's liability insurance policies, which shall serve to indemnify and defend Board members when damages are sought for alleged negligent or wrongful acts while acting in their Board capacity Public Community College Act 110 ILCS 805.3-29). Adopted 11/16/21

2.8. Board of Trustees Legal Services

Board Policy Statement: The Board may appoint an Attorney who is not a member of the Board to serve at the pleasure of the Board. Such Attorney shall, upon the instructions of the Board or the President, render legal opinions, represent the District in legal proceedings, review and prepare legal documents, and attend meetings of the Board upon Board request. The Board Attorney shall call the Board's attention to any action or proposed action which is contrary to applicable law, rule or regulation, or violative of the College's contractual obligations. Adopted 11/16/21

3.0. POLICIES: GENERAL ADMINISTRATION AND OPERATIONS

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

3.1. Executive Authority

***Board Policy Statement:** The President of the College shall have responsibility for the operation of the College in accordance with applicable laws and Board policies.

3.2. Equal Opportunity and Non-Discrimination

***Board Policy Statement:** The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment. Management and supervisory personnel at all levels are responsible for taking reasonable and necessary actions to prevent discrimination. Discrimination is prohibited under 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 relatable laws, rules and regulations that apply to College operations.

3.3. Freedom of Information

***Board Policy Statement:** As a public institution, public access to the records of the College is governed by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), the Illinois Local Records Act (50 ILCS 205/ et seq.), and the Illinois Freedom of Information Act (5 ILCS 140/ et seq.).

3.4. Tobacco/Smoke Free Environment

***Board Policy Statement:** Smoking and other use of tobacco products (as defined in the Smoke-Free Campus Act, 410 ILCS 82), vaping, and the use of e-cigarettes are prohibited on any Heartland Community College-owned or operated property and vehicles owned or leased by the College.

3.5. Communicable Disease

***Board Policy Statement:** The President or designee, in conjunction with campus officials and the Board of Trustees, shall enact procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases.

3.6. Harassment Policy

***Board Policy Statement:** The College is committed to maintaining a working and learning environment that is free from harassment based on any protected status, including but not limited to harassment based on sex (sexual and nonsexual), color, religion, race, national origin, age, or disability. Other status harassment prohibited by local, state, and federal law and this policy include:

1. Sexual orientation
2. Pregnancy
3. Marital
4. Familial
5. Gender identity
6. Ancestry
7. Military
8. Unfavorable discharge from the military
9. Order of protection
10. Arrest record
11. Matriculation
12. Any status that may be added for protection by local, state, and federal law

The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College, and at all College-sponsored events. Harassment and discrimination are prohibited under Titles VI and VII of the Civil Rights Act of 1964, as amended in 1991, Title IX of the Educational Amendment of 1972, the Illinois Workplace Transparency Act, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Illinois Human Rights Act.

3.7. Code of Ethics

***Board Policy Statement:** In order to ensure public confidence in the College, Board members and employees shall perform their duties in a proper and ethical manner and avoid even the appearance of conflicts of interest or other impropriety and comply with the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq.).

3.8. Campus Crime and Security

***Board Policy Statement:** The Board directs the administration to prepare, publish, and distribute policy statements and statistical reports that comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(f) et seq.). Adopted 11/17/1992

3.9. Solicitation

***Board Policy Statement:** The College prohibits any type of solicitation using College buildings, grounds, communication systems, equipment, or services without written approval from the President or the President's designee. Such prohibition includes commercial, charitable, and political purposes. Adopted 8/21/2007

3.10. Environmental Stewardship

***Board Policy Statement:** Resource sustainability is critically important to the College. Efficient energy use, energy-conservation and other sustainable practices shall be implemented in all areas of College operations, wherever possible, as a means to reduce expenses, foster environmental awareness and mitigate environmental consequences. Adopted 11/20/2007

3.11. Concealed Carry of Weapons

***Board Policy Statement:** The carrying of a concealed firearm is prohibited in all College facilities (except for law enforcement officers and other authorized government safety personnel). The College shall comply with the Illinois Firearm Concealed Carry Act (430 ILCS 66/1). Adopted 2/18/14

4.0. POLICIES: EDUCATIONAL PROGRAMS

Officer Responsible: Provost/Vice President, Academic Affairs

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

4.1. Curriculum Development

***Board Policy Statement:** Curriculum Development: The faculty and academic administrators of the College shall be responsible for curriculum development and compliance with regulatory standards.

4.2. Degrees Granted

***Board Policy Statement:** The College is authorized to grant those degrees approved by the Illinois Community College Board and the Illinois Board of Higher Education.

4.3. Certificates Granted

***Board Policy Statement:** The College is authorized to grant those certificates approved by the Illinois Community College Board.

4.4. Academic Freedom

***Board Policy Statement:** Faculty are entitled to academic freedom.

4.5. Selection of Instructional Materials

***Board Policy Statement:** The selection of instructional materials and textbooks shall be the right and the duty of the faculty in consultation with academic administrators.

5.0. POLICIES: STUDENTS

Officer Responsible: Vice President, Enrollment and Student Services

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

5.1. Admissions

***Board Policy Statement:** The College shall admit students in accordance with all the requirements respecting qualifications and preferences set forth in the Public Community College Act (110 ILCS 805/3-17 and 805/3-28) and Administrative Rules of the Illinois Community College Board.

5.2. Residency

***Board Policy Statement:** Students enrolling at the College shall be classified as in-district resident, out-of-district resident, out-of-state resident, or out-of-country resident for tuition and fee purposes. College administration shall develop a set of administrative standards for the purpose of establishing residency and shall publish such standards in the Student Handbook.

5.3. Tuition and Fees

***Board Policy Statement:** The Board shall provide accessible and affordable higher education to District residents and shall establish tuition rates annually in compliance with the requirements of the Public Community College Act and the Administrative Rules of the Illinois Community College Board (Section 1501.505).

5.3.1. Tuition Waiver for Senior Citizens

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

5.3.2. Chargebacks and Cooperative Agreements

Eligibility of in-district students for a chargeback arrangement to attend another Illinois community college at the in-district resident tuition rate charged by that college for applied certificates and degree programs not offered by the College shall be determined by the Registrar.

The College has entered into Cooperative Agreements with other community colleges to offer district residents access to programs not currently offered by Heartland Community College. These agreements allow district residents to enroll in specific certificate or degree programs at the cooperating college at in-district tuition rates. When a cooperative agreement is in effect, such agreement will take precedent over a chargeback arrangement.

5.3.3. Non-Credit Tuition

Tuition and fees for non-credit courses are set on a course-by-course basis and are generally intended to recover costs or generate income in excess of the direct costs of course delivery.

5.4. Assessment and Placement

***Board Policy Statement:** The College shall assess students in English literacy and mathematics to assist with course placement and promote student success. The results of assessment may be used to place students in appropriate courses, **not** to determine admission to the College.

5.5. Academic Standards

***Board Policy Statement:** The College shall require students to maintain appropriate academic achievement standards in accordance with applicable rules and regulations. Such standards shall be published in the College Catalog and Student Handbook. The College shall provide programs to assist students who are not meeting academic achievement standards.

5.6. Student Conduct

***Board Policy Statement:** The College's students are members of the College community and are expected to uphold standards of conduct. The College shall maintain a Student Code of Conduct and procedures for addressing violations to the Code that balances the interests of individual students with the interests of the College community.

5.7. Student Records

***Board Policy Statement:** The College shall maintain student records in a manner that protects the privacy of students and provides eligible students access to such records. The College shall comply with 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 such procedures in the Student Handbook.

5.8. Appeals

***Board Policy Statement:** The College shall establish procedures for addressing student appeals. 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. Appeal procedures shall be published in the Student Handbook and shall include the timeline for submitting and finalizing appeals.

5.9. Refunds

***Board Policy Statement:** Tuition refund procedures for credit courses shall be published in the Student Handbook.

5.9.1. Reservists Called into Active Military Duty

Reservists called to active military duty while enrolled at the College shall receive a full refund of tuition or credit toward future enrollment charges.

6.0. POLICIES: PERSONNEL

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

6.1. Drugs, Alcohol, and Cannabis

***Board Policy Statement:** The Board supports laws endeavoring to provide a drug and alcohol-free environment and workplace for its students, employees, and visitors (including contractors/subcontractors), including specifically the Drug-Free Workplace Act of 1988 (41 U.S.C §701 et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C. §7101 et seq.).

6.2. Employee Grievance

***Board Policy Statement:** The College shall provide a problem resolution (grievance) procedure to provide prompt and fair handling of employee complaints that are not covered by other College policies and complaint resolution procedures.

6.3. Outside Employment

***Board Policy Statement:** No employee shall engage in outside or secondary employment which shall conflict with the employee's performance of professional duties at the College.

6.4. Oral Proficiency in English

***Board Policy Statement:** Pursuant to 110 ILCS 805/3-29.2, all persons providing classroom instruction at the College, unless teaching foreign language classes exclusively, must be orally proficient in the English language prior to providing classroom instruction.

6.5. Separation of Service

***Board Policy Statement:** The Board authorizes various means of facilitating separation of service by employees including, but not limited to, terminations, resignations, reduction in force, voluntary separation agreements, and incentivized retirement programs; and shall direct the President to develop appropriate administrative rules and procedures to manage such means of separation.

6.6. Disciplinary Sanctions

***Board Policy Statement:** The primary purpose of College rules is to provide a safe and effective educational setting. For just cause, employees shall be subject to disciplinary sanctions set forth in the Employee Handbook and Collective Bargaining Agreements.

6.7. Official Holidays

***Board Policy Statement:** The College shall observe the following holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Thanksgiving Friday
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Dr. Martin Luther King's Birthday
10. Memorial Day

In addition to the official holidays listed above, the College is closed between December 25 and December 31. Further, eligible regular employees shall receive five floating holidays annually.

6.8. Employment Benefits

***Board Policy Statement:** College staff shall administer employment benefits appropriate to the various classifications of employees. 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.
- Adopted 6/19/2018

6.9. Leaves

***Board Policy Statement:** The College shall approve leave benefits in compliance with applicable laws and regulations, including the Family and Medical Leave Act of 1993 and the Uniformed Services Employment and Reemployment Rights Act, as well as establish the following types of leave, as appropriate to the various classifications of employee:

1. Vacation leave;
2. Sick leave;
3. Parental leave;
4. Special leave, including, but not limited to bereavement, court appearances, jury duty, military service, legal transactions, household emergencies;
5. Sabbatical leave;
6. Volunteer leave;
7. Unpaid leave.

6.10. Health Examinations

***Board Policy Statement:** The Board and/or the President may require any employee to undergo a health examination to determine fitness for duty if the employee has exhibited objective indications that the employee is physically or mentally unfit to perform the essential functions of the job.

6.11. Tax Deferred 403(b) Plans

***Board Policy Statement:** Salary reductions for tax deferred 403(b) plans shall be available in accordance with the provisions of Section 403(b) of the Internal Revenue Code.

6.12. Tenure

***Board Policy Statement:** Full-time faculty members shall be eligible for tenure in accordance with Article IIIB of the Illinois Public Community College Act. Pursuant to the Act, the decision to award or withhold tenure shall reside exclusively with the Board. Adopted 12/20/1994

6.13. Pre-Employment Criminal Background Investigations

***Board Policy Statement:** The College shall comply with the Campus Security Enhancement Act (110 ILCS 12/) and will conduct a criminal background investigation prior to the hiring of any employee. Adopted 2/17/1998

6.14. Employee Furlough

***Board Policy Statement:** The Board may direct furloughs due to or to avoid financial exigency. A furlough may include a reduction in work hours or placement of employees on leave without pay. Furloughs may affect full-time and part-time employees in any employment classification and may be required on a continuous or intermittent basis. Any furloughs will be implemented in accordance with the Public Community College Act (110 ILCS 805/30 and 42), the College's collective bargaining agreement obligations where applicable, and the College's Employee Handbook. Adopted 4/16/2013

6.15. Employee Performance

***Board Policy Statement:** The Board directs the College to develop and implement procedures for evaluating the performance of all employees Adopted 2/15/21.

7.0. POLICIES: BUSINESS

Officer Responsible: Vice President, Finance and Administration

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

7.1. Annual Budget

***Board Policy Statement:** The President and/or the President's designee(s) shall prepare an annual budget in tentative form and present the tentative budget to the Board for review and approval. The Board shall make the tentative budget available for public review and inspection and hold public hearings on the tentative budget as required by and in conformance with applicable state laws and regulations.

The Board shall adopt an annual fiscal year budget within the first quarter of each fiscal year, or as otherwise required by applicable laws and regulations.

7.2. Audit

***Board Policy Statement:** An annual audit will be conducted by a certified public accountant licensed to practice public accounting in the State of Illinois and appointed by the Board. A statement of financial condition of the College shall be published annually in accordance with State law.

7.3. Payment of Bills

***Board Policy Statement:** In accordance with the prompt payment principles of the Prompt Payment Act (110 ILCS 805/3-27.3) the Controller shall be authorized to make payments for items included in the approved budget prior to approval by the Board upon approval of the Vice President, Finance and Administration. No payment shall be made under the terms of this policy unless there is documentation that the services and goods have been received and that the invoice is consistent with terms of the transaction. Any such items shall be presented to the Board at the next regular meeting for ratification.

7.4. Purchasing

***Board Policy Statement:** All purchases shall be made or authorized by the division in charge of financial operations. All Contracts for purchase of supplies, materials, or work involving an expenditure at or exceeding the amount of \$25,000 shall be awarded to the lowest responsible bidder in accordance with the Illinois Public Community College Act (ILCS 805/3-27.1). Only the President or designee shall be authorized to sign such contracts.

Where bids are not required by law, rule or regulation, the College shall seek competitive quotes as outlined in Administrative Standard 7.4

7.5. Prevailing Wage

***Board Policy Statement:** The College shall comply with the Prevailing Wage Act (820 ILCS 130) in respect to wages paid for all public works.

7.6. Investment of College Funds

***Board Policy Statement:** The College shall establish investment policies and procedures consistent with the provisions of the Public Funds Investment Act and the Illinois Public Community College Act. Adopted 3/17/1992

7.7. Fixed Assets

***Board Policy Statement:** The College shall establish and maintain fixed asset records to comply with governmental financial reporting standards and provisions of the Illinois Public Community College Act, the Federal Education Department General Administrative Regulations and Governmental Accounting Standards Board to provide a basis for determining appropriate insurable values and to establish responsibility for property control. Adopted 2/19/2002

7.8. Travel, Meal and Lodging Expenses

***Board Policy Statement:** The College shall establish procedures for reimbursement of travel, meal and lodging expenses for officers and employees consistent with Illinois' Local Government Travel Expense Control Act (50 ILCS 150). Adopted 3/21/2017

7.9. Alcoholic Beverage Service and Sales

***Board Policy Statement:** The College shall establish procedures for the serving or sale of alcoholic beverages in areas under the control of the Board in accordance with the Illinois Liquor Control Act (235 ILCS 5). Adopted 4/25/17

7.10. Financial Disclosures

***Board Policy Statement:** The College shall comply with its responsibilities under federal securities laws, including its continuing disclosure undertakings under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and under any other applicable statutes and regulations. Adopted 12/12/2017

7.11. College Total Tax Rate

***Board Policy Statement:** The Board will strive to maintain the total tax rate at the previous year's level in the best interests of District constituents. Adopted 9/17/19

7.12. Debt Management

***Board Policy Statement:** To ensure that the College remains current with facilities, equipment, and technology to meet the mission of the institution, the College shall utilize both tax exempt and taxable debt instruments (certificates and/or bonds) for College real and personal property needs, both capital and operating.

The College shall develop administrative standards in accordance with legal and Government Accounting Standards Board (GASB) guidance for issuance of tax exempt and taxable bond borrowing. Adopted 9/17/19

7.13. Reserve Funds

***Board Policy Statement:** The Board shall maintain an Operating Fund reserve (combined Education and Operations and Maintenance Funds) between 40% and 60% of the District's annual operating budgeted expenditures. Adopted 9/17/19

8.0. CAMPUS AND COMMUNITY

Officer Responsible: Vice President, External Relations

Last Reviewed: 2/15/2022

Last Revised: 2/15/2022

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

Heartland Community College Board of Trustees Policy Manual

***See Administrative Standards**

8.1. Use of College Facilities

***Board Policy Statement:** The administration shall establish standards, procedures and guidelines to govern the use of College facilities.

8.2. College Facility Naming Rights

***Board Policy Statement** Philanthropic gifts to the College or the Heartland Community College Foundation can be recognized through the naming of buildings, rooms, locations, or other parts of the campus. Additionally, naming rights may be implemented to honor individuals who have provided significant service to the College.

The administration shall develop a set of administrative standards and guidelines for the naming of buildings and spaces. Adopted 9/21/2021