

TABLE OF CONTENTS

Section I- Philosophy and Objectives	Series 1000
Philosophy	1001
Educational Objectives	1002
Section II- Board of Trustees	Series 2000
Terms of Office	2001
Officers	2002
Board Committees	2003
Board Treasurer	2004
Audit	2005
Duties of Individual Board Members	2006
Duties of the Board of Trustees as a Governing Entity	2007
Self-Review	2007.1
Adoption of Policies	2008
Regular Meetings of the Board of Trustees	2009
Attendance Via Electronic Means	2009.1
Notification of Members	2010
Public Sessions of the Board of Trustees	2011
Appearance before the Board of Trustees	2011.1
Closed Meetings	2012
Recordings of Closed Meetings	2012.1
Quorum	2013
Special Meetings of the Board of Trustees	2014
Board Elections	2015
Student Board Member	2016
Freedom of Information Act	2017
Trustees and CEO Roles and Relationship	2018
Board Member Expenses	2019
Southeastern Illinois College Code of Ethics-Board of Trustees	2020
Model Ethics Ordinance	2021
Facilities Naming Policy	2022
Section III- Internal Operations	Series 3000
Organizational Charts	3001
Line and Staff Relationships	3002
Councils, Cabinets, and Committees	3003
Position Descriptions	3004
Prevailing Wage Law of Illinois	3005

Maintaining a Work Environment Free From Discrimination	3006
Equal Opportunity	3007
Succession Policy	3008

Section IV- Personnel	Series 4000
Appointment	4001
Faculty Qualifications/Credentials	4001.1
Assignment and Transfer	4002
Office Hours and Prep Time	4003
Responsibility of Sponsors	4004
Faculty Attendance at College Activities	4005
Evaluations	4006
Tenure	4007
Personnel Files	4008
Suspension	4009
Grievance Procedure (S.I.C.E.A)	4010
Pay for Substitute Instructors	4011
Class Attendance (Instructors)	4013
Externally Funded Grant Employees	4014
Professional Growth	4015
Meetings	4016
Full-Time Staff Teaching during Regular Assignment Time	4018
Acceptable Use Policy for Information Technology and Electronic Resources	4019
Copyright Compliance	4020
Administrative Furloughs and Layoffs	4021
Social Media Policy	4023
Email Retention Policy	4024
Drug and Alcohol Abuse	4025

Section V- Compensation, Benefits, Leaves	Series 5000
Workman's Compensation Benefits	5001
Employee Return to Work	5001.1
Tuition Waiver	5002
Placement on Salary- Transfer and Vocational	5003
Credit Earned for Advancement on the Salary Schedule	5008
Conversion Schedule for Vocational Teacher Placement	5009
Payroll Schedule	5010
Payroll Deductions	5011
Insurance	5012

Optional Dental/Vision Insurance	5012.1
State Universities Retirement System	5013
State Universities Retirement System-Leave of Absence	5013.1
Absences	5014
Sick Leave	5014.1
Family Medical Leave Policy	5014.2
Family Illness	5014.3
Family Related Medical Leave	5014.4
Leave of Absence	5015
Bereavement Leave	5016
Military Leave	5017
Family Military Leave	5017.1
Leave for Professional Purposes	5018
Sabbatical Leave	5019
Personal Leave	5020
Jury Duty or Court Appearance	5021
Leave of Absence for Child Birth	5022
Special Leave of Absence Without Pay	5023
Vacations-Administrative and Exempt Employees	5024
Pay for Unused Vacation Days for Administrators	5024.1
Carry-Over Vacation Days for Administrators	5024.2
Severance Pay for Administrative/Exempt Staff	5024.3
Mary Jo Oldham Child Center Study (MJOCCS) Employee Benefits	5024.4
Personal Reference Checks	5025
Orientation Period	5026
Assignment and Transfer	5027
Physical Examination	5028
Responsibilities	5029
Work Hours	5030
Overtime for Classified Non-Exempt Employees	5030.1
Pay for Hourly Employees when College is Closed	5030.2
Pay for Customized Training	5030.3
Work Year	5031
Employee Resignation	5032
Outside Employment	5033
Compensatory Time	5034
Holidays	5035
Cell Phone for College Use Policy	5036
Retiree Benefits Program	5037

	Series
Section VI- General Institutional	6000
Nepotism	6001

Non-Discrimination, Sexual Harassment, Anti-Harassment and Non-Retaliation Policy	6002
Employees with Chronic Communicable Diseases	6004
No Smoking	6005
Records Maintenance and Retention	6006
Reporting Child Abuse	6007
Accommodating the Disabled Employee	6008
Campus Security	6009
Exposure Control Plan-Blood Borne Pathogens	6010
Chemical Hygiene Plan	6011
Mandatory Safety Training	6012
Security Clearance	6013
Procurement Policy Recycled Content Products	6014
School Visitation Rights Acts Policy	6015
English Proficiency	6016
Firearms Policy	6017
Archery Policy	6017.1
College Logo and Seal Usage Policy	6018
Institutional Research and Effectiveness Policy on Research and Survey Use	6018.1
Solicitation Policy	6019
Health Insurance Portability & Accountability Act (HIPAA) Compliance	6020
Physical Fitness Facility Medical Emergency Preparedness Policy	6021
Identity Theft Prevention	6022
Concealed Carry	6023
Face Coverings	6024
Prohibition Against Monetary Incentives for Recruitment Activities	6025
Local Admin Rights and Privileges Policy	6026
Animals on Campus	6027

Series

Section VII- Community Oriented	7000
Citizens Advisory Committees	7001
Communication with the Public	7002
Using Community Personnel in the Classroom	7003
Southeastern Illinois College Facility Usage Policy	7004
Alcohol Policy	7004.1
Library Policy on Controversial Books	7005

Series

Section VIII- Finances	8000
Responsibility for Budget Preparations	8001
Preparation of Budget Document (Procedure)	8001.1

Adoption of the Budget	8002
Purchasing Guides	8003
Purchasing Guides – Minorities	8003.1
Investment of Funds	8004
Capitalization	8005
Disposal of Equipment	8006
Fund Balance Policy	8007
Debt Management Policy	8008

	Series
Section XI- Students	9000
Admissions	9001
Class Attendance Policy	9001.1
Optional Standardized Testing Policy	9001.2
Resident Status	9002
Process for Determining Residency	9002.1
Special Residency	9002.2
Out-of-District Resident	9002.3
Admission of High School Students	9002.4
Nursing Programs & Admissions Requirements	9002.5
Early College Program	9002.6
Dual Credit	9002.7
Residency for Active Duty and Veterans Education Beneficiaries	9002.8
Attendance and Absenteeism Policy-LPN Program	9003
Recycling of LPN Students	9004
Academic Amnesty Policy	9005
Academic Probation and Suspension	9006
Standards of Academic Progress for Receipt of Financial Aid	9007
Ability to Benefit Policy	9007.1
Credit for Attendance at Correctional Training Facilities	9008
Students Right to Know Campus Security Act	9009
Student Athlete Drug Testing Policy	9010
Transportation of Students to School-Related Activities	9011
Standards of Conduct	9013
Student Appeal Process for Requesting an Amendment to an Educational Record	9014
Students Called to Active Military Duty	9015
Prohibition of Sexual Discrimination, Harassment, and Misconduct	9016
Student Cell Phone and Other Electronic Device Policy	9017
The Family Educational Rights and Privacy Act (FERPA)	9018
Credit Hours	9019
Repeat Grades	9020
Credit Hour Definition	9021

Financial Aid Satisfactory Academic Progress	9022
Financial Aid Refund	9022.1
Advanced Credit/Credit by Examination	9023
State Seal of Biliteracy Award	9023.1
Transfer Credit Policy	9024
Refund and Withdrawal	9025
Financial and Physical Hardship Withdrawal Process	9025.1
Honorary and Posthumous Degrees	9026

**SOUTHEASTER ILLINOIS COLLEGE
BOARD OF TRUSTEES
POLICY MANUAL**

Section I	Philosophy and Objectives	Series 1000
Section II	Board of Trustees	Series 2000
Section III	Internal Operations	Series 3000
Section IV	Personnel	Series 4000
Section V	Compensation, Benefits, Leaves	Series 5000
Section VI	General Institutional	Series 6000
Section VII	Community Oriented	Series 7000
Section VIII	Finances	Series 8000
Section IX	Students	Series 9000

SECTION I
PHILOSOPHY AND OBJECTIVES
SERIES 1000

Section I	Philosophy and Objectives	Series 1000
Philosophy		1001
Educational Objectives		1002

Southeastern Illinois College is committed to the philosophy and concept of the Illinois Community College System of higher education.

Southeastern Illinois College believes in the dignity and worth of each individual regardless of race, creed, gender, physical abilities, national or ethnic origin. As a comprehensive, open-door institution Southeastern Illinois College provides numerous opportunities for the development of intellectual, social, personal and productive skills to all persons who reside in the communities of Community College District No. 533 and to non-residents who seek admission to its education programs or who use its facilities and services according to approved procedures. Because of its mission and mandate, Southeastern Illinois College strives to become the educational and cultural center of the community.

Adopted:
Amended:
Legal Ref:

To promote admission policies and reasonable costs which facilitate enrollment of those who can benefit from educational and other services offered.

To provide a wide range of student support services which reinforce the students' academic, career, and personal development.

To provide a general education program which creates a foundation for further study and enlightened citizenship.

To a baccalaureate transfer degree program in the Associate in Arts and Associate in Science degrees.

To provide career and technical education programs and courses designed to prepare students for career entry, position upgrade, and career advancement.

To provide supportive educational courses, programs and support services for students.

To provide educational and social opportunities for students to better understand the diversity of cultures and peoples in the local, national and global communities.

To provide continuing education and life-long learning opportunities for students and constituents to meet individual, cultural and leisure-time interests.

To work cooperatively with educational institutions, businesses, industries, health organizations, governmental agencies, and other community entities to provide programs and services designed to promote economic development of the region.

To provide cultural, recreational, and general interest events which enrich and enhance the lives of students and other residents of the community.

Adopted:

Amended: November 1, 2022

Legal Ref:

SECTION II
BOARD OF TRUSTEES
SERIES 2000

Section II	Board of Trustees	Series 2000
Terms of Office		2001
Officers		2002
Board Committees		2003
Board Treasurer		2004
Audit		2005
Duties of Individual Board Members		2006
Duties of the Board of Trustees as a Governing Entity		2007
Annual Review		2007.1
Adoption of Policies		2008
Regular meetings of the Board of Trustees		2009
Attendance via Electronic Means		2009.1
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Facilities Naming Policy		2022

The election of the members of the Board of Trustees shall be nonpartisan and shall be held each odd-numbered year at the time and in the manner provided in the Illinois Public Community College Act (Chapter 110, Article 805). Members are elected to serve six-year terms.

Adopted:
Amended:
Legal Ref:

The officers of the Board shall be elected by majority vote of the Board during the reorganization meeting of the Board of Trustees. The officers of the Board are the Chair, the Vice Chair and the Secretary.

The Chair shall preside at all meetings and shall perform such duties as are imposed upon him/her by law or by action of the Board. The Vice Chair shall serve in the Chair's absence. If the Chair and Vice Chair are absent from any meeting or refuse to perform their duties, a Chair pro tempore shall be appointed by the Board from among their number.

The Secretary shall perform the duties usually pertaining to his/her office. If he/she is absent from any meeting or refuses to perform his/her duties, a member of the Board shall be appointed Secretary pro tempore.

Standing

It shall be the policy of the Board to appoint standing committees if needs dictate. Such committees shall be appointed by the Chair of the Board with the duties of the committee defined in writing and approved by the Board.

Ad Hoc

Ad hoc committees of the Board shall be established as needs indicate. Such committees will be appointed by the Chair of the Board in a regular meeting of the Board with the purpose and duties of the committee identified.

Adopted:
Amended:
Legal Ref:

The Board of Trustees will appoint a treasurer to serve at the pleasure of the Board. The treasurer may not be a member of the Board of Trustees. The Board of Trustees shall fix the compensation of the treasurer.

Before entering upon his/her duties, each treasurer shall execute a bond with a surety company authorized to do business in the State of Illinois, as sureties, payable to the Board of Trustees of Community College District #533 and conditioned upon the faithful discharge of his/her duties. The penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys and effects of which the treasurer is to have the custody given by a surety authorized to do business in the State of Illinois. The penalty of the bond of the treasurer shall be increased or decreased from time to time, as the increase or decrease of the amount of notes, bonds, mortgages, moneys and effects may require, and whenever in the judgment of the Board of Trustees the penalty of the bond should be increased or decreased. The bond must be approved by at least a majority of the Board of Trustees of Community College District #533 and filed with the State Board. A copy of the bond must also be filed with the county clerk of each county in which any part of Community College District #533 is situated.

An audit shall be made as of the end of each fiscal year by an auditing or accounting firm licensed to practice public accounting in Illinois and appointed by the Board of Trustees. The auditor shall perform the examination in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board and submit a report thereon in accordance with generally accepted accounting principles. The examination and report shall include a verification upon which claims are filed with the state board and U.S. Office of Education. The audit report shall also include a verification of audit information required by federal agencies and shall include a statement of the scope and findings of the total audit as well as a professional opinion signed by the auditor. Copies of the audit report shall be filed with the state board in accordance with prescribed regulations.

Adopted:
Amended:
Legal Ref:

The Board of Trustees defines roles and relationships among its members and employees groups. Board members will:

- Follow General Duties including:
 - Serve the college, community, and state as public servants acting in the best interest of the voters who elected them.
 - Adhere to roles and responsibilities as set forth by the State of Illinois in regard to college trusteeship.
 - Oversee the financial stability and accountability of the college.
 - Serve the college and district residents as a single entity.
 - Keep the welfare of the students as the primary concern for action.
 - Follow the rules and regulations of open session meetings.
 - Practice strict confidentiality of all conversation during closed session meetings.
- Follow Board Operational Duties including:
 - Attend all board meetings when possible.
 - Be prepared for board meetings by having read the supplied board packet.
 - Work cooperatively with other trustees on college business demonstrating willingness to air differences in civil and lawful discussion and debate.
 - Provide mentorship to new trustee members.
 - Demonstrate ethical behavior and professional conduct.
 - Demonstrate an understanding that the Board makes policy and the CEO (President) executes that policy.
 - Ensure board committees and subcommittees work off of strategic agendas.
- Conduct Communication and Relationship Protocol including:
 - Conduct relations with the college staff, community members, and media with the acknowledgement that an individual board member has no legal authority to take action.
 - Avoid special interests by making judgments based on sound evidence and in the best interest of the students and college community.
 - Stay informed of valuable trends in higher education and in particular community colleges in the nation, state, and region.
 - Foster goals and positions for relationships with elected local, state, and national leaders.
 - Support the role of the board chair as spokesperson for the Board and liaison to the CEO.

The board chair will create a cohesive unit by 1) keeping current on important issues that affect the college; 2) being the spokesperson for the board; 3) guiding the orientation process for new board members; 4) presiding at board meetings as facilitator; 5) representing the board and working closely with the CEO; 6) fostering collaboration among the board.

Adopted:

Amended: July 17, 2009

1. To select and appoint the President of the College.
2. To adopt and enforce the broad general policies for governing the College.
3. To adopt and enforce all necessary policies for the financial management of the College.
 - To approve the annual budget.
 - To approve the expenditures of all funds.
 - To designate the College Treasurer.
 - To provide for the proper accounting of all receipts and disbursements of College funds, student funds, and all other funds under the supervision of the College.
 - To provide for an annual audit of all funds handled under the supervision of the College.
 - To provide policy for securing adequate insurance as provided by law.
4. To appoint or dismiss employees upon the recommendation of the President.
5. To fix the rate of compensation for employees not on a salary schedule and to review those salaries annually.
6. To act upon recommendations of the President on site utilization, physical plant development, capital outlay, major improvements, and equipment.
7. To require and consider reports from the President concerning the program and condition of the college.
8. To approve curricular offerings of the College upon the recommendation of the President.
9. To consider communications and requests from citizens or organizations on matters of policy and administration.
10. To establish citizen advisory committees and curricular or vocational advisory committees and to approve the membership of such committees.
11. To consider and act upon the recommendations of the President in all matters of policy pertaining to the welfare of the college.
12. To serve as the board of final appeal for students, employees, and citizens of Southeastern Illinois College District in any college matter.
13. To perform such other acts as are required by the laws of the State of Illinois or the State Board.

Adopted:
Amended:
Legal Ref:

The Board of Trustees practices quality improvement of itself during even-numbered fiscal years assessment activities. The Board shall hold an annual retreat to discuss matters of interest and governance.

Board members will:

- Perform self-evaluation and include the results as a standing agenda item during the annual board retreat or used in some other in-service training.
- Self-evaluation may be either qualitative or quantitative.
- Self-evaluation will deal with the major subjects in Section II of the Board Policy Manual.
- Special emphasis should be placed on roles and relationships among the Board, CEO, college community, and residents of Illinois Community College District #533.
- Instruments may be modified as needed but mimic the spirit of Board self-evaluation as outlined by the Illinois Community College Trustees Association.
- Findings must be placed on record.
- Use self-evaluation results for meaningful and continuous quality improvement.
- Assess its strengths and challenges regarding conduct, decision-making abilities, committee structure, processes, ethical behavior, and general effectiveness.
- Use results to improve communication with the CEO and among Board members. Consult with the CEO about improvements to the Board self-assessment process.
- Provide and implement any needed quality improvement as a result of self-assessment.
- Serve as a model of assessment and continuous quality improvement for the rest of the institution.

The Board of Trustees shall adopt policies, based upon its collective judgment, that are appropriate and necessary for the present and future operation of the college. The Board will act upon policy statements or proposals following a first reading with adoption, revision or rejection at the next regular meeting of the Board.

Adopted:
Amended:
Legal Ref:

The Board of Trustees shall meet regularly, generally once a month, on the main campus located at 3575 College Road, Harrisburg Township.

The Board may elect to alter the frequency of its meeting, but never less than nine (9) times in a 12-month period excluding special call meetings. The Board may also elect to hold its meetings at alternate locations, so long as the location is within the service district of the college.

The date, time and place of the regular meetings will be established by the Board annually. Unless otherwise provided, the Board shall conduct its meetings in accordance with Roberts Rules of Order, Revised.

It is the decision of the Southeastern Illinois College Board of Trustees that any member of the Board may attend any open or closed meeting of the Board via electronic means (such as by telephone, video or Internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

A member of the Board may attend a meeting electronically if the member meets the following conditions: A quorum is physically present throughout the meeting; and, a majority of the Board votes to approve the electronic attendance at the meeting.

- (a) The member should notify the Executive Assistant to the President as least seventy-two (72) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in the denial of a request for electronic attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - (1) The member cannot attend because of personal illness or disability; or
 - (2) The member cannot attend because of employment purposes or the business of Southeastern Illinois College; or
 - (3) The member cannot attend because of a family or other emergency.
- (c) The Executive Assistant to the President, after receiving the electronic attendance request, shall inform the Board of the request for electronic attendance.

After a roll call establishing that a quorum is physically present, the presiding officer shall call for a motion that a member may be permitted to attend the meeting electronically after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the Board.

The member participating electronically and other members of the Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board shall provide equipment adequate to accomplish this objective at the meeting site.

Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Executive Assistant to the President and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return

as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Adopted: February 20, 2007

Amended:

Legal Ref: Public Act 094-1058 (5 ILCS 120/7 new)

The agenda of regular meetings shall be emailed to Board members prior to the regular meeting. It shall be the responsibility of the College President to have prepared an agenda and necessary support information for all meetings of the Board of Trustees.

The College President shall prepare information on agenda items to give the Board of Trustees to sufficiently prepare them to make judgments and decisions. In addition, minutes of the previous meeting are included in the packet of materials to be emailed to the Board members.

Adopted:
Amended:
Legal Ref:

In concert with the Illinois Public Community College Act, all official meetings of the College Board of Trustees are open to the public except where provisions are allowed for closed sessions for specific purposes as identified in the Act. At each regular and special meeting which is open to the public, members of the public and employees of the community college district shall be afforded time, subject to reasonable constraints, to comment or ask questions of the Board.

Adopted:
Amended:
Legal Ref:

The Board will provide opportunity for students, staff and the public to speak to the Board during regular and special meetings of the Board of Trustees.

Conditions

1. Individual(s) or groups who desire to speak to the Board are encouraged to submit a written request to the President's Office at least ten (10) days prior to a Board meeting. Requests which are not submitted ten (10) days or more before the Board meeting shall be directed to the Chair of the Board prior to the Board meeting.
2. Any requests to speak to the Board shall include the name of the individual(s), the organization represented (if any), and the topic to be addressed.
3. Presentations by one (1) individual shall be limited to five (5) minutes.
4. If the topic is related to a Board agenda item, the individual giving the presentation will be asked to speak on the same topic, each must speak consecutively and each individual's presentation will be limited to five (5) minutes. The Chair shall have the option of halting presentations which repeat points already presented.
5. The Board, at its option, may or may not comment on a presentation to the Board.
6. The Board, at its option, may question the presenter.
7. Informal opportunities to address the Board may be granted at the Chair's discretion.
8. Ten (10) copies of any document submitted to the Board are to be provided for distribution.

Adopted:
Amended:
Legal Ref:

All meetings of the Board of Trustees and/or any subsidiary public body (if any) shall be open to the public unless excepted under the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, (the “Act”). Exceptions contained in the Act are in derogation of the requirement that public bodies meet in the open and, therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The Act’s exceptions authorize, but do not require, the holding of a closed meeting to discuss a subject included within an enumerated exception.

The Board of Trustees may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in the Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Only topics specified in the vote to close may be considered during the closed meeting. At any open meeting of the Board of Trustees for which proper notice under this Act has been given, the Board of Trustees may, without additional notice, hold a closed meeting in accordance with the Act.

No final action may be taken at a closed meeting. Final action shall be taken only in accordance with the Act and when preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

Written minutes of all meetings, whether open or closed, shall be maintained and shall include (but need not be limited to):

1. The date, time, and place of the meeting;
2. The members of the Board of Trustees recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes take.

In accordance with the Act and Policy 2012.1, the Board of Trustees shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session, as to:

- 1 . Whether the need for confidentiality still exists as to all or part of those minutes; or
- 2 . Whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Minutes of closed meetings shall be available to the public only if and when the Board of Trustees determines that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Adopted:

Amended: October 18, 2016; December 3, 2019

In addition to the written minutes referenced in Board Policy 2012, the Board of Trustees and all of its subsidiary public bodies (if any) shall keep and maintain a verbatim record of all closed meetings in the form of an audio or video recording. The verbatim recording shall include:

1. The date, time, and place of the meeting;
2. The members of the Board of Trustees recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes take

All parties present during a closed meeting shall identify themselves by voice and/or on camera (depending on the manner of verbatim recording) at the commencement of the meeting or when entering the closed meeting. The Chair of the meeting shall announce commencement and end times on the recording, along with periodic announcements in the event of breaks in the closed meeting.

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act no less than 18 months after the completion of the meeting recorded, but only after:

1. The Board of Trustees approves the destruction of a particular recording; and
2. The Board of Trustees approves minutes of the closed meeting that meet the written minutes requirements of the Act.

Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce the Act.

Access to verbatim recordings shall be provided and granted only in accordance with the Act. No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.

The secretary of the Board of Trustees, or his/her designee, shall cause the verbatim records and minutes of all closed sessions to be created and maintained in accordance with the Act. Unless otherwise agreed to by the Board of Trustees, the Board of Trustees shall review closed session minutes at their regular board meetings in February and August of each year, and shall make findings regarding whether to authorize the release of closed session minutes (or portions thereof) and/or the destruction of verbatim recordings.

Adopted: NEXG 23, 2004

Amended: October 18, 2016; December 3, 2019

Legal Ref:

A majority of the full voting membership of the Board shall constitute a quorum. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason any vacancies on such Board, or by reason of any failure to select any non-voting student member(s).

Adopted:
Amended:
Legal Ref:

Special meetings of the Board may be called by the Chairman or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting.

Such notices may be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting.

The agenda must state the time and place of the meetings and purpose of the meeting. At a special meeting, only the items placed on the agenda are permitted to be discussed.

Adopted:
Amended:
Legal Ref:

The election for members of the Board of Trustees shall be non-partisan and shall be held each odd-numbered year, at the time and in the manner provided in the general election law. Each member must, on the date of his election, be a citizen of the United States, of the age of eighteen (18) years or over, and a resident of the State of Illinois and Southeastern Illinois College District for at least one (1) year immediately preceding his/her election.

Each member shall be elected for a term of six years.

Whenever a vacancy occurs, the remaining members shall fill the vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for Board members. If the remaining members fail so to act within sixty (60) days after the vacancy occurs, the Chair of the State Board shall fill that vacancy, and the person so appointed shall serve until a successor is elected at the next regular election for Board members. The same criteria shall apply to a person appointed to fill a vacancy as applies for a person seeking election.

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members.

Adopted:
Amended:
Legal Ref:

The Southeastern Illinois College Board of Trustees shall have one (1) non-voting member who is a full-time student enrolled at Southeastern Illinois College. The student board member shall serve for a term of one (1) year beginning on the April Board Meeting of each year. The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend closed sessions. The student member shall not have the right to vote.

Student Trustee Selection Process:

1. General applications for student trustee may be picked up in the senior administrator over student services' office on or before February 28, or the next business day if this date falls on a weekend or holiday, of the preceding year for which the student will be seated.
2. Completed applications must be returned by April 1 or the next business day if this date falls on a weekend or holiday to the senior administrator over student services. Applications must include a minimum of 25 signatures from current, verifiable SIC students. Student government sponsors will be required to solicit from their group a rank order of the top three candidates for office.
3. The top three applications will be screened* by the following ad hoc group with a single recommendation to the Board:
 - a. Current student trustee (or appointed student designee)
 - b. Vice-President
 - c. Executive Dean of Student Services
 - d. One at-large faculty member
4. The Board of Trustees will then seat the new student trustee at the April Board meeting.
5. The Board secures the right to modify the dates or process of this selection, at any time, pending extenuating circumstances, including dates and procedural modifications with a majority vote to implement such change(s).
6. The Board may place a student trustee on suspension from meetings based on student discipline issues or alleged violations of the student code of conduct, pending the outcome of a hearing. A student may be removed from the Board by majority vote pending discipline or code of conduct violations. A new student representative must be appointed soon thereafter for the remainder of the student trustee's term.

** Screening should consider grade point average, student code of conduct, behaviors consistent for a good representation of SIC, among other traits related to academics, activities, and character.*

Adopted:

Amended: October 24, 2019; April 21, 2022

Legal Ref:

The Board of Trustees acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information.

The Board of Trustees will comply with the provisions of the Illinois Freedom of Information Act. Information concerning the college, and the records of such college, shall be displayed and lists of records shall be maintained as required by the Act. Public records of the college shall be available for inspection and copying. Compliance with the Act shall be effected in accordance with the Policy and regulations for implementation of this policy shall be issued by the President.

Adopted:
Amended:
Legal Ref:

The Board of Trustees adopts a set of guidelines that explains the roles and relationship between members with the CEO (President) of the college.

Board members will follow general duties including:

- Demonstrate that the board of trustees is a legal unit of one.
- Demonstrate an understanding that the board makes policy and the administration carries it out. Policy is a high-level, overall plan embracing the general goals of/or an acceptable procedure(s) for the college; it is a definite course or method of action to guide and determine present and future decisions.
- Presume the CEO will inform the board of any significant policy and/or financial recommendations he/she engages prior to any implementation or action steps.
- Engage the CEO in both short-term and long-term strategic planning in terms of vision, mission, as well as significant institutional initiatives.
- Avoid mission creep by making sure the institution is pointed in the right direction, maintaining appropriate feedback loops, and without directly managing daily operations.

Follow Relationship Expectations with the CEO including:

- Work in partnership with the CEO.
- Make data-driven decisions based on sound evidence supplied by the CEO in a timely manner to all board members.
- Expect the CEO will make recommendations and resolutions to the board for discussion and possible action.
- Presume the CEO will support and carry out Board actions reporting back to the Board as expected and perhaps requested.
- Presume the CEO will take appropriate action consistent with Board policy.
- Work with the CEO to foster a clear understanding of institutional priorities.
- Foster open, honest, and meaningful conversation with the CEO and expect the same such communication in return following the spirit of “no surprises.”
- Publicly support the CEO and college staff with the expectation that the CEO will do the same for the board.
- Direct the CEO only as a board, not as individual trustees.

Follow Relationship Expectations with the institution and community including:

- Ensure community interests are represented in board decisions by maintaining links with voters, including business and community leaders.
- Foster institutional shared governance and cohesiveness through the CEO.
- Funnel formal complaints and/or criticism from the community and/or employees to the CEO.
- Not discriminate or retaliate against a college employee for expressing ethical dissent or whistleblowing activities.

- Promote an organizational climate that provides for effective engagement of grievances.
- Promote an organizational climate that encourages constructive communication that is responsive, honest, meaningful, non-judgmental, and data-driven.
- Foster an organizational climate that prizes evidence and data-driven decisions in a free and open environment.
- Support equal opportunity initiatives in accordance with federal and state laws and will not discriminate on the basis of race, creed, color, religion, gender, age, marital status, national origin, sexual orientation, or disability in college business.

Adopted:
Amended: July 17, 2009
Legal Ref:

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017. As required by the Act, it is Southeastern Illinois College’s policy to regulate the reimbursement of all College Board member, administrator, and employee travel expenses as set forth below:

1. 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, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. Reimbursable Rates. The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

3. Reimbursement Request Form. The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the College’s Reimbursement Request Form, attached as Exhibit B. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. Entertainment Expenses. The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. Board Approval of Certain Reimbursable Expenses. The following expenses for travel, meals, and lodging may only 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 administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a member of the Board Trustees of the College.
- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. **Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted: February 21, 2017
Amended: September 20, 2022
Legal Ref:

EXHIBIT A – SOUTHEASTERN ILLINOIS COLLEGE PERMISSIBLE TRAVEL EXPENSES

Types of Official Business Applicable to this Policy. The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the College's mission.

The maximum reimbursable rates for travel are set forth annually and based on entities including the IRS, GSA, & CMS (IL) as follows. Receipts must be submitted to the business office with appropriate documentation.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Travel Days	\$45.00
Overnight	\$60.00

Maximum Reimbursable Rates for Lodging	
Metro	\$220.00 *
Suburban/Rural	\$150.00 *

The following expenses **shall not** be reimbursable: Alcoholic beverages, personal items, locksmith, luxury vehicles, laundry, and other such extra expenses as deemed reasonable to exclude.

**EXHIBIT B – SOUTHEASTERN ILLINOIS COLLEGE TRAVEL APPROVED AND
EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under College Policy No. 2019, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name

Job Title/Office

- (2) The date or dates and nature of the official College business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Trustees with respect to the reimbursement request.

Name

Date

As a citizen and a trustee, a Code of Ethics is used to show acceptance of legal and moral commitment as well as responsibility to the College District and its staff in order to represent the public interest in higher education and to provide the best possible education for students.

Each member of the Board of Trustees of Southeastern Illinois College ascribes to the following Code of Ethics.

1. I shall represent all district constituents honestly and equally while refusing to yield responsibilities to any special interest or partisan political groups.
2. I recognize that no Board member has legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
3. I shall take no private action that might compromise the Board, administration, employees or students.
4. I shall respect the confidentiality of privileged information obtained by me in my position as Board of Trustees member.
5. I shall abide by and uphold the majority decision(s) of the Board, while retaining the right to challenge the reasoning of others when necessary, to seek changes in decisions through ethical and constructive means, and work with fellow Board members in a spirit of cooperation and harmony.
6. I shall encourage and respect the free expression of opinions by fellow Board member and others who seek a Board hearing.
7. I shall become knowledgeable concerning local, state, and national issues related to higher education.
8. I recognize the Board's delegation of authority to the President as Chief Executive Officer and restrict Board actions to the duties/responsibilities of the Board as established by Board policy and state statutes.
9. I shall help maintain a Board atmosphere in which controversial issues can be presented fairly, individual dignity is maintained and proper group decorum and individual behavior is preserved.
10. I shall attend meetings regularly, keep informed of the business of the District, remain flexible toward new ideas and accept responsibility for meeting new needs in a changing environment.
11. I shall place the welfare of the College as a whole as the top priority in all Board related participation and decisions relating to programs and personnel.
12. I recognize the need for a strong, active, and constructive Board of Trustees.

13. I shall avoid any conflict of interest or any appearance of impropriety which could result from my position and shall not use my Board of Trustees membership for personal gain or publicity.

The Board of Trustees of Southeastern Illinois College is the official body to examine and decide what constitutes violation of this Code of Ethics and to recommend appropriate action if violations occur. Therefore, if the Trustee is unable to fulfill his/her duties/responsibilities as a Trustee or is unable to adhere to this Code of Ethics as set forth by the Board of Trustees, he/she will resign the Trustee position.

Adopted:
Amended: July 12, 2016
Legal Ref:

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts, by the officers and employees of such units “in a manner no less restrictive” than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF SOUTHEASTERN ILLINOIS COLLEGE AS FOLLOWS:

SECTION 1:

The Code of Ordinances of Southeastern Illinois College is hereby amended by the addition of the following provisions:

ARTICLE 1
DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities

1. Relating to the support or opposition of any executive, legislative, or administrative action.
2. Relating to collective bargaining.
3. That is otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of the Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officer or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the Board of Trustees of Southeastern Illinois College, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the Board of Trustees of Southeastern Illinois College.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible items having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagement related to or attributable to government employment or the official position of an officer or employee.

“Leave of Absence” means any period during which an employee does not receive

1. Compensation for employment.
2. Service credit towards pension benefits.
3. Health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Political Activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities

1. Relating to the support or opposition of any executive, legislative, or administrative action.
2. Relating to collective bargaining.
3. That is otherwise in furtherance of the person's official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration or other political event.
2. Soliciting contributions, including but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or by helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

1. Is seeking official action by an officer, by an employee, or by the officer or another employee directing that employee.
2. Does business or seeks to do business with officer, with an employee, or with the officer or another employee directing that employee.
3. Conducts activities regulated by the officer, by an employee, or by the officer or another employee directing that employee.
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Southeastern Illinois College in connection with any prohibited political activity.
2. 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 or employee’s duties, as a condition of employment, or during any compensated time off (such as holidays, vacation, or personal time).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for 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 for his or her participating in any prohibited political activity.
4. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as a part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

5. No person either in a position that is subject to recognized merit principles of public employment or in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10 GIFT BAN

Section 10-1. Gift Ban.

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions.

Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. 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.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great uncle, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, grandmother of the individual’s spouse and the individual’s fiancé or fiancée.
7. Anything provided by an individual on the basis of 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 or his or her spouse or immediate family member 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 individual

giving the gift, including any previous exchange of gifts between those two individuals, whether to the actual knowledge of the recipient that 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 that the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), 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.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one (1) prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exception listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of Gifts.

An officer or employee, his or her spouse or immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25 PENALTIES

Section 25-1. Penalties.

1. A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than three hundred sixty-four (364) days, and may be fined an amount not to exceed \$2,500.

2. A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
3. Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
4. A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for Southeastern Illinois College by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for Southeastern Illinois College.
5. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2:

Repeal of original gift ban provisions. The Gift Ban Policy Act approved by the Board of Trustees in May of 1999 is hereby repealed.

SECTION 3:

This Ordinance shall be in effect upon its passage and approval as provided by the law.

Adopted:
Amended:
Legal Ref:

The Board of Trustees of Southeastern Illinois College retains authority for naming all SIC facilities and properties, i.e. all buildings, major portions of buildings, college streets or roads, sports complexes and other areas of major assembly or activity, lecture halls, center, and other large areas of campus circulation and all other highly visible facilities and properties. The Board also retains the authority to name individual rooms, limited areas and individual items or feature within buildings, individual landscape items or feature, limited outdoor areas, and other minor properties. Each proposal for naming an SIC facility or property shall be considered on its own merits. In all cases, due diligence must be performed and observed to ensure that names given are appropriate to the College. In the event that a facility or property is named by the Board of Trustees, the Board reserves the exclusive right to revoke the name of the facility or property at a later time.

This campus policy is intended to provide a framework for recommendations to the Board of Trustees for naming of facilities and properties as noted above. Therefore, any proposal for naming such a facility or property that is prepared and presented in accordance with these procedures and approved by the President will be ready for submission to the Trustees without additional action.

The permanent name of a Southeastern Illinois College facility or property should honor an individual or an organization.

In a rare instance, when no gift is involved:

1. It should honor a person who has served Southeastern Illinois College in an academic capacity or an administrative capacity and who made extraordinary contributions to the campus or the SIC system which warrants special recognition.
2. When proposal for naming in honor of an individual involves service to the college in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least two years.
3. No more than one (1) facility or property in the system shall be named after any one (1) individual.
4. No facility or property will be named after seated, elected, or appointed officials.

In special circumstances the Board of Trustees may waive any or all of the above criteria and reserves the sole right to name facilities at its discretion.

Major facilities:

A. Definition.

Major facilities and properties are defined as all buildings, major portions of buildings, college streets or roads, sports complexes and other areas of major assembly or activity, lecture halls, center and other large areas of campus circulation, and all other highly visible facilities and properties.

Minor facilities and temporary naming:

A. Definitions.

1. Minor facilities and properties are defined as individual rooms, laboratories, conference rooms, offices, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor facilities and properties.
2. Temporary naming of facilities and properties are those that reflect natural or geographic features or a traditional theme of campus.

Procedures:

Faculty, administrative personnel, support staff, students, members of the community, or groups of such persons, may submit requests to name a specific facility or property on the campus. The following procedure will be observed when submitting such a proposal for naming a Southeastern Illinois College facility or property.

The request to name a specific facility or property shall be submitted to the President of Southeastern Illinois College. Each naming request must:

1. Be submitted in a timely fashion to ensure that, if required, the Board of Trustees policy timing requirements may be met. All requests for naming that require Trustee action should be submitted to the College President ten weeks prior to the Board of Trustees meetings at which the request would be presented.
2. Demonstrate compliance with this policy.
3. Succinctly state reasons for the proposed name.
4. Name the constituent group(s) or individual(s) proposing the request and recommending that the campus President approve the request.
5. Permanent naming proposals shall include the complete biographical data about the individual or organization.
6. Ensure that all participants involved in this process remember that strict confidentiality is required.
7. Identify the "special circumstances" when requesting a waiver of policy, if any.

Upon receipt of the naming request, the President of Southeastern Illinois College will review the naming request for SIC Trustee policy compliance, consult with appropriate individuals and forward a recommendation to the Board of Trustees.

1. If the Board of Trustees approves the request for the permanent name of a major facility, required materials will be prepared by the President of Southeastern Illinois College for submission to the Board of Trustees for appropriate action.
2. Confidentiality is to be maintained on all requests submitted.

Each recommended naming request must:

1. Be submitted at least six weeks prior to the Board of Trustees' meeting at which the item is to be presented.
2. Demonstrate compliance with Board of Trustees' policy.
3. Succinctly state the reasons for the proposed name.
4. Name the constituent group(s) or individual(s) recommending that the Board of Trustees approve the request.
5. Include complete biographical data about the individual or organization.

Sponsorship of signs on campus property:

Outside businesses and organizations shall be allowed to sponsor printed or electronic signs on the campus of Southeastern Illinois College according to the following stipulations:

1. Business or organization shall obtain written approval from Southeastern Illinois College to sponsor a sign on campus.
2. Business or organization shall purchase, erect, and maintain the sign.
3. Business or organization shall keep the sign in good repair at all times.
4. The design, manufacturer, size, and location of the sign shall be approved by Southeastern Illinois College.
5. Signs shall not display content contrary to College policy and those prohibitions listed in the College catalog.
6. Signs carrying political messages shall not be permitted.
7. Southeastern Illinois College reserves the right to use the sign to advertise and promote college programs, activities, and events.
8. Southeastern Illinois College reserves the exclusive right to remove content displayed on the sign.
9. Southeastern Illinois College reserves the exclusive right to refuse any request to sponsor a sign on campus.
10. Southeastern Illinois College reserves the exclusive right to remove the sign.
11. Southeastern Illinois College reserves the right to use signs to raise revenue from advertising businesses, so long as those businesses are not in direct competition with the sponsoring business/organization.

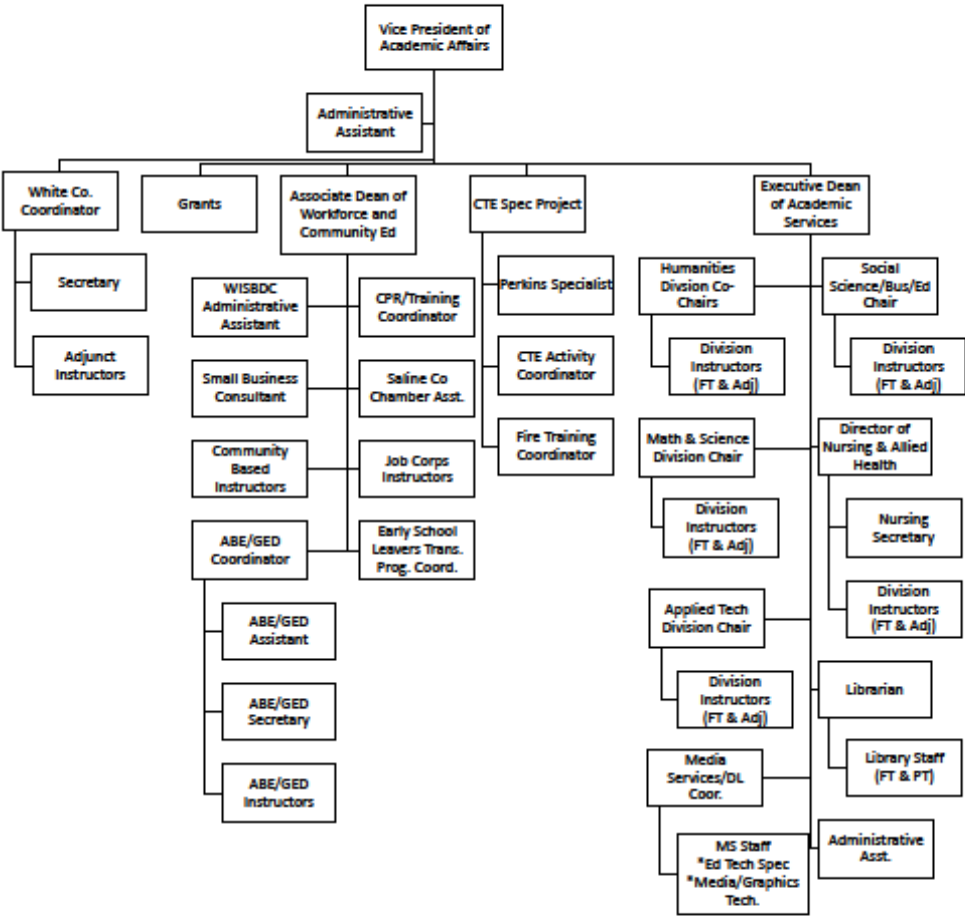
Adopted:

Amended: May 18, 2010

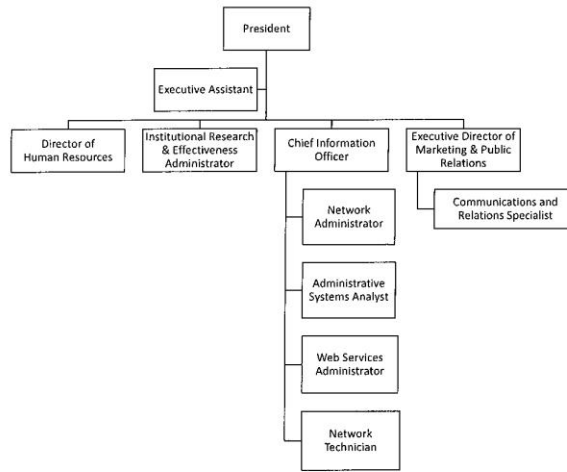
Legal Ref:

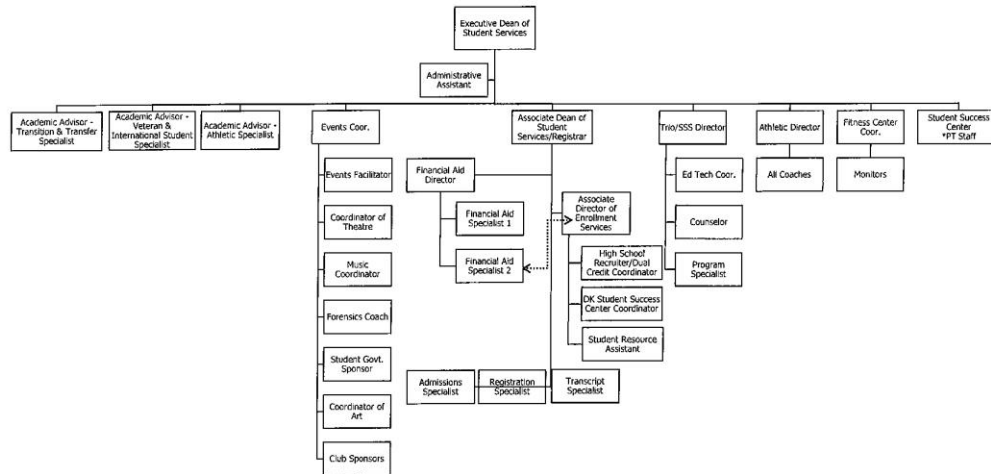
SECTION III
INTERNAL OPERATIONS
SERIES 3000

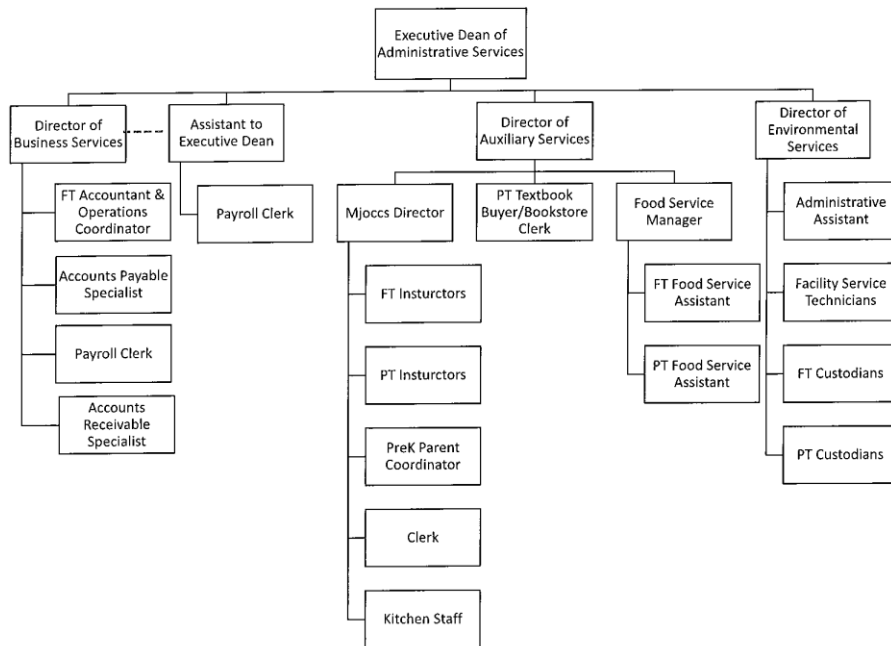
Section III	Internal Operations	Series 3000
Organizational Charts		3001
Line and Staff Relationships		3002
Councils, Cabinets and Committees		3003
Position Descriptions		3004
Prevailing Wage Law of Illinois		3005
Maintaining a Work Environment Free from Discrimination		3006
Equal Opportunity		3007
Succession		3008



Adopted:
Amended: July 12, 2016, May 15, 2018
Legal Ref:







The Administrative Cabinet is composed of the President, the Vice President of Academic Affairs, the Executive Dean of Administrative Services, the Executive Dean of Academic Services and the Executive Dean of Student Services.

The President is the Chief Executive Officer and reports directly to the Board of Trustees. The Vice President of Academic Affairs, the Executive Dean of Administrative Services, the Executive Dean of Academic Services, ~~and~~ the Executive Dean of Student Services, the Chief Information Officer, the Executive Director of Marketing & Public Relations, the Institutional Research and Effectiveness Administrator, the Director of Human Resources, Institutional Advancement, and the Executive Assistant report directly to the President.

The Vice President of Academic Affairs is responsible for the overall instructional and programmatic functions of the College. Reporting directly to the Vice President of Academic Affairs are the Executive Dean of Academic Services, the Associate Dean of Workforce and Community Education, the Director of the David L. Stanley Center, and the Administrative Assistant.

The Executive Dean of Academic Services is responsible for organizing, supervising, and coordinating transfer and occupational programs of the instruction. Reporting directly to the Executive Dean of Academic Services are division chairs, Associate Dean of Learning Commons, Administrative Director of Nursing & Allied Health, and the Administrative Assistant.

The Executive Dean of Student Services is responsible for organizing, supervising, and coordinating student support services. Reporting directly to the Executive Dean of Student Services are the Athletic Director, the Associate Dean of Student Services/Registrar, the Events Coordinator, the High School Recruiter/Dual Credit Coordinator, Academic Advisors, Financial Aid Director, Coaches, Fitness Center Employees, Administrative Assistant and classified support staff.

The Executive Dean of Administrative Services is responsible for maintaining the business, administrative computing, financial, plant and equipment resources of the College and supervises the personnel necessary to maintain those resources. Reporting directly to the Executive Dean of Administrative Services are the Director of Business Services, the Director of Auxiliary Services, the Director of Environmental Services, Accountant, the Administrative Assistant, and clerical support staff.

Descriptions for these positions are contained in the Position Description Manual.

Adopted:

Amended: July 12, 2016/December 3, 2019

Legal Ref:

Councils, cabinets, and committees shall be established as deemed necessary by the President to provide for diverse input into the formulation of policies for the College.

Membership

There shall exist two basic groups to be included in councils and committees. These groups shall be defined as external and internal. External members or groups shall be individuals who are not full-time employees of the College. Internal members or groups shall be individuals employed on a full-time basis by the College.

Functions

The purpose of councils, cabinets, and committees is advisory. The primary function of individuals and/or groups serving on councils, cabinets, and committees is to provide input into the formulation of decisions which affect the welfare of the College.

Committee Assignments

Where possible, no employee shall be required to serve on more than two (2) standing committees per semester or to attend committee meeting during final examination week each semester. If appointed or nominated and elected to a College committee, the employee shall participate in committee meetings unless excused by the committee chair. Special assignments and additional duties, such as, but not limited to stipend positions, may require extra committee service.

The Office of Human Resources will maintain accurate position descriptions for each regular position at the College. All position descriptions can be viewed on the web.

The information contained in each position will include a summary of the position, essential duties and responsibilities, positions supervised, educational/work experience requirements, physical requirements and other relevant functions.

The Office of Human Resources, in conjunction with the department supervisor and Administrative Cabinet, will be responsible for creating, reviewing and revising the descriptions. Position descriptions do not necessarily cover every task or responsibility that may be assigned and do not limit administration's right to assign additional related duties as needed.

Southeastern Illinois College District 533 follows the Illinois Department of Labor Prevailing Wage Rates which can be found on the Illinois Department of Labor website at the link below.

<https://www.illinois.gov/idol>

Adopted:
Amended: October 24, 2019
Legal Ref:

It is the policy of the Board of Trustees of Community College District No. 533 to maintain a working environment free from discrimination and harassment on the basis of race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law.

Any employee who believes that they have been discriminated against should immediately notify the Vice President of Academic Affairs, the appropriate Dean, or the Director of Human Resources. If the President is alleged to have made the discriminatory decision, an employee may complain of the discrimination to the Chairman of the Board of Trustees. All reports or complaints of discrimination will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination, and the results of the investigation will be communicated to the complaining person.

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status or any other category protected by law.

Furthermore, the Board of Trustees is committed to expanding the equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And finally, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

Adopted:

Amended: September 19, 2006

Legal Ref:

Succession planning is a priority at Southeastern Illinois College. It is an ongoing process and comprises two major areas of succession. This policy provides guidance for the Board and administration during times of sudden, rather than planned, losses in key leadership roles. Reasonable exceptions may be implemented given special context.

I. CEO Succession

In the event of a sudden loss of presidential services, the Board shall, in most cases, appoint an acting president or an executive council for the College to address immediate services. For an extended term appointment, the Board may appoint an interim president until a new president is named from a standard process. The acting or interim president will perform all duties and functions of the CEO as required by Board policy and law, except for financial transactions including purchases and agreements over \$500 which must be also approved by another cabinet-level administrator appointed by the Board. Such approval will ensure significant purchases or transactions will be within the scope of the budget and interests of the College. At least two other executives in the president's (administrative) cabinet will be familiar with Board and CEO issues and processes.

II. Special Functional Units

Southeastern Illinois College's succession plan will include positions for key administrative and professional functional areas. Critical positions outside of those key administrative and professional functional areas that require specialized skills will need succession plans. The administrative cabinet will identify these positions and develop succession plans in respective areas. Succession plans do not entitle positions, promotions, or transfers to employees. These plans will be reviewed annually or as needed and will be housed in the Human Resources Department.

Adopted: January 20, 2015

Amended:

Legal Ref:

Cross Ref:

SECTION IV
PERSONNEL
SERIES 4000

Section IV	Personnel	Series 4000
Appointment		4001
Faculty Qualification/Credentials		4001.1
Assignment and Transfer		4002
Office Hours and Prep Time		4003
Responsibility of Sponsors		4004
Faculty Attendance at College Activities		4005
Evaluations		4006
Tenure		4007
Personnel Files		4008
Suspension		4009
Grievance Procedures (S.I.C.E.A.)		4010
Pay for Substitute Instructors		4011
Class Attendance (Instructors)		4013
Externally Funded Grant Employees		4014
Professional Growth		4015
Meetings		4016
 Full-Time Teacher Teaching during Regular Assignment Time		 4018
Acceptable Use Policy for Information Technology		
And Electronic Resources		4019
Copyright Compliance		4020
Administrative Furloughs and Layoffs		4021
Social Media		4023
Email Retention Policy		4024
Drug and Alcohol Abuse		4025

Following employment by the Board of Trustees, the faculty member appointed will receive a conditions of employment as specified and included in the Southeastern Illinois College Education Association (SICEA) bargaining agreement.

Prior to assuming their duties all full-time faculty members will file an official transcript of all college work with the Office of the President. Also to be filed is the I-9 form verifying U.S. citizenship and the Proof of Oral English Language Proficiency.

Adopted:
Amended: December 9, 2014
Legal Ref:

Southeastern Illinois College will use determination by credentials as its primary mechanism to ascertain faculty qualifications. The College will ultimately adhere to state and accreditation requirements regarding credentials.

Baccalaureate Courses

Master's Degree with graduate preparation in the content required. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate hours in the discipline or subfield in which he or she teaches. A graduate degree in the content field is preferred. In some cases, such as in practice-oriented disciplines or programs, tested experience in the field may be needed as much or more than formal educational preparation at a prescribed level in determining what students should know to practice. When tested or equivalent experience is used as the basis for employment, the threshold of competency must be provided by the academic chair and dean, with the approval of the academic administrator and the president. Individuals who have completed degree or certification programs in specific areas may submit their credentials for review and evaluation through this process.

Technical Courses

Associate Degree in the content field required. Bachelor's Degree preferred. Individuals who have completed certification programs in specific areas may submit their credentials for review and evaluation. When tested or equivalent experience is used as the basis for employment, the threshold of competency must be provided by the academic chair and dean with the approval of the academic administrator and the president.

Adopted:

Amended: January 19, 2010/August 9, 2016/December 3, 2019

Legal Ref:

The Board of Trustees reserves the right upon the recommendation of the Chief Executive Officer to assign employees to positions commensurate with the needs of the Institution and the capabilities of the employees.

Adopted:
Amended: Replaced by Policy 5027
Legal Ref:

The term “on-campus” as used in this Article shall include off-campus assigned duties.

All full-time professional, non-instructional faculty shall be on campus 37.5 hours per week and shall post office hours as approved by the Vice President of Academic Affairs or the appropriate Dean.

Refer to the current bargaining agreement regarding language in reference to number of required hours faculty shall be on-campus per week.

Any faculty member who sponsors a student organization is responsible for the following:

1. Assist in the development of a constitution (if one does not exist) and secure its approval from the Student Congress, Executive Dean of Student Services, President, and the Board of Trustees.
2. To be present at each meeting of the organization or arrange for another faculty member to be present.
3. To deposit all dues and other funds in an authorized bank account.
4. To certify membership to the Student Government and the Executive Dean of Student Services.
5. To verify the validity of all financial requests via the sponsor's signature of the organization on all requisitions sent to the Executive Dean of Student Services.
6. To ensure the organization's membership adheres to all college policies which relate to the function of their organization.
7. Sponsors of school-supported activities and clubs shall submit an annual budget request to the Executive Dean of Student Services.
8. In the event a coach or sponsor must miss a class due to a scheduled event, the Vice President of Academic Affairs or appropriate Dean must be notified prior to absence. Date and time to be missed should be noted.

Adopted:

Amended: 7-17-2018

Legal Ref:

All faculty members are encouraged to attend the athletic, cultural, and social events sponsored by the College. Such attendance reflects the interest of the faculty and the present welfare and future growth of the college. Normally, no charge is made for admission of faculty members and immediate members of their families to athletic, cultural (not including the events organized by other entities outside of the college but on college facilities) and social events.

All full-time faculty members are expected to participate in the graduation procession in full academic regalia unless excused by the President. Faculty academic apparel is provided by the College.

Adopted:

Amended: November 1, 2022

Legal Ref:

The Board of Trustees, administration, and faculty recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedures will apply.

S.I.C.E.A.

Refer to the current bargaining agreement regarding language in reference to evaluation of members.

Administrative and Exempt Staff:

Administrative and exempt staff is evaluated annually by their immediate supervisor using a schedule provided by the Human Resource Department. The employee will receive a copy of the written evaluation which shall be signed and returned to the supervisor on or about mid-February. The employee shall have the right to answer the evaluation report in writing in a reasonable amount of time. Said response shall be attached to and become a part of the report. The signature of the employee means only that that employee has seen the report and shall not be interpreted to mean agreement with the content. Reasons for an unsatisfactory evaluation shall be identified and corrective measures suggested by the evaluator. Recommendations for rehire or non-renewal from the respective cabinet member will be given to Human Resources for review by the President no later than early March. The President shall be evaluated annually by the Board

Adopted:

Amended: September 20, 2022, April 18, 2023

Legal Ref:

Appointments

Except as provided by Board Policy, Article 3B of the Illinois Public Community College Act, specific contract terms or otherwise by applicable law, all professional staff members of the College are employed by the Board of Trustees at-will and are subjected to dismissal at any time and without notice or cause.

Initial Appointments

The initial appointment of all professional staff members including, but not limited to, the President of the community college, other administrative personnel, supervisory personnel, and all teachers and faculty members, shall be made by the Board of Trustees. Such initial appointments, except in the case of the President, shall be made only after receiving a recommendation thereon from the President. The President shall make no recommendation unless and until all qualification and references of the proposed staff member have been thoroughly reviewed by the President or some person designated by the President.

Subsequent Appointments

Following the initial appointment of a professional staff member, the Board of Trustees, at its own initiative or the initiative of the President, may consider the renewal of or a further notice of appointment or employment for any professional staff member. Upon such consideration, except in the case of faculty member as defined in Article 3B of the Illinois Public Community College Act, pertaining to tenure, and herein, the Board may either retain such staff member or dismiss such staff member with or without cause.

Tenure Rights of Faculty

Faculty members shall be entitled to tenure rights as provided by Article 3B of the Illinois Public Community College Act. Except as provided in said Article 3B, no employee of the College shall be entitled to tenure rights.

Classification of Employees

All employees employed by the Board of Trustees shall be classified for purposes of determining such employee's eligibility for right pursuant to Article 3B of the Illinois Public Community College Act pertaining to tenure. Such classifications shall include, but are not limited to, professional staff member, a full-time employee, or a faculty member (other than a supervisor, administrator, or clerical employee). In the event an employee disputes such classification, the employee shall notify the President, who will advise the Board of Trustees of such dispute. The Board shall consider such employee's classification and notify the employee of its determination. In the event an employee fails to dispute such classification; it shall be conclusively presumed that such employee concurs in such determination. Any individual performing services for the Board of Trustees of the College who is not an employee of the Board or College may be specifically advised that he or she is not an employee for tenure purposes or otherwise. Such individuals may include, for example, those performing services under the Job Training and Placement Act.

Evaluation

Refer to the current bargaining agreement regarding language in reference to evaluation of non-tenured and tenured faculty members.

Dismissal of Non-Tenured Faculty Members

Non-tenured faculty members shall be subject to dismissal as provided by the Illinois Public Community College Act.

Dismissal of Tenured Faculty Members

Tenured faculty members shall be subject to dismissal as provided by the Illinois Public College Act.

Adopted:
Amended: September 19, 2006; January 16, 2018
Legal Ref:

All personnel files are confidential. It is extremely important that personnel records are accurate and up-to-date. Any changes in address, phone number, name, marital status, emergency contact, number of dependents or any other changes that will impact an employee's benefits must be reported to the Director of Human Resources immediately.

Personnel records are available for review by an employee upon written request to the Director of Human Resources in accordance with the Illinois law. An employee may not remove items from his/her personnel records but may add written statements pertaining to the information on file. In addition, an employee may not remove a personnel file from the Human Resources Office. Requests for copies of the items in an employee's personnel file may be made in writing to the Human Resources Office. Copies will be made available within seven (7) days.

The right to inspect the personnel file does not include access to letters of reference for the employee and other records that are exempt from disclosure to an employee pursuant to Illinois or other law.

Adopted:

Amended: September 19, 2006

Legal Ref: Personnel Record Review Act. 820 Illinois Revised Statute 40/2-12

Purpose

The Board of Trustees has a duty and a responsibility to manage all facilities and personnel, pursuant to the provisions of the Illinois Public Community College Act and to adopt and enforce all necessary rules for the management and governance of the College. The Board, therefore, enacts this policy to govern discipline, including suspensions, with and without pay, of all teaching and non-teaching personnel. This policy is supplemental to the exercise of all managerial and disciplinary powers of the Board of Trustees. By its enactment, the Board does not intend to limit its express or implied authority to dismiss, transfer, withhold salary increases or otherwise discipline personnel.

Definitions

Misconduct shall include any refusal or failure to follow an order, direction, regulation, or policy, whether oral or written, of the Board of Trustees or of any person who has responsibility to supervise, control, or direct personnel.

Misconduct shall include:

1. Insubordination or any act or failure to act which causes, or may reasonable lead the Board of Trustees, its administrators, agents, or employees to forecast substantial disruption or material interference with the educational process or the rights of others.
2. Any act or failure to act occurring during the course of an employee's duties which jeopardizes the health, safety, and welfare of any person, student, parent, or school employee.
3. Any act or failure to act which constitutes immoral conduct of employees of the College.
4. Any act or failure to acct which constitutes a violation or an attempt to violate any federal or state law or regulation or municipal ordinance relating to the employee's duties.

Suspensions with Pay**Grounds**

Employees may be suspended with pay from their duties or for any portion of their duties during any Board or administrative investigation of conduct which may constitute insubordination or misconduct or as may be otherwise appropriate in the best interests of the College.

Notification

The President of the College or designee may suspend employees upon written or oral notice which shall specify:

1. The reason(s) for the suspension.
2. The date(s) and duration of the suspension.

If an employee is suspended upon oral notice, written confirmation of such oral notice shall be given to the employee as soon as reasonable by a letter stating the above information.

Pre-Suspension Meeting

The President or designee shall meet with the employee prior to the suspension to advise the employee of the evidence supporting the suspension and provide the employee an opportunity to respond. If the President or designee cannot, for reasonable reasons, meet with the employee prior to the suspension, there shall be a meeting as soon as is reasonable after the suspension.

Length

A suspension with pay shall not exceed the reasonable duration of any investigation.

Suspensions without Pay

Grounds

Employees may be suspended without pay from their duties or for any portion of their duties during any Board or administrative investigation of conduct which may constitute disobedience or misconduct or as may otherwise appropriate in the best interests of the College.

Notification

The President of the College or designee may suspend an employee without pay upon written or oral notice which shall specify:

1. The reason(s) for the suspension.
2. The date(s) and duration of the suspension.
3. The employee's right to request a hearing to review the suspension before the Board of Trustees.

If the employee is suspended upon oral notice, written confirmation of the notice shall be given to the employee as soon as reasonable by a letter with the above information.

Pre-Suspension Meeting

If, in the opinion of the President or designee, the employee does not pose an immediate threat to others or an ongoing threat of disruption to the educational process, the President or designee shall meet with the employee prior to the suspension to advise the employee of the evidence which supports the reasons for the suspension and afford the employee an opportunity to respond.

Review Hearing for Unpaid Suspensions

The employee shall be granted a hearing before the Board of Trustees, or a committee thereof, to review the unpaid suspension, if the employee makes a written request for this hearing to the President within five (5) employment days of receipt of the written notice of unpaid suspension. The employee shall have the right to be represented at the hearing by legal counsel or other representative, present witnesses, and cross-examine any witness.

Review Hearing Procedures

1. The hearing shall be conducted in closed session.
2. The employee may be represented by a person of the employee's choice.
3. The College officials and then the employee may make a short opening statement as to their position on the dispute.
4. The College officials shall first present their evidence in oral or written form.
5. After the College officials conclude their evidentiary presentation, the employee may present evidence to refute the charges orally or in writing.
6. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.
7. All relevant evidence shall be received by the Board without regard to the rules of evidence in such a manner as is appropriate in the circumstances.
8. The College officials and then the employee may make closing statements at the conclusion of the hearing.
9. The hearing may be recorded steno graphically or by tape at the direction of either party at its own expense. If either party makes a record, the other party shall be offered an opportunity to purchase a copy of the transcript or to reproduce the tape. The Board of Trustees, may uphold, modify, or reverse the unpaid suspension. If the Board reverses the unpaid suspension, the employee's lost wages will be refunded and the record expunged of any notices or material relating to the unpaid suspension.

The review hearing shall be the final review step in the disciplinary process.

Adopted:

Amended: September 19, 2006

Legal Ref:

Refer to the most recent Collective Bargaining Agreement.

Adopted:

Amended: January 16, 2018

Legal Ref:

Refer to the current Collective Bargaining Agreement (CBA), Section #607, for payment of substitute instructors employed by Southeastern Illinois College.

Adopted:
Amended: July 17, 2007, December 5, 2017
Legal Ref:

Instructors are expected to attend all classes for which they are responsible. Attendance is required at all committees for which instructors have volunteered to serve or have been assigned as part of their responsibilities to the institution. Exceptions to the above may be granted by the Vice President of Academic Affairs or the appropriate Dean following a justifiable reason presented in advance of the scheduled meeting time.

Adopted:
Amended:
Legal Ref:
Cross Ref:

To the extent provided by a grant contract, full-time and part-time grant employees are entitled to pay benefits, and working conditions equivalent to those of College-funded regular employees in similar positions.

If an employee originally hired for a grant position subsequently accepts a regular College position, the employee will retain the original date of hire for purposes of vacation, salary placement and benefits. If a grant employee is terminated for lack of funds and is rehired by the College within six months, the employee will be treated as though there were no break in service.

A current regular full-time or part-time employee who is assigned to work on a grant or on an externally funded project, whose salary is wholly or partially funded by grant funds, will receive all benefits relative to the position classification held prior to the grant employment period and will retain the option of returning to the previous position.

Persons not otherwise employed by the College who are hired to perform services, which are funded in whole or in part by governmental or other external agency grants, and exiting employees who voluntarily transfer to a grant-funded position or who request, and are approved to work on a project, are considered to be employees for a period no longer than the duration of the funding for the position or any extension thereof. Employment ends when the funding ceases, or sooner, in accordance with applicable College policies and procedures.

Compensation for externally funded grant employees shall be established by the Board of Trustees in accordance with federal and state grant and contract guidelines, existing College guidelines and qualification of the applicant.

Adopted:
Amended: September 19, 2006
Legal Ref:
Cross Ref:

Staff development priorities at Southeastern Illinois College will be determined mainly from ideas and activities that will most benefit the College and its mission. Participation in on-campus workshops is required of all full-time faculty and staff.

Adopted:
Amended:
Legal Ref:

Any instructor wishing to attend professional meetings should discuss the rationale of attending such a meeting with the Division Chair or appropriate Vice President or Dean. If it is agreed that the instructor should attend such a meeting, the appropriate travel form should be completed and submitted to the Division Chair and/or appropriate Dean or Vice President for approval. This request should include a request to use a college vehicle if needed. A requisition should then be submitted to the Vice President of Academic Affairs or the appropriate Dean to obtain any checks required.

Ordinarily, meetings should be within a radius of two hundred (200) miles. Confirmation to attend meeting will be based on budget limitation, frequency of requests and final approval by the President. Notification of approval should be given within a reasonable period of time so the instructor may make plans to attend.

Instructors should submit a travel voucher with documentation for reimbursement.

Adopted:
Amended: January 16, 2018
Legal Ref:
Cross Ref:

Full-Time staff members having received permission from the Vice President of Academic Affairs & Human Resources who teach a class during their regular working hours will be paid only their regular salary and will not be paid for teaching a class. The only exception to this related to emergency situation for the College in which case approval by the President of Southeastern Illinois College must first be granted.

Adopted:
Amended: September 20, 2022
Legal Ref:
Cross Ref:

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College on-line services and digital signage systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device whether or not owned or operated by the College.

Acceptable Use

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

Privileges

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

Security of System and Responsibilities of System Users

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another college employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.

Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or

employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

Efficient Use of Resources

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

User Identification

Concealing or misrepresenting one's identity is a violation of college policies, and is subject to disciplinary action.

Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

Specific Prohibited Uses

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

1. Accessing, retrieving, viewing or disseminating obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
2. Retrieving, viewing or disseminating any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should be stored in a secure place.
4. Engaging in for-profit commercial activities, including but not limited to, crypto-mining, advertising or sales for personal gain.
5. Sending of SPAM or a chain letter.
6. Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family

status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.

8. Disrupting the educational process or interfere with the rights of others.
9. Disrupting information network traffic or interfere with the network or connected systems.
10. Connecting unauthorized devices on the wired or wireless network, including but not limited to, wireless signal boosters.
11. Circumventing or attempt to circumvent system security measures through the use of software or other measures.
12. Gaining access without permission to the files of others, or vandalize another user's data or files.
13. Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
14. Improperly forge or alter electronic mail messages, or use an account owned by another user.
15. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, phone number, or user name and password.
16. Using the System or any system resources to send unsolicited commercial email.
17. Violating any software license agreement.
18. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
19. Any attempt to hide or conceal activity of a prohibited use.
20. Use of tools designed to perform, including but not limited to, vulnerability and port scanning, penetration testing, packet sniffing, password cracking, encryption circumvention and collection of network information of any kind without the expressed written consent of the College IT Office.
21. Engaging in any unlawful use of the system.

Additional Policy Guidelines for College Employees

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College owned or personally owned, that access College information without additional authentication/login, are required to

protect that information through the use of a password, pin, or biometric technology before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. “Cloud” off-premise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

Employees are prohibited from setting up any online account on behalf of the college using their personal email. Employees are required to use their College issued email account for SIC related business when setting up any College related online account.

Employees are not allowed to make any modifications to their College issued devices, including but not limited to, swapping or adding an additional hard drive, installing another operating system, any network connectivity changes, or any other change that would prevent the device from receiving software updates, security patches, or management by College IT staff.

Employees may not sell, transfer, or dispose of any College owned equipment that would violate any College policies or procedures, federal or state law, in regards to inventory, data destruction and electronic equipment disposal.

Any activities that would violate this policy for the purpose of College instruction must be submitted in detail and approved each semester in writing to the Office of Instruction and the Office of Information Technology.

Sanctions and Discipline

If an individual engages in any of the prohibited acts listed in this policy, or violates this policy and s/he may be subject to College disciplinary actions including, but not limited to, the following:

1. Suspension or revocation of System privileges;
2. Suspension or termination of employment;
3. Academic suspension or expulsion;
4. Referral to legal authorities for prosecution; and
5. Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

Disclaimer

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

Adopted:

Amended: May 16, 2006/January 19, 2012/February 17, 2015/December 4, 2018

Legal Ref:

Cross Ref:

The purpose of the Southeastern Illinois College (“SIC”) Copyright Compliance Policy is to provide guidelines and procedures for copyrighted works. Employees and students are expected to abide by the laws that govern copyright and intellectual property rights. Failure to comply with this policy or the laws of the State of Illinois or the federal government may result in disciplinary action.

The goal of this policy is to provide SIC students and employees with a standard approach for addressing complex copyright issues. Other SIC policies and negotiated agreements may complement this policy.

This policy provides practical advice and procedures on copyright-related matters. Questions regarding this policy or copyright compliances should be addressed to the Academic Resource Specialist or the Associate Dean of Learning Commons.

What is Copyright?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, specific fair use exceptions exist in the Copyright Act for academic uses.

What is protected by Copyright?

The rights granted by the Copyright Act are intended to benefit “authors” of “original works of authorship,” including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, audiovisual and electronic/digital creations. Most creative work including books, magazines, journals, newsletters, maps, chart, photographs, graphic materials, and other printed materials; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is protected by copyright. Among the exclusive rights granted to those “authors” are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to “make a derivative work,” such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for “authors” of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author’s life plus 70 years after the author’s death. This is often referred to as “life-plus-70.”

Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit www.Copyright.gov/circ1.html#hlc.

Creation of Copyrighted Works

Works created by employees on college time, college equipment or both, unless otherwise negotiated in a bargaining agreement, are considered to be authored by and property of SIC and thus SIC would be the copyright holder.

For students, copyright is retained by the student unless the work is commissioned by the college or created as part of the student's duties as a student worker.

Music Guidelines

SIC pays license fees to three separate music licensing companies. These companies are Broadcast Music, Inc. (BMI), the American Society of Composers, Authors and Publishers (ASCAP), and Society of European Stage Authors and Composers (SESAC). The license fees allow the college to publicly perform the copyrighted musical works of covered artists, not only for educational purposes, but also for entertainment purposes. The licensing fees do not cover campus radio stations, but do cover other public performances, such as live bands, DJs, or environmental music. To view a catalog of songs that fall under these agreements, please visit:

1. <http://repertoire.bmi.com/startpage.asp>
2. <http://www.ascap.com/ace/>
3. <http://www.sesac.com/>

Please use these web addresses to confirm whether music can be publicly performed prior to any public broadcast. Also be aware that all music used under these guidelines must be legally obtained.

Fair Use

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

The fair use provision does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, how much reproduction may be considered fair use remains unclear. Fair use requires a circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, SIC interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.

- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, College policy requires you to obtain permission to use the work for the copyright holder or its agent.

Alternatively: Refer to the Fair Use Checklist at

http://www.copyright.comServices/copyrightoncampus/basics/fairuse_list.asp for Guidelines on Determining Fair Use.

Types of Use Classroom Handouts

Classroom handouts fall into two categories; those that require permission and those that do not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involved works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance; you must obtain copyright permission to use the work.

Coursepacks

All articles, chapters and other individual works in any print or electronic coursepack require copyright permission. Copyright permission for coursepacks is usually granted by academic period (e.g. semester, etc.). To reuse a coursepack in subsequent academic periods, unless you have documented future permission, you need to obtain permission again. Rights to use a coursepack are normally given if the publishers text, both print and electronic versions are required to be purchased by the student. In most cases coursepacks are specific to the text. If the text is changed, and the instructor wishes to continue using the materials, copyright permission should be obtained. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time. Deferring responsibility of obtaining copyright permission will not provide you protection against a claim of copyright infringement.

Library Reserves

If the SIC library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for student to review, in either paper or electronic format, the library must obtain copyright permission.

Photocopying in the Library

It is permissible to photocopy copyright-protected works in the SIC library without obtaining permission from the copyright owner, under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the SIC library may make one reproduction of an article from a periodical or small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction typically a copy machine or printer.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital

reproduction, the reproduction may not be made available to the public outside the library or achieve premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the SIC library must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.

- **Replacement of lost, damaged or obsolete copies.** The SIC library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on library computers but not placed on a public network.)
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by the library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction becomes the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

Photocopying by Students

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission from the copyright holder. The library is not responsible for monitoring the material that the student is copying.

Document Delivery Services

The U.S. Copyright Act give libraries the right to use copyrighted works under certain circumstances, including scanning print material for patrons, and delivering it electronically. The service relies on the fair use provision included under section 107 of the U.S. Copyright Law and the quantity is treated in the same manner as printed material unless the work is in the public domain.

Interlibrary Loans (ILL)

The SIC library may participate in interlibrary loan services without obtaining permission provided articles or items received by the patron do not substitute for a periodical subscriptions or purchase of a work. Interlibrary loan services rely on the fair use provision under section 107 of the U.S. Copyright Law.

If the articles or items being copied have been obtained electronically through a digital license, the license may or may not interlibrary loan of its digital resources.

Distance Education and Learning Management Systems

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including SIC, have for the performance and display of

copyright-protected materials in a distance education environment, including through the use of Learning Management System (LMS) for online course delivery.

The copyright requirements for TEACH and online course postings are similar to those of classroom handouts, but extend the traditional rules for those handouts to the digital transmission of materials to students. If the use is spontaneous and will not be repeated, copyright permission is not required; however, the content may not remain posted for extended periods of time. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission. Additionally, access of digital materials is limited to those currently enrolled in the class.

Copyright and Foreign Works

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when SIC uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance center has many reciprocal licenses to allow use of materials from other countries.

How to Obtain Copyright Permission

Permission to use copyright-protected materials should be obtained prior to using those materials. It is best to obtain permission in writing (including email).

Once the requester has identified the materials they want to use and determined copyright permission is required, the requester must locate the copyright holder. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work.

The Copyright Office of the Library of Congress (www.loc.gov) may be of assistance in locating a copyright owner if the work is registered. Note, however, copyright is automatically granted to all works upon their being written down and registration with the Copyright Office is not required.

There are two primary options for obtaining permission to use the work. The requester may contact the copyright holder directly or may contact Copyright Clearance Center (www.copyright.com).

The time to obtain permission may vary and, where possible, it is recommended to start the permission procedure at least six months prior to the time you wish to use the materials. If you need quicker permission, let the copyright owner know and he/she may be able to get back to you more quickly. Often, Copyright Clearance Center is your quickest one-stop resource for obtaining copyright permission.

Information in you Permission Request

The copyright holder or its agent will require the following information in order to provide you with permission:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material

- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitalized)
- Where the reproduced material will be used or will appear
- Length of time you are requesting permission to use the material

Reporting Suspected Infringements

If a college employee suspects copyright infringement, including student violations, immediately report the information to your supervisor or division chair.

If a student suspects copyright infringement, they should report the information to the appropriate instructor.

Adopted:

Amended: September 19, 2006/October 24, 2019

Legal Ref:

Cross Ref:

When in the judgment of the Board of Trustees there is a shortfall in the College's budget or other financial emergency requiring a reduction of the College's personnel costs, this policy may be invoked to require employees to take unpaid furlough days; or optional limited teaching assignments in lieu of but equitable to furlough days and in cooperation with the academic affairs office; or to be laid off without compensation, either permanently or until recalled to employment. [The term "layoff" herein means "layoff without compensation."] The College reserves the right to require employees to take unpaid furlough days, assume limited teaching responsibilities within their contracts, or to lay off employees, based on the terms of this policy, as a condition of all employees' appointments and contracts with the College¹. This policy is applicable to all College employees except for those employees covered by reduction in force provisions of the Illinois Community College Act or where the terms of a collective bargaining agreement conflict with this policy. Furloughs or layoffs deemed necessary for union-represented employees would be implemented independent of this policy following compliance with labor and statutory obligations.

This furlough/layoff policy applies to appointments and employment contracts effective on or after March 1, 2010 and will remain in effect until rescinded or superseded by a permanent college policy. This policy supersedes and preempts any other policy or procedure of the College.

Procedures

Upon the determination by the Board that furloughs, teaching assignments, or layoffs under this policy are necessary, the President will consult with other appropriate administrators to develop and issue a plan, including identification of the employees to be affected by the plan, and the number of unpaid furlough days, required course load, or layoffs which will be required.

The President, or his or her designees, is responsible for selecting and notifying employees who are affected by this policy. In determining which employees will be affected, the President or his or her designees have discretion to exclude certain employees from furloughs or layoffs based on the source of funding of an employee's salary, the operational needs of the College, or other reasons that are in the best interests of the College.

The furlough/layoff plan will be implemented by the President or his or her designees, notifying the employees of the number of days and timing of the action. Whenever possible, employees should be given at least thirty (30) days' notice prior to implementation of the mandated action. At the time notice of the action is given, employees will be provided with information and guidelines concerning the details and frequently ask question concerning the furlough/layoff program.

¹ Notice of appointment forms and contracts issued to all staff subject to this policy will include a notation to the following effect: *Notwithstanding any College policy or procedure to the contrary or any other contract provision and, in accordance with College policy (#4021) on furloughs, teaching assignments, and layoffs, the College reserves the right to reduce the pay and service of the employee by requiring the employee to take unpaid furlough days during the period of this contract, or to layoff the employee without compensation, based on budget shortfalls or other financial emergencies necessitating reduction of College personnel costs.*

Furlough Days

The actual date(s) when an employee will be required to take a furlough day(s) will be determined by the employee's supervisor, except that the President will determine the length and timing of the furloughs for the Vice President of Academic Affairs. The supervisor will consult with the employee and attempt to schedule the furlough day(s) based on department operational needs and the employee's preference. Whenever possible, furlough days will be staggered to avoid more than one furlough day in the same pay period, though employees may also be required to take unpaid furlough days on specified dates when it is possible to curtail College operations. During an assigned furlough day, employees are required *not* to report to work or perform duties for the College.

The amount of pay reduction for each furlough day will be based on the employee's "daily rate." The method for determining the appropriate daily rate for each employee will be determined by the Vice President of Administrative Affairs, in accordance with normal College policy and procedures. The President and administrators will be responsible for issuing administrative guidelines for interpretation and application of this policy.

The following conditions apply to furloughs under this policy:

- Hourly, non-exempt employees under the Fair Labor Standards Act will continue to be paid for days worked and will not be paid for the days for which they take furlough leave without pay. Days for which employees take furlough leave without pay will not count towards determining overtime.
- Exempt employees under the Fair Labor Standards Act will not be paid for days for which they take furlough leave without pay. The salary reduction will occur in the pay period in which the furlough leave without pay is taken.
- Furlough leave without pay will not affect health care benefits. Employees will receive the same health care benefits as otherwise available. Accordingly, for example, employees will continue to be covered by the College's group health plan to the same extent they were before the unpaid furlough days and to accumulate annual and sick leave at their normal rate.
- Employees will observe all paid holidays and are allowed to take accumulated annual and sick leave and other paid leave as approved. However, employees are required to take the required days of furlough leave without pay during the fiscal year and may not use any other available leave to avoid taking required furlough leave without pay.

Teaching Assignment Option

If a teaching assignment is available per standard requirements (e.g., appropriate degree/credentials, course availability, non-bumping of current faculty unless allowed due to overload or other such standard academic reasons), the administrator eligible for furlough may opt to request to the immediate supervisor a teaching assignment in lieu of a furlough. The teaching assignment will be equitable within a reasonable amount to the furlough savings and must be reported to the vice-president for academic affairs for analysis and placement and in consultation with academic officers. The President will give final approval of this option.

Furlough or Teaching Assignment Incentive

An employee who is placed on furlough leave or who has selected a teaching assignment in lieu of a furlough may earn 2 extra vacation days or 4 work from home days during the academic year at issue and while financial savings plan of this policy is in place.

- Days must be requested, in writing, at least 10 days in advance and are subject to review and approval of the employee's immediate supervisor.
- Work from home day productivity will be assessed during performance reviews.
- No more than two consecutive work from home days will be allowed under this policy.

Peer Contribution for Teaching Assignments

If a peer exceeds or plans to exceed the required teaching assignment so that it doubles his or her contribution, he or she may defer that excess to a peer who was assigned a teaching assignment. Standard rules and policies apply. The contributor, however, has privilege of incentives.

Layoffs

Whenever the Board of Trustees determines that employees will be laid off without compensation due to economic circumstances, affected employees will be notified by the President's Office of the effective date of the layoff and of any rights to continuation of any benefits such as rights under COBRA. Any layoff without compensation may be permanent or until further notice of recall to employment.

Adopted: March 16, 2010

Amended:

Retired:

Replaces:

A. Purpose

- Thousands of current and future students, faculty, staff, alumni, and donors are utilizing mediums such as Facebook, Twitter, LinkedIn, YouTube, and many others to stay connected. Southeastern Illinois College (SIC) believes that having a presence in social media will allow the College to better broadcast information and interact with the public. In order to effectively operate within these mediums and increase opportunities for educational growth, Southeastern Illinois College has developed this Social Media Policy.
- While the College recognizes the benefits and strengths of social media, it recognizes that the use of social media at or concerning the College is governed by the same laws, policies and rules of conduct that apply to all other activities at or concerning the College.

B. Scope

- Definition: Social Media is defined, for purpose of this policy, as tools and platforms that enable individuals to communicate, participate, share and network through websites and online media, such as Facebook, Twitter, LinkedIn, YouTube, etc.
- The guidelines set forth in the College's Social Media Policy are broad in nature and designed to accommodate any differences in online venues while maintaining a universal code of conduct. This policy focuses on the safe use of social media to support learning and other activities consistent with the college mission.
- This Policy applies to all use of social media by College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources. Personal use of social media on personal time is not governed by this Policy. However, individuals must take care not to engage in conduct that violates college policy or state and federal laws.
- Participation in a College course shall not depend only on social media sites such as Facebook. Alternatives shall be made available to any student who does not have access to social media or chooses not to use it. Course content posted to a social media site must also be provided to students by other means such as email and/or posted inside the course itself.

C. Authorization of Social Media Sites

- Any person wishing to create a social media presence affiliated with Southeastern Illinois College must first obtain permission from the appropriate Dean, Vice President or the President. The Individual must read the SIC Social Media Guidelines published by the Marketing and Public Relations Department and accept responsibilities for the publication of content that site within said guidelines. The appropriate staff member in the Marketing and Public Relations Department will establish the account and remain as its administrator. Access to the account will then be granted to the requesting department. In the event this arrangement is not possible or feasible with a given social media platform, the

requesting department will work with Marketing and Public Relations for a suitable arrangement. Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content. Authorization must be obtained in advance by the appropriate Dean.

Sites include:

1. Institution sites that represent Southeastern Illinois College as a whole must be authorized in advance by the President or his/her designees.
2. Program and department sites must be authorized in advance by the Dean.
3. Sites administered by members of the faculty in connection with specific courses or programs must be authorized by the Faculty member and approved by the Dean.
4. Sites sponsored by recognized student organizations in connection with specific activities must be authorized by the Dean or his or her designee.

D. Site Administrators

- Each authorized College social media site must have a designated administrator. The College's Marketing Coordinator and IT shall be notified of all administrators for the site by the appropriate site administrator/creator.

E. Expectations for Appropriate use of Social Media

- Use good judgment about social media content, respect privacy laws and exercise discretion in posting content that could reflect negatively on users or the College. Online posts should be treated as permanent and not recallable.
- Users shall not post any content onto social media which discloses confidential or propriety information of the College.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote anything that is inconsistent with the approved activity or the College Mission.
- Only whole-group posts and messages should be sent to students through social media sites. Messages to individual students must be sent from a college email account to the student's email account through the regular college email services or through the course management site.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- **The College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, demeaning, malicious, [obscene, a violation of intellectual property rights or privacy laws, harassing in nature, or otherwise injurious or illegal.](#)**
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original

material if applicable.

- Users shall not post content on social media sites, which violates any law of the United States, State of Illinois, including but not limited to HIPAA and FERPA.

F. Additional Considerations

- Violations, complaints, or questions regarding this Policy should be directed to the appropriate supervisor or dean.
- Violators of this Policy may be subject to disciplinary action, up to and including dismissal from the College or termination of employment.
- Every College social media site shall include the following disclaimer: “Content posted to this site represents the views of the individuals who post it and unless stated otherwise, neither represents the views of nor are endorsed by Southeastern Illinois College.”

Adopted: July 9, 2013

Amended: March 21, 2019

Legal Ref:

1. Purpose

This Policy governs the retention of electronic mail (“e-mail”) and is intended to provide guidance on the need for retention of e-mails sent and received by Southeastern Illinois College (“SIC”) employees.

Southeastern Illinois College is committed to effective records retention to comply with all legal requirements, local, state and federal, for the retention or storage of electronic mail or instant messaging technologies.

2. Scope

This Policy covers all SIC personnel, vendors or contracted personnel that utilize SIC’s e-mail system. This Policy is secondary to SIC’s compliance with the Illinois Freedom of Information Act and the Illinois Local Records Act.

The following email retention periods have been established:

- Academic per FIRM guidelines: unless paper record exists, grade related materials are kept indefinitely.
- All other electronic email and messaging communications without legal holds: 365 days (approximately 1 year).

3. Reference

SIC is subject to record retention requirements imposed by federal, state and local regulations. Retention periods may change by regulation, order or specific events. Any record that is the subject of litigation or pertaining to a claim, audit, administrative charge or investigation should be retained until final resolution of the action or unless otherwise noted.

4. Types of E-mail Messages

- A. For retention purposes e-mail messages generally fall into the following two categories:
1. E-mail of intended or transitory value: For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose.
 2. E-mail containing information having lasting value: For example, e-mail about interpretations of an agency’s policies or regulations may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting e-mail records to be purged.

B. Special Considerations

1. Instant Message Correspondence

SIC instant message correspondence may be saved with the logging function of the software, or copied into a file and saved, and this fact should be made known to participants in instant message conversations.

2. Encrypted Communications

SIC encrypted communications should be sent/stored in a manner consistent with SIC's Acceptable Use Policy, but in general, sensitive information should be stored in a password protected or encrypted format.

3. Recovering Deleted Email via Backup Media

Deleted email may be recovered from archived backups. Email may not be deleted or destroyed from backups inconsistent with the retention period of this policy.

5. **Procedures for Compliance with the Records Retention Requirements**

While the methods for reviewing, storing or deleting e-mail may vary, compliance with the retention requirements of this policy, the Local Records Act and/or federal, state and local regulations may be accomplished by doing one of the following:

5.1. Retention of Hard Copy. Print the e-mail and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication.

5.2. Electronic Storage of E-mail. Electronically store the e-mail in a file, so that it may be maintained and stored to meet retention guidelines and policy.

6. **Enforcement**

Failure to comply with the E-mail Retention Policy and any associated guidelines and procedures may result in disciplinary action and penalties applicable by law.

Adopted: September 23, 2014

Amended: January 17, 2017/ September 17, 2019

Legal Ref:

Cross Ref:

Southeastern Illinois College has implemented a zero tolerance drug and alcohol abuse policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental effect on employees' health, job performance, safety and efficiency. This policy also expresses the College's desire to satisfy the requirements of the federal and state Drug Free Workplace Act (41 USCA § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the College has resolved to maintain a drug and alcohol free workplace.

The purpose of this policy is to inform employees of the College's investigation, treatment and disciplinary policy relating to drugs and alcohol. As such, full-time employees are expected to comply with and abide by these policies.

Employees may not report to work or engage in any College-related work or activities while under the influence or in the possession of alcohol or illegal drugs, including marijuana.

Employees who are using prescription drugs that may have adverse side effects on their job performance should inform their supervisor as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor the possible side effects of the drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving illegal drugs at work. Violators may be subject to immediate disciplinary action. Any sale or purchase of illegal drugs during work will be treated as gross misconduct, subject to appropriate disciplinary action up to and including immediate discharge for the first offense.

Employees who are aware of the possession or use of alcohol or illegal drugs, including marijuana, by another employee in violation of this policy are required to report the matter to the Vice President of Academic Affairs, a Dean, a Supervisor, or the Director of Human Resources.

Adopted:

Amended: August 13, 2019

Legal Ref: Drug Free Workplace Act (41 USCA § 701 *et seq.* and 30 ILCS 580/1 *et seq.*)

Cross Ref: Board Policy 6005; Board Policy 6003

SECTION V
COMPENSATION, BENEFITS, LEAVES
SERIES 5000

Section V	Compensation, Benefits, Leaves	Series 5000
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Workman's Compensation Benefits	5001
Employee Return to Work	5001.1
Tuition Waiver	5002
Placement on Salary – Transfer and Vocational	5003
Credit Earned for Advancement on the Salary Schedule	5008
Conversion Schedule for Vocational Teacher Placement	5009
Payroll Schedule	5010
Payroll Deductions	5011
Insurance	5012
Optional Dental/Vision Insurance	5012.1
State Universities Retirement System	5013
State Universities Retirement System-Leave of Absence	5013.1
Absences	5014
Sick Leave	5014.1
Family Medical Leave Policy	5014.2
Family Illness	5014.3
Family Related Medical Leave	5014.4
Leave of Absence	5015
Bereavement Leave	5016
Military Leave	5017
Family Military Leave	5017.1
Leave for Professional Purposes	5018
Sabbatical Leave	5019
Personal Leave	5020
Jury Duty or Court Appearance	5021
Leave of Absence for Child Birth	5022
Special Leave of Absence Without Pay	5023
Vacations – Administrative and Exempt Employees	5024
Pay for Unused Vacation Days for Administrators	5024.1
Carry-Over Vacation Days for Grants Personnel	5024.2
Policy on Severance Pay for Administrative/Exempt Staff	5024.3
Mary Jo Oldham Child Center Study (MJOCCS) Employee Benefits	5024.4
Personal Reference Checks	5025
Orientation Period	5026
Assignment and Transfer	5027
Physical Examination	5028
Responsibilities	5029
Work Hours	5030
Overtimes for Classified Non-Exempt Employees	5030.1
Pay for Hourly Employees when College is Closed	5030.2
Pay for Customized Training	5030.3
Work Year	5031
Employee Resignation	5032
Outside Employment	5033
Compensatory Time	5034

Holidays	5035
Cell Phone for College Use Policy	5036
Retiree Benefits Program Policy	5037

All college employees are covered by the Workman's Compensation Act for injuries which occur while on the job. Injury should be reported immediately to the appropriate instructional supervisor. Workman's Compensation does not apply to accidents sustained outside the actual case of employment with the college nor for unreported accidents. Accident claims forms are maintained in the Office of Business Affairs.

In the event that an employee becomes eligible for Workman's Compensation for absence from work and said employee has accumulated sick leave available to use, said employee may use 1/3 day of his/her sick leave per day (employee will receive 2/3 of a day's pay for Workman's Compensation) to fully realize a full day's pay. The employee will not be required to utilize sick leave if said employee chooses to receive only Workman's Compensation. However, the combination of Workman's Compensation and sick leave may not exceed the amount of said employee's daily wage.

Adopted:
Amended:
Legal Ref:

Employee Return to Work**5001.1**

Southeastern Illinois College may grant temporary modified work assignment to employees injured on the job. Modified work assignments will consist of functions and/or duties assigned by his/her supervisor, the Vice President of Administration and Business Affairs or his/her designee.

Modified work assignments will comply with the restrictions placed upon the employee by his/her physician. Such assignments may be outside the primary work department and may vary by work shift and days off.

Adopted: May 15, 2007

Amended:

Legal Ref:

Tuition shall be waived for full-time employees, their spouses, and dependent children enrolled in Southeastern Illinois College credit courses. Textbooks and class fees are the responsibility of the full-time employee, their spouse, or dependent children enrolled in credit courses. Textbooks and required course materials sold in the Southeastern Illinois College bookstore will be available for purchase in the bookstore by those under this waiver at the actual cost of the items plus shipping to SIC.

Refer to the most recent Collective Bargaining Agreement.

College credit earned for advancement on the salary schedule must be earned in the appropriate teaching area. Approved credits earned prior to the beginning of the fall semester will be included in the instructor's placement on the salary schedule when proper certification of the credits earned are received in the Office of the President. Approved credits earned during the fall semester may be applied to advancement on the salary schedule for the spring semester if proper certification is received in the Office of the President prior to the beginning of the Spring semester.

Adopted:
Amended:
Legal Ref:

This policy is to be used to determine the starting salary for vocational instructors who have less than the B.S. degree. It would substitute years of experience for years of formal education on the basis of two for one. Technical school training to be equated to training toward the B.S. degree. Teaching experience to be equated to on-the-job experience. Once employed, the instructor would follow the B.S. column on the regular salary schedule.

Adopted:
Amended:
Legal Ref:

Payroll is processed and paid on the 13th and 28th day of each month. If either day falls on a weekend or holiday, payday will be the last workday prior to those dates. Full time instructors and staff are paid to date. Adjunct instructors are paid based on the above dates over the teaching semester. Part time employees are paid in the subsequent pay period (1st thru 15th on 28th, 16th thru end of month paid on 13th).

Refer to respective Collective Bargaining Agreements for possible changes to the afore mentioned.

Adopted:
Amended: January 16, 2018
Legal Ref:

The purchase of annuities may be made in a manner which will qualify the annuity premiums for the benefit provided under Section 403 (b) of the Internal Revenue Code of 1954 amended or any equivalent benefit or subsequent Federal Income Tax Law.

Based upon a salary agreed to by said employee and the Board, upon request of any of its employees, in such manner as will obtain the benefits provided under Section 403(b) of the Internal Revenue Code as amended such annuity requested may be granted by the Board of Trustees.

Adopted:
Amended:
Legal Ref:

Group Life Insurance

Employees who are eligible to participate in the group life insurance program offered by the employer shall receive the benefit described in this section. The Board pays the premium for employee coverage for the basic \$15,000.00, plus the amount required as part of the group health/hospitalization policy which is currently \$5,000.00.

All employees shall have the option of converting their group life insurance to an individual contract at their own expense and in accordance with the carrier's provisions when their employment with Southeastern Illinois College terminates.

Group Health/Hospitalization Insurance

All academic year employees who are employed for thirty (30) hours or more per week during the academic year are eligible for the group hospitalization insurance offered by the College. All twelve (12) month employees who are employed for thirty (30) hours or more per week during the fiscal year are eligible for the group hospitalization insurance offered by the College. Variable hour employees as defined by the Affordable Care Act who are employed on average thirty (30) or more hours per week during the measurement period for their classification are eligible for the group hospitalization insurance offered by the College. Eligible employees not covered by a bargaining agreement with a salary of \$33,750 or less shall pay \$30.00 of the premium per month, employees who make \$33,751 or more shall pay \$65.00 of the premium per month with the Board providing the remaining portion. This policy will be reviewed as needed, but no less than once every three years. Bargaining unit members shall be covered as specified under their respective negotiating agreements.

Employees not electing to participate in the group hospitalization insurance may elect to receive a monthly stipend in the amount of \$50.00 in lieu of any participation in the group hospitalization plan.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was signed into law in 1986. The legislation provides for certain individuals presently covered under the group health insurance plan and their families who meet specific conditions to continue coverage for a specified period of time under the same group plan.

Adopted:

Amended: 4/17/2007; 8/19/2008; 10/17/2017; 8/14/18; 7/14/20

Legal Ref:

Group Dental / Vision Insurance

All full-time employees who are eligible for the group dental/vision insurance programs offered by the employer shall receive the benefit described in the plan(s) the employer can secure. The Board will provide managerial support only for optional dental and/or vision plans at the employee's expense.

Adopted: 8/14/18

Amended:

Legal Ref:

All employees shall participate in the State Universities Retirement System as required by law. The employee shall pay the employee's contribution to the State Universities Retirement System. The employer shall pay the employer's contribution, as required, to the State Universities Retirement System.

In the event of an employee's death, the employer shall pay a benefit to the employee's estate an amount equivalent to the amount due the employee had he/she been retiring on the date of death.

Upon retirement, the employer shall compensate employees covered prior to August 24, 1992, administrators not mentioned below and exempt staff at the rate of one-third of a day's pay per accrued sick leave to a maximum of one hundred eighty (180) accrued days of sick leave equaling a maximum of sixty (60) days' pay. For the Vice-President of Academic & Student Affairs, Executive Dean of Administration and Business Affairs, Executive Dean of Student Affairs, Executive Dean of Academic Services, and Associate Dean of Workforce and Community Education upon retirement the employer shall compensate these administrators at the rate of one day's pay for one day's accrued sick leave to a maximum of sixty (60) days' pay.

Employees hired after August 24, 1992, upon retirement shall be compensated by the employer at the rate of one-third day's pay per accrued sick leave to a maximum of ninety days accrued sick leave equaling a maximum of thirty (30) day's pay.

For employees who belong to the Southeastern Illinois College Education Association, United Mine Workers of America, or the Laborers Local #773 reference should be made to their respective bargaining agreements for language specific to retirement benefits contained therein.

Adopted:
Amended: December 6, 2022
Legal Ref:
Cross Ref:

A. With Pay**1. Sabbatical**

- a. Employee is fully protected under the State University Retirement System.
- b. In calculating benefits, the System will assume that the employee is receiving full salary even though the employee contributions are deducted only on the salary actually received.

2. Other

- a. An employee who is granted a leave of absence with pay that is not a sabbatical is also fully protected under SURS.
- b. The employee can make contributions on the portion of their salary they are not receiving in order to maintain full earnings credit. They will still receive full service credit if the leave payments are not made. However, if they do not make the leave contributions and this condition continues for more than three (3) years during their SURS participation, the service credit would be adjusted at the time benefits were calculated.
- c. An employee who is granted a leave of absence with pay at less than 50% time must also be granted a leave of absence without pay for the remaining percent time.

B. Without Pay

1. An employee may elect to make contributions of 8% of full rate of salary on the date the leave begins in order to receive full service and earnings credit for retirement purposes.
2. Contributions may not be paid for more than three (3) years during a period of ten (10) years.
3. If employee fails to return to employment at the expiration of the leave for a period equal to the leave or eight (8) months, whichever is less, the contributions paid during the leave will be refunded without interest and the service credit covering the leave will be forfeited.
4. If employee fails to complete payments, the contributions paid during the leave will be refunded without interest and the service credit covering the leave will be forfeited.
5. Payment can be made in a lump sum at the beginning of the leave, in monthly installments during the leave, or they may defer the payment of the leave until a later date. The deferred payment will include interest at the effective rate and must be made as a lump sum.
6. If the employee does not elect to pay contributions, he will continue to receive disability, death and survivor insurance protection, but does not receive service or earnings credit for that period.
7. The employee must return from leave to a position at the same percent time employed when the leave began; otherwise contributions are refunded and service credit covering the leave will be forfeited.
8. Note: Employees on a leave of absence with a teacher organization can use the actual compensation received by the employee for such service.

C. Disability Leave

1. Employee will receive full protection during the first sixty (60) days of such leave and during the period that disability benefits or workers compensation benefits are paid, even though no employee contributions are made.

2. SURS will assume that employee is earning twice the disability benefits which are payable to him when calculating average salary.
3. A disabled employee has survivors insurance protection for up to sixty (60) days from the date disability benefits terminate until employee returns to employment, resigns, or retire.
4. A disabled employee cannot be placed on a leave of absence at no pay. The disabled employee must be put on disability leave.

D. Military Service

1. Employee will receive full credit for retirement purposes without payment of contributions but is not considered an employee in determining eligibility for other benefits.

E. Procedures to be followed for leave of absence

1. College should complete a Report of Status (Leave of Absence) when an employee goes on leave.
2. College should complete a Report of Status (Leave of Absence) when an employee returns from leave.

Adopted:
Amended:
Legal Ref:
Cross Ref:

If absence is anticipated for professional or health reasons, the employee shall complete the absence form available in the office of the Vice President of Academic Affairs or the appropriate Dean. In case of sudden illness, the Vice President of Academic Affairs or the appropriate Dean should be notified before 8:00 a.m. of the day to be missed or, if occurring during the day, before the next scheduled class. If a night class is to be missed, the Vice President of Academic Affairs or the appropriate Dean should be notified by 3:00 p.m. In case of emergency situations, the instructor shall notify the Vice President of Academic Affairs or the appropriate Dean before the instructor's next scheduled class.

Adopted:
Amended:
Legal Ref:
Cross Ref:

All full-time employees who are eligible for sick leave shall accrue at fifteen (15) days per year with unlimited accumulation for employees hired prior to August 20, 1994. Employees hired on or after August 20, 1994 shall accrue sick leave at the above rate to a maximum 270 days. Sick leave shall be allowed but not accrue at the rate of one-half day per semester hour assigned during the summer session for teaching faculty. The employee will fill out a sick leave form upon returning to work.

Adopted:

Amended: April 17, 2007; October 17, 2017

Legal Ref:

Cross Ref:

It is the policy of the Board of Trustees of Southeastern Illinois College (the “Board”) to comply with the provisions of the Federal Family and Medical Leave Act of 1993 (the “FMLA”) and the regulations promulgated hereunder. Employees are to be able to participate in early child rearing of their children, to care for family members with serious health conditions, or be absent from work due to their own serious illness, without being forced to choose between such family obligations and job security. Accordingly, all eligible College employees shall be entitled to a Family Medical Leave, on a gender neutral basis provided the leave is taken in accordance with the following provisions.

1. **Eligible Employee:** An employee who has been employed for at least twelve (12) months, has worked at least 1,250 hours during the previous twelve (12) month period and is employed at a worksite where the Board employs at least 50 employee within a 75-mile radius. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon the College’s fiscal year (July 1 to June 30).
2. **Purpose of Leave:** Eligible employees shall be allowed Family Medical Leave for one or more of the following:
 - a. The birth of an employee’s child and to care for such child;
 - b. Placement of a child with an employee for adoption or foster care;
 - c. To care for an employee’s family member (spouse, child, or parent) who suffers from a serious health condition; and
 - d. A Serious health condition that makes an employee unable to perform the functions of his/her position.
 - e. Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
 - f. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).
3. **Term of Leave:** Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during the twelve (12) month period, as set forth in Section 1, subject to the following:
 - a. The employee must state a qualifying reason for the needed leave to enable the Board to determine whether the purpose for the leave is one allowed under the FMLA;
 - b. The entitlement to leave because of the birth or placement of a child expires on (1) calendar year after the date of birth of placement;
 - c. A husband and wife who are both employed by the Board and both eligible for leave are only permitted to take a combined total of twelve (12) weeks of leave during any twelve (12) month period if the leave is taken because of the birth or placement of a child;
 - d. Leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary when the purpose of the leave is to care for a seriously ill family member or for the employee’s own serious health condition. Leave may be

- taken on an intermittent basis or reduced schedule only with Board approval when the purpose of the leave is the birth or placement of a child for adoption or foster care; and
- e. If the employee request paid accrued leave and the Board determines the purpose for the leave is one applicable under this policy, the Board may notify the employee that the paid leave must be utilized prior to any unpaid leave and will be counted against the employee's twelve (12) weeks of leave granted under this policy. This notice shall be made as soon as practicable following the employee's request for paid accrued leave and the employee's provision of sufficient information to the Board to determine the reason for the leave.
 - f. Subject to section 103, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave shall only be available during a single-month period. Nothing in this paragraph shall be construed to limit the availability of leave during any 12-month period.
4. **Notice Requirements:** When the leave is foreseeable, (i.e., based upon an expected birth or placement for adoption or foster care, or planned medical treatment for the employee or the employee's seriously ill family member), the employee is required to notify the Executive Assistant to the President, or his/her designee, not less than 30 days before the date the leave is to begin, of the intention to take leave pursuant to this policy. If the circumstances (i.e., date of birth or planned treatment) require the leave to begin in less than 30 days, the employee shall notify the Executive Assistant to the President or designee as soon as practicable. The employee shall make a reasonable effort to schedule the planned treatment so as not to unduly disrupt operations, subject to the approval of the health care provider involved in administering the treatment. The Board may deny an employee's leave request until at least 30 days after the date the employee provides notice of the intention to take leave for unreasonable failure to provide timely advance notice for foreseeable leaves.
 5. **Substitution of Paid Leave:** An employee entitled to paid family leave of less than twelve (12) work weeks within a twelve (12) month period shall also be entitled to the additional weeks of leave on an unpaid basis necessary to attain the total of the twelve (12) workweeks of leave granted under this policy. An eligible employee may elect, or the Board may require, that the employee substitute accrued paid leave for all or any part of the unpaid twelve (12) weeks of leave granted, pursuant to this policy under the following circumstances:
 - a. Accrued paid vacation or personal leave may be substituted for leave for any purpose granted under this policy.
 - b. Accrued paid sick leave may be substituted if the leave is taken in order to care for a seriously ill family member or for the employee's own serious health condition.
 6. **Medical Certification:** The Board may require that requests seeking leave to care for a seriously ill family member or for the employee's own serious health condition be supported by medical certification from the family member's or the employee's health care provider. For foreseeable leaves, the certification shall be provided to the Executive Assistant to the President or designee within fifteen (15) calendar days from the date the Board request such certification or as soon thereafter as is practicable. Notice for leave due to active duty of family member is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on active duty, or because notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the

employer as is reasonable and practicable. For unforeseeable leaves, the employee is required to prove certification as soon as is practicable, under the circumstances, after the date the Board requests such certification. The certification shall contain the following:

- a. Date the serious health condition began;
- b. The health care provider's best medical judgment concerning the probable duration of the condition;
- c. A diagnosis of the condition and a brief statement of the prescribed treatment regimen, including whether inpatient hospitalization is required
- d. If the purpose of the leave is to care for a seriously ill family member, a statement that the employee is needed to care for the family member including an estimate of the amount of time that the employee will be needed;
- e. If the purpose of the leave is for the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her position;
- f. In the case where intermittent or reduced schedule leave is requested for planned medical treatment, a statement of the dates and duration of such treatment;
- g. In the case where intermittent or reduced schedule leave is requested to care for a seriously ill family member or for the employee's own serious health condition, a statement that the intermittent or reduced leave schedule is medically necessary for the seriously ill employee, or necessary for the care of the family member, including the expected duration of the intermittent or reduced schedule leave.

In cases where the Board has reason to doubt the validity of a medical certification it may require the employee to obtain a second opinion, at Board expense. The Board shall select the health care provider to supply the second opinion. In cases where the medical opinions in the first and second certifications conflict, the Board may require the employee to obtain a third certification, at Board expense. The third health care provider shall be jointly selected by the Board and the employee and this certification shall be final and binding upon both the Board and the employee.

The Board reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request, but it later has reason to question the appropriateness or duration of the leave. The Board may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

7. **Medical Recertification:** The Board may request certification at reasonable intervals, but not more often than once every thirty (30) days. The Board may request recertification, regardless of the length of time since the last request, for the following:
 - a. When the employee requests a leave extension;
 - b. When the circumstances described by the original certification change significantly (i.e., the nature or duration of the illness changes significantly); and
 - c. When the Board receives information that casts doubt upon the continuing validity of the original certification.
8. **Maintenance of Health Benefits:** The Board shall maintain the employee's group health plan coverage for the duration of Family Medical Leave taken on the same basis, at the same level and under the same conditions coverage would have been provided had the employee not taken leave. The Board and the employee shall continue to pay their respective shares of

the health care premiums during the duration of the leave as if the leave had not been taken. The Board may recover from the employee its share of any premium payments for any periods of unpaid leave if the employee fails to return to work after their leave entitlement has been exhausted. The Board also may recover any portion of the premium paid by the Board which the employee was obligated to pay.

If the employee substitutes paid leave for unpaid leave under this policy, the employee's share of the health care premiums shall be paid by the method the Board normally utilizes during any employee's paid leave. If the leave is unpaid, the employee shall pay his/her share of the premium on the same schedule as if it were being made by payroll deduction.

9. **Return to Employment:** At the end of the leave period taken pursuant to this policy, the employee shall be returned to the position held immediately prior to taking the leave, except for key employees under the circumstances set forth below. If that position is unavailable, the Board shall return the employee to an available position that the employee is qualified to hold with equivalent pay, benefits and other terms and condition of employment. The right to reinstatement ceases and the employment relationship between the employee and the Board will be deemed terminated if the employee unequivocally informs the Board of his/her intent not to return to employment at the end of the leave period.

For key employees (a salaried FMLA-eligible employee who is among the highest paid 10% of all employees [salaried and unsalaried; eligible and ineligible] employed by the Board within 75 miles of that employee's worksite) the Board may deny reinstatement under the following circumstances:

- a. The employee has been notified, in writing, either when leave is requested or when leave begins that he/she qualifies as a key employee and as such the possibility exists that they will not be reinstated at the end of the leave;
- b. The Board determines the denial is necessary to prevent substantial and grievous economic injury to the College's operations;
- c. The Board notifies the key employee of its intent not to reinstate the employee on this basis; and
- d. In cases where the key employee begins the leave and elects not to return to employment after receiving notice from the Board of its intent not to reinstate the employee.

The Board may require the employee to submit medical certification from a health care provider, stating that the employee is now able to resume work, if the basis for the Family Medical Leave was the employee's own serious health condition. The Board may deny the employee's return to work until the certification is submitted.

Adopted:

Amended: September 19, 2006/September 23, 2008

Legal Ref: DOL Amendments January 1, 2009; 77 FR 8962 (Feb. 15, 2012)

Upon the recommendation of the College President, the Board of Trustees may permit members of the staff to have leaves of absence without salary not in excess of one (year) length for rest, restoration of health, or the alleviation of hardship involving themselves or an immediate family member.

Adopted:
Amended:
Legal Ref:

Employees may use fifteen (15) days of accumulated sick leave each year to care for a family member's illness, injury, or medical appointment. A "family member" includes the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Upon recommendation of the College President, the Board of Trustees may, in its sole discretion, allow an employee to use more than fifteen (15) days of accumulated sick leave in a year to care for a family member's health related problem.

Administrators and Exempt Staff

Upon the recommendation of the College president, the Board of Trustees may grant employees leaves of absence. Requests for such leaves shall be made through the President. If an employee is granted a leave of absence, he/she shall maintain previously granted experience credit but will not accrue any additional credit during the leave of absence.

Adopted:
Amended: April 17, 2007
Legal Ref:

All full-time employees who are eligible shall be granted bereavement leave upon approval by the appropriate administrator, all employees shall be allowed three (3) days of absence with pay per occurrence. No more than five (5) days may be used per contract year. In addition, employees shall be allowed to use two (2) days of sick leave per year for bereavement purposes. Approved additional time will be deducted from either personal or sick leave upon an employee's request.

In the event of a conflict between this policy and an applicable collective bargaining agreement or individual contract, the applicable collective bargaining agreement or individual contract will control.

Adopted:
Amended: December 3, 2019
Legal Ref:

The College supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take an unpaid military leave to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty. To the extent such leave is accrued, employees on military leave may substitute accrued paid leave for unpaid military leave.

Employees must provide the College with at least thirty days advance written notice prior to the start of military service except in cases of a national emergency. Such notice must include a copy of the employee's military orders. Upon return to work at the College, employees must submit a signed statement by an appropriate military official indicating the time spent in military training or service.

When an employee's military leave ends, if the cumulative military service while with the employer has been five years or less, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must advise Human Resources and their supervisor as soon as possible that the employees will need to take military leave. An employee whose military service has ended must return to work or inform the College that he or she wants to be reinstated in accordance with these guidelines:

- a. For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- b. For a leave of 31-180 days, the employee must request reinstatement within 14 days after military service ends.
- c. For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

The College will continue an employee's group health insurance benefits during the military leave, under these circumstances:

- a. If an employee is absent for 30 or fewer days, the employee will be treated as any employee not on leave. The College will continue to pay its portion of the insurance premium, and the employee must continue to pay the employee's usual portion.
- b. If the military leave lasts longer than 30 days, an employee has the right to continue his or her group health insurance for 18 months, provided the employee pays the total cost of the premium plus a 2% service charge.

Adopted: February 20, 2007

Amended: January 16, 2007

Legal Ref:

The Illinois Family Military Leave Act entitles eligible employees, who are the spouses or parents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any twelve (12) month period when the federal or state deployment orders are in effect.

To be eligible for Family Military Leave, employees must have been employed by the College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, personal leave and any other leave to which they are entitled, except sick leave. In addition, the College will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employees' eligibility for Family Military Leave.

Employees must give 14 days' notice of the need for Family Military Leave if the leave will consist of 5 or more consecutive days' duration. Employees requesting Family Military Leave for less than 5 consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees shall be eligible to continue their benefits at their own expense.

Upon an employee's return to work at the College he/she will be restored to his/her prior position or to an equivalent position with equivalent employee benefits and pay.

Adopted: February 20, 2007

Amended:

Legal Ref:

Instructors, administrators and staff shall be reimbursed for attending professional meetings as authorized by the Board and the administration. When authorized, mileage or actual cost of transportation shall be allowed. Lodging, meals, and registration fees shall be compensated. Reimbursement of such expenses for mileage, lodging and meals shall be at the approved per diem rate (see per diem policy).

Adopted:
Amended:
Legal Ref:

Refer to the most recent Collective Bargaining Agreement.

Adopted:
Amended:
Legal Ref: October 24, 2019
Cross Ref:

Administrative Staff

Members of the Administrative staff do not get personal leave days.

Exempt Staff

Members of the exempt staff do not get personal leave days.

Maintenance Staff

Members of the custodial staff do not get personal leave days.

SICEA Members

Refer to the most recent Collective Bargaining Agreement.

UMWA Members

Refer to the most recent Collective Bargaining Agreement.

An employee may be absent to appear in court as a jury member or as a subpoenaed witness in a court action in which he/she is not a litigant or has an interest. In such case, he/she will be paid his/her regular salary less any jury/witness fee.

Adopted:
Amended:
Legal Ref:

A full-time employee may request a leave of absence for the birth of a child. An employee shall request a leave of absence at least three (3) months prior to expected delivery. The initial and terminal dates of the leave of absence shall be included in the request, but shall not exceed one (1) full year and shall not begin until thirty (30) days following the initial request. The employee shall be granted sick leave pay during that period when said employee is physically unable to perform contractual duties due to a physical limitation imposed by pregnancy or childbirth if said employee has accrued sick leave available to use. A leave may be renewed upon application to and the recommendation of the President.

It is the policy of the college to provide parental leave benefits in accordance with the Amendments to Title VII of the Civil Rights Act of 1964, the Pregnancy Discrimination Act of 1978, the Family and Medical Leave Act, and applicable state laws.

Adopted:
Amended: December 3, 2019
Legal Ref:

Upon the recommendation of the college President, the Board of Trustees may grant and approve a special leave of absence without pay to a full-time employee.

A special leave of absence must be substantiated by a good cause and unusual hardship cases will be considered on an individual basis.

If an employee is granted a leave of absence, he/she shall maintain previously granted experience credit (without loss of seniority, status, or appointment) but will not accrue additional credit during the leave of absence. The employee may obtain a leave of absence without salary or work credit for a period not to exceed one (1) year with Board approval.

Adopted:
Amended:
Legal Ref:

Administrative and Exempt Employees

Each full-time administrative employee who is employed on a twelve (12) month basis shall be granted a paid vacation consisting of twenty (20) working days. The President, Vice President, and Deans may carry over a maximum of twenty (20) vacation days into the next year. Other administrative staff members may carry over ten (10) vacation days into the next year. Under extenuating circumstances, permission may be granted to carry over additional days into the next year. Requests for such must be made in writing, and must outline a plan on how many days they are requesting to carry over, as well as how they plan to use those days within 3 months (September 30). Written requests must be made to and approved by the President. Requests are to be made no later than June 1 of each year.

Each exempt employee who is employed on a twelve (12) month basis shall be granted a paid vacation consisting of twelve (12) days per year accrued at the rate of one day per month effective the month following the initial employment date. Following six consecutive years of employment, the employee is entitled to one additional vacation day per year to a maximum of 17 days. Following fifteen (15) years of service, the employee is entitled to twenty-two (22) days of vacation. A year is defined from July 1 through June 30.

Each full-time exempt employee who is employed on a nine (9) month basis shall be granted paid time off consisting of ten (10) days per year granted at the beginning of the fiscal year. This paid time off may be used for sick leave, personal business or vacation leave. All earned benefit time must be used by June 30 of each year.

Vacation leave must be approved by the immediate supervisor and the appropriate Vice President or Dean for all staff. The needs of the college will govern the scheduling of vacations.

Requests for additional vacation without pay must be submitted, in writing, and approved by the immediate supervisor and the appropriate Vice President or Dean.

Vacation leave shall be figured on a working day basis. If an observed holiday occurs during the vacation leave, an additional day of vacation will be granted.

Exempt employees who terminate employment with the college prior to the use of earned vacation days within the year are entitled to receive pay the applicable current employee per diem rate for the number of unused vacation days accumulated.

Vacation leave must be taken in half-day increments or more. A maximum of ten (10) vacation days per two-month period may be taken in succession except in special circumstances whereby a request in writing by the employee is made to and approved by the President. The Vice President of Administration and Business Affairs, Controller, Assistant to the Vice President of Administration and Business Affairs, Bookstore Manager, and the Director of Financial Aid shall annually schedule a minimum of five consecutive work days as vacation.

Part-time or temporary staff will not accumulate vacation time.

Adopted: February 17, 2004

Amended: August 15, 2017

Legal Ref:

Pay for Unused Vacation Days for Administrators**5024.1**

Administrative staff will be paid for unused vacation days upon retirement at a number not to exceed the number of days allowed by the State Universities Retirement System (SURS) for inclusion in the final rate of earnings calculating. Maximum allowable vacation pay at retirement for grants administrative personnel will be twenty (20) days.

Adopted:
Amended:
Legal Ref:

Carry-Over Vacation Days for Grants Personnel**5024.2**

Effective October 1, 1997, full-time grant-funded employees will not be permitted to carry over any vacation days from one fiscal year to the next.

Adopted:
Amended:
Legal Ref:

Policy on Severance Pay for Administrative/Exempt Staff**5024.3**

Effective February 20, 1997, severance pay for administrative and exempt staff will be calculated based on the academic year calendar for the contractual year of the employee's retirement.

Adopted:
Amended:
Legal Ref:

A lead teacher who is employed on a twelve (12) month basis shall be granted paid time off consisting of ten (10) days per year granted at the beginning of the fiscal year. This paid time off may be used for personal business or vacation leave. All earned benefit time must be used by June 30 of each year.

A teacher who is employed on a twelve (12) month basis shall be granted paid time off consisting of five (5) days per year granted at the beginning of the fiscal year. This paid time off may be used for personal business or vacation leave. All earned benefit time must be used by June 30 of each year.

Full-time employees who work at the MJOCCS and who may be eligible for employee benefits should contact the Human Resources Office concerning their employee benefits.

References given by an applicant will be thoroughly checked upon appointment to the staff. References may be checked in advance of appointment but only by permission and with full knowledge of the applicant that such is being done. Should any information develop and be verified through such reference check that is contrary to the conditions and/or personal qualifications represented by the applicant, the appointment may be immediately revoked and the employee dismissed.

Adopted:
Amended:
Legal Ref:

The first three months of employment for employees and staff not otherwise covered by a collective bargaining agreement is an orientation period. During this time, an employee's supervisor will work with the employee to help him/her learn how to do the job successfully and to learn what the College expects from the position. The employee will be evaluated at thirty, sixty, and ninety days. This period also provides the employee and the College with an opportunity to decide whether the employee is suited for the position for which he/she was hired.

Unless otherwise provided for in a collective bargaining agreement, by statute, contract or otherwise, the College may terminate the employment of an employee at any time, either during the orientation period or afterwards, with or without cause and with or without notice. Employees are also free to quit at any time and for any reason, either during the orientation period or afterwards, with or without notice. Successful completion of the orientation period does not guarantee an employee a job for any period of time or in any way change the employee's at-will employment relationship with the College.

The administration shall assign employees to positions commensurate with the needs of the College and based on the abilities and skills of the employee, except for cabinet level appointments which must be Board approved prior to appointment.

Should an employee wish to be promoted or transferred, such desire should be presented in writing to the Vice President of Academic Affairs or the appropriate Dean.

In accordance with the Illinois Public Community College Act, new employees may be required to have a physical examination before beginning work. The examination must be completed by a doctor licensed to practice medicine in the State of Illinois. The College may request a physical examination at any time during employment.

Custodial employees will be required to have a physical examination immediately following employment. The examination must be completed by a doctor licensed to practice medicine in the State of Illinois. The College may request a physical examination at any time during employment.

Adopted:
Amended:
Legal Ref:

Each employee works under the direction of an individual(s) in his/her division or department. These supervisors are charged with the responsibility of directing the employee's work. It is the responsibility of each employee to develop an effective compatible working relationship with his/her supervisor.

Adopted:
Amended:
Legal Ref:

A regular work week for full-time and non-exempt staff consists of five (5) days and up to forty (40) hours per week. The work week will begin at 7:00 a.m. on Sunday and include the following one hundred sixty-eight (168) hours. Overtime for non-exempt staff must be approved in advance in writing by the Vice President of Academic Affairs, the appropriate Dean or Supervisor, or the Director of Human Resources. Required work schedules may include weekend, evening and various combinations thereof.

Adopted:

Amended: September 19, 2006

Legal Ref:

Cross Ref:

Overtime for Classified Non-Exempt Employees**5030.1**

Occasionally, in order to meet workload demands, an employee may be asked to work overtime. A non-exempt employees shall not work beyond the regular work schedule unless the additional working time is approved in advance, in writing by the Vice President of Academic Affairs, the appropriate Dean or supervisor, or the Human Resources Administrator.

Overtime is paid at 1-1/2 times the non-exempt employee's straight-time hourly rate for all hours worked in excess of 40 hours in a regular work week. Non-working time, including vacation, sick days, and personal days, is not counted as hours worked for purposes of computing overtime pay. Exempt employees are not eligible for overtime pay.

Adopted:

Amended: September 19, 2006

Legal Ref:

Cross Ref:

Pay for Hourly Employees when College is Closed**5030.2**

When the main college campus is closed by order of the Board of Trustees and/or the College President for a period not to exceed one (1) week and exclusive of scheduled breaks and holidays, hourly employees, excluding part-time instructors, and security personnel but including the Child Study Center workers, will be paid their regular rate of pay during the period the college is closed.

Adopted:

Amended: January 16, 2018

Legal Ref:

Cross Ref:

Pay for Customized Training**5030.3**

Pay for customized training may be based upon contact hours or a negotiated fee.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Full-time Calendar Year Employees

Employed for the full week at a minimum of 37 ½ hours on a twelve-month basis. Full-time calendar year employees are eligible for fringe benefits.

Full-Time Academic Year Employees

Employed for the academic school year (beginning with August registration days and ending with commencement or final exam days) and work the normal work week of the department to which assigned. These employees are eligible for fringe benefits on a pro-rated basis for time worked.

Part-Time Employees on Regular Status

Employed in a position twenty eight (28) hours per week or less, on at least a nine-month basis. Persons employed in multiple positions when combined, cannot equal greater than twenty eight (28) hours per week. These employees are not eligible for fringe benefits.

Part-Time or Temporary Employees

Employed for a limited period time, paid on an hourly basis, and not eligible for fringe benefits.

Notice of Resignation

Should an employee elect to resign from the College, a notice to the employee's supervisor is required in writing with a copy to the appropriate Vice President of Academic Affairs or the appropriate Dean. The Vice President of Academic Affairs shall forward the notice to the President to be presented to the Board of Trustees.

Unreasonable Notice

Failure to submit written notice at least one (1) week before termination will be so noted in the employee's personnel file.

Immediate Termination

In unusual cases and for just cause, the President in conjunction with the Vice President of Academic & Student Affairs, the appropriate Dean or supervisor reserves the right to terminate employment immediately, if the employee's continued presence interferes with the normal operation of the College.

Termination Conference

The Vice President of Academic & Student Affairs, the appropriate Dean, or Human Resource Director may schedule a termination conference with the employee after receiving the written notice of resignation.

Adopted:
Amended: February 21, 2023
Legal Ref:
Cross Ref:

Effective January 1, 2019, employees of the College shall not engage in any outside employment which would be in conflict with or interfere with their work performance at the College.

Employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest nor place the employee in competition with the College, per consultation with the respective College senior supervisor.

This policy covers full- and part-time employees of the College. Violations of this policy may subject an employee to College disciplinary actions, up to and including dismissal.

Anyone disciplined under this policy has the right to appeal through the College's Disciplinary Grievance Procedures.

Compensatory time may be taken by non-exempt employees at one and one half hours of time off per each hour of overtime worked, in lieu of receiving overtime pay. Compensatory time shall be taken at the time specified by the employee's immediate supervisor. Compensatory time must be taken during the same pay period that the extra hours were worked or it will be paid out to the employee as overtime pay.

Adopted:
Amended: September 19, 2006; January 16, 2018
Legal Ref:
Cross Ref:

Each employee shall be granted the day off or compensatory time with pay on each of the following holidays when the holiday falls on a working day:

New Year's Day
Martin Luther King's Birthday
Presidents Day
Spring Break
March College Holiday Memorial Day
Juneteenth
Independence Day
Labor Day
October College Holiday
Election Day (even years only)
Veterans Day
Thanksgiving Day
Day before and after Thanksgiving
Christmas Day
Day after Christmas

If a paid holiday occurs during an employee's vacation leave, an additional day of vacation shall be granted.

If any regular holiday is in conflict with the college calendar, a compensatory day will be given at a later time. Special holidays will not be given later.

Employees working less than the fiscal year will be entitled to holidays that fall within their work year.

Adopted:
Amended: February 21, 2023
Legal Ref:
Cross Ref:

For College employees whose positions require carrying a cell phone, the College will pay a telephone stipend of \$40.00 per month.

Adopted: June 19, 2007

Amended:

Legal Ref:

Cross Ref:

Southeastern Illinois College ID

SIC retirees who have served a minimum of fifteen (15) consecutive years of full-time service at the College will be eligible to obtain an official Southeastern Illinois College retiree photo identification card from the library that could be used for tuition waivers, access to the Fitness Center, free admission to all College sporting events and student productions, and to receive a 10% discount in the bookstore. Intergenerational tutoring may also be available.

1. Tuition/fee Waivers

The tuition/fee waiver is available to the retiree, the retiree's spouse, and his or her dependent children under the age of 23. As with current employees, any associated fees are the responsibility of individuals covered under this benefit.

2. Access to the C. Harry Bramlet Fitness Center

Retirees can use the state-of-art Fitness Center during posted hours of operation simply showing their retiree ID and obtaining a key access card from Environmental Services Office. Users must complete a registration form for waivers to apply.

3. Free Admission to All College Sporting Events and Student Productions

Retirees receive free access to any sporting events and student productions simply by showing their retiree college ID.

4. Bookstore Discount

Retirees would receive a 10% discount at the SIC bookstore simply by showing their retiree ID. Excludes textbooks.

5. Parking Permit

Upon request, retirees shall be issued an employee parking permit with the parking permit fee being waived. One parking permit will be issued to the retiree per each permit cycle.

6. Adjunct Teaching Rate shall be one-and-a-half times the current adjunct rate so long as the employee worked at SIC for a minimum of ten years of full-time employment, not to exceed the full-time faculty overload rate.

SECTION VI
GENERAL INSTITUTIONAL
SERIES 6000

Section VI	General Institutional	Series 6000
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Nepotism	6001
Non-Discrimination, Sexual Harassment, Anti-Harassment and Non-Retaliation Policy	6002
Drug and Alcohol-Free Work Place Policy	6003
Employees with Chronic Communicable Diseases	6004
No Smoking/Tobacco Products	6005
Records Maintenance and Retention	6006
Reporting Child Abuse	6007
Accommodating the Disabled Employee	6008
Campus Security	6009
Exposure Control Plan—Blood Borne Pathogens	6010
Chemical Hygiene Plan	6011
Mandatory Safety Training	6012
Security Clearance	6013
Procurement Policy Recycled Content Products	6014
School Visitation Rights Act Policy	6015
English Proficiency	6016
Firearms Policy	6017
Archery Policy	6017.1
College Logo and Seal Usage Policy	6018
Institutional Research and Effectiveness Policy on Research and Survey Use	6018.1
Solicitation Policy	6019
Health Insurance Portability & Accountability Act (HIPAA) Compliance	6020
Physical Fitness Facility Medical Emergency Preparedness	6021
Identity Theft	6022
Conceal Carry	6023
Face Coverings	6024
Prohibition Against monetary Incentives for Recruitment Activities	6025
Local Admin Rights and Privileges Policy	6026
Animals on Campus	6027

Purpose

It is the intention of the Board of Trustees of Southeastern Illinois College to promote an equitable and efficient system for the employment of individuals of the College free from favoritism and conflict of interest or the appearance of favoritism and conflict of interest. The Board of Trustees find that an anti-nepotism policy is necessary to attain the objectives and that adoption of such policy is in the best interests of the College. The College accepts applications for employment from relatives of current employees and Board members and will consider such applicants on the basis of their qualifications. No person shall be employed in a position which will result in the existence of a direct supervisor-subordinate relationship between relatives. Similarly, employees may not be assigned, transferred or promoted to a position if it will create supervisor-subordinate relationship between immediate family members.

Employees and Board members are required to disclose the existence or potential existence of a relative, if a hiring, promotion or transfer decision creates or will create a supervisor-subordinate relationship.

Definitions

"Employees" means all individuals who are in the employ of the college including substitutes and temporary workers at the time of the hiring of the applicant.

"Relative" means any individual, employee or Board member who is related to the applicant as a parent, brother, sister, child, grandparent, grandchild, aunt, uncle, first cousin, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, resident member of household, step-child or step-parent.

"Applicant" means any individual seeking regular full-time employment, transfer or promotion by the college.

"Board member" means any individual who is duly elected or an appointed member of the Board of Trustees at the time of the applicant's hire.

Any questions regarding the application of this policy should be directed to the President of the College or his/her designee.

Sexual and other types of harassment and discrimination of, or by, students or employees participating in College-sponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and Board Policies.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College prohibits sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by laws, will not be tolerated.

Definitions of Harassment

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching or brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose, or effect, of unreasonable interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include but are not limited to, the following:

1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;

3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile, or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or any other category protected by law and that: (1) has the performance or experience; (2) has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

Retaliation is Prohibited

Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim or harassment or discrimination, or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, employees, faculty, administrators, staff, and other members of the College community of its policy prohibiting discrimination, sexual and other harassment, and retaliation.

Reporting Discrimination, Investigation Procedures, and Corrective Measures

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice-President, the Title IX Coordinator, or the Dean of Student Affairs. The College has designated the Academic Advisor – Transfer Specialist as the Title IX Coordinator. Any employee who believes that he or she has been discriminated against or harassed should report such incidents to their immediate supervisor and the Human Resources Administrator. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC). All reports or complaints will be promptly, fully,

and fairly investigated. Where discrimination and/or harassment is determined to have occurred, appropriate remedial and corrective action will be taken. The decision of the investigation will be communicated to both parties.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the President. The President shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

Appeals

An employee may appeal to the College President if he/she disagrees with the decision of the investigation or the corrective measures issued. All appeals must be in writing and made within 10 days of receipt of the investigation decision.

Responsibility of Supervisors and Witnesses

Any employee who witnesses or becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately inform the Human Resources Administrator.

False Reports

Given the possibility of serious consequences for an individual accused of harassment, knowingly making a false report of sexual harassment or any other form of harassment is considered severe misconduct and may result in disciplinary action, up to and including termination and /or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement.

Policy Dissemination

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation.

Adopted:

Amended: September 19, 2006; January 21, 2020

Legal Ref:

Cross Ref

Southeastern Illinois College will provide a drug and alcohol free environment and workplace as defined by 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.*). In addition Southeastern has implemented a zero tolerance policy prohibiting the use or possession of marijuana while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Southeastern has adopted this policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment

The College prohibits the possession, use, distribution, dispensing, and manufacture of illicit drugs, alcohol, and marijuana by students and employees on its property or as part of any College activity, except in strict conformance with Board Policy 7004.1 and applicable law.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions, in accordance with Board Policy 7004.1 and applicable law. Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 *et seq.*), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College related work while under the influence of illegal drugs, including marijuana. No student or employee may use or possess marijuana, including medical marijuana, on campus, as set forth in Board Policy 6005 (“No Smoking”) and Board Policy 9010 (Drug and Alcohol Abuse”).

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employees' guidebooks, the Student Handbook, and other appropriate publications.

Adopted:

Amended: January 21, 2014 / August 13, 2019

Legal Ref: Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 *et seq.*)

Drug Free Workplace Act of 1988 (41 U.S.C. §701 *et seq.*)

Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 *et seq.*)

Illinois Cannabis Regulation and Tax Act

Cross Ref: Board Policy 6005; Board Policy 9010

Employees with identified chronic communicable diseases shall be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies including, but not limited to, the current collective bargaining agreement in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made by utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will be not be prejudiced; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the college.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the “Act”), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles owned or operated by the College.

“Smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, electronic cigarettes, marijuana, water pipes, bongs, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or marijuana. “Smoke or “smoking” does not include smoking that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the federal American Indian Religious Freedom Act, Sections 1996 and 1996a of Title 42 of the United States Code.

No tobacco or marijuana products may be sold or given out as complimentary items on Campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, contractors, subcontractors, volunteers, visitors, members of the public, and any other guests of the College. The College may refer students who violate this policy to the Executive Dean of Student Services for disciplinary procedures pursuant to the Student Handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and include discharge.

Amended: September 19, 2006/December 18, 2007/February 18, 2014/March 17, 2015/August 13, 2019

Legal Ref: Senate Bill 500, Smoke-Free Act, (410 ILCS 82/1 *et seq.*) January 1, 2008

Cross Ref: Suspension Board Policy 4009

Southeastern Illinois College will retain and maintain all records in accordance with regulations prescribed by the U.S. Department of Education and the State Board of Education. Records will be retained and disposed of in accordance with the regulations and standards of the Local Records Act, except where a record is subject to federal and/or state regulations.

Adopted:
Amended:
Legal Ref:
Cross Ref:

The policy regarding child abuse is necessary primarily due to the Child Study Center and other specific programs oriented particularly for children that are offered through the College on either a continuous basis or short-term basis.

Any education personnel, including school personnel, and personnel of institutions of higher education, and any childcare personnel, who have reasonable cause to believe a child, known to them in their professional or official capacity, may be an abused or neglected child are required by law to immediately report or cause a report to be made to the Department of Child and Family Services (DCFS). A report of suspected child abuse or neglect must be made orally to the DCFS by calling the statewide 24-hour child abuse hotline number (1-800-252-2873). The oral report must be confirmed in writing to the appropriate Child Protective Service Unit within 48 hours. College personnel should, but are not required to inform the college president that they have reported a suspected abuse or neglect case to the DCFS.

An “abused child” is one whose parent, or immediate family member, or other person responsible for the child’s welfare or any individual residing in the same home, or a paramour of the child’s parent:

- a. Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- b. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- c. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 2012 or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;
- d. Commits or allows to be committed an act or acts of torture upon such child;
- e. Inflicts excessive corporal punishment or inflicts corporal punishment upon a with whom the person is working in his or her professional capacity;
- f. Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 2012, against the child;
- g. Causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription;
or

- h. Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons as defined in Section 10-9 of the Criminal Code of 2012 against the child.

A “neglected child” is one who is not receiving the proper or necessary care and support, such as nourishment, medical care, education as required by law, clothing and shelter, or who is abandoned. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child may not be considered abused or neglected solely because a parent or guardian, in good faith, depends upon spiritual prayer alone for the treatment of a disease. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended.

When making a report to the DCFS, the following information is required, if known:

1. The name and address of the child, parents, or other persons having custody.
2. The child’s age, sex and race.
3. The nature and extent of the abuse or neglect.
4. Any evidence of previous injuries or disabilities.
5. The names of persons apparently responsible for the abuse or neglect.
6. The family’s composition, including the names, ages, sexes and races of other children.
7. The reporter’s name, occupation, and a place where he/she may be reached.
8. The actions taken by the reporter.
9. Any other information the reporter believes may be helpful.

Any person participating in good faith in the making of a report of suspected child abuse or neglect shall have immunity from any liability, civil, criminal, or that otherwise might result by reason of such actions. The name of the reporter will be kept confidential. Any person who knowingly and willfully fails to report a case of suspected abuse or neglect to the DCFS is guilty of a Class A misdemeanor for a first violation and a class 4 felony for a second or subsequent violation. Any person who knowingly transmits a false report to the DCFS is guilty of disorderly conduct, which is a class 4 felony.

Adopted:

Amended: December 3, 2019

Legal Ref:

The Americans with Disabilities Act (“ADA”) and its amendments (“ADAAA”) is a federal law that prohibits discrimination against individuals with disabilities and, when needed, requires that reasonable accommodation be provided to applicants and qualified employees, so that they can perform the essential functions of the job, unless doing so causes a threat to the employee or others in the workplace or if the accommodation creates an undue hardship. In accordance with the ADA and any other applicable law, Southeastern Illinois College does not discriminate against qualified individuals with disabilities in regard to the application for employment or any aspect of employment. Individuals who have questions or who are in need of reasonable accommodation should contact Human Resources.

Adopted:
Amended: December 6, 2022
Legal Ref:
Cross Ref:

I. INTRODUCTION

The purpose of Southeastern Illinois College's security department and its security officers is to ensure that the College's campus is a safe, secure one. The head of security and the security officers who report to him/her depend on help from students and employees to accomplish this purpose.

II. GENERAL PROCEDURE

- A. **RESPOND TO EMERGENCY SITUATION** – Campus security officers will respond to emergency situations and/or secure the necessary emergency help from outside agencies and will notify the appropriate administrators of the emergency situation.
- B. **SECURE FACILITIES AND GROUNDS** – Security officers are responsible for doing safety/security audits, checking lights, locks, fire extinguishers, fire alarms, and AED devices.
- C. **ADHERE TO POLICY** - The security officers will follow college policy for campus safety and security as defined by the copies of the policy statements located in the security office (e.g., Clergy Act).
- D. **ENFORCE TRAFFIC CONTROL** – Security officers will be responsible for traffic control on campus. The Security officers will issue Southeastern Illinois College citations as warranted.
- E. **PRACTICE SECURITY AWARENESS AND CRIME PREVENTION** – The security department will provide information on security awareness and crime prevention to the campus community. The information provided will encourage students and employees to be aware and report unusual or possible criminal activity, and what to do during a fire, tornado, or other disaster situation. Campus crime statistics will be made available to all students, employees, and the College community, as well as to student applicants and prospective employees in an annual report.

III. USE OF FORCE

The Southeastern Illinois College security force will follow all rules and regulations of the Illinois State Police OPS-046 for Use of Force.

Force options may include: display of force, minimal subject control, intermediate force options, chemical agents, and lethal force.

IV. USE OF FIREARMS

- A. Firearms shall be used only by personnel who are lawfully allowed to carry one, have been authorized by the Executive Dean of Administrative Services, trained, and who are qualified in the proficient operation.

- B. The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by security officers or used for approved course work, is strictly prohibited. Violators will be reported to local law enforcement agencies.
- C. While on duty, authorized personnel shall carry only firearms and ammunition issued or approved by Southeastern Illinois College. Other firearms or special ammunition shall not be carried without specific written approval of the Executive Dean of Administrative Services
- D. Security officers will register with the College all personally owned firearms carried or used in the performance of their duties.
- E. Firearm safety shall be a primary concern whether on or off duty and the security officer shall not unnecessarily draw, display or carelessly handle a firearm at any time, while on or off duty.
- F. Whenever possible the security officer must make their identity as security officers known and exercise persuasion, advice, and/or warning of the impending use of force.

V. DISCHARGE OF FIREARMS

- A. Security Officers shall discharge firearms only as follows:
 - 1. In defense of another person's life;
 - 2. In defense of their own lives; and
 - 3. At an approved firearms range;
- B. "Warning shots" should not be fired.
- C. Any security officer who discharges a firearm, accidentally or intentionally, shall make an oral report to the Director of Environmental Services as circumstances permit and file a written report with the Director of Environmental Services as soon as possible, describing fully the incident.
- D. Disciplinary Action: A security officer shall be subject to corrective action or dismissal should the firearm discharge or the security officer's public display of a firearm involve the following:
 - 1. A violation of the law;
 - 2. A violation of College policy relating to the discharge or display of firearms;
 - 3. A wanton disregard for public safety;
 - 4. Misconduct, including but not limited to :
 - (a) Being under the influence of alcohol or drugs;
 - (b) Unjustified display of authority;
 - (c) Use of official position for personal advantage;
 - (d) Dereliction of duty;
 - (e) The accidental discharge of a firearm through carelessness; or
 - (f) Any other misuse of a firearm.

VI. FIREARMS PROFICIENCY

- A. Every security officer authorized to carry a firearm on the campus of Southeastern Illinois College shall achieve and maintain firearms proficiency in accordance with the requirements of this section.
 - 1. Officers shall demonstrate firearms proficiency at least annually on an approved shooting course attained in conformance with all course rules and approved by the Executive Dean of Administrative Services.
 - 2. Records of qualifications shall be held for a minimum of two years.
 - 3. Proficiency scores shall be obtained using the approved firearm, holster and loading devices usually carried by the security officer.
- B. Failure to meet the required standard is considered unsatisfactory performance and may be subject to corrective action or dismissal.

VII. CHEMICAL AGENTS—OLEORESIN CAPSICUM

- A. Only authorized personnel may possess and maintain department issued oleoresin capsicum spray, commonly known as pepper spray.
- B. Chemical agents are weapons used to minimize the potential for injury to security officers, offenders, or other persons. They should only be used in situations where such force reasonably appears to be justified and necessary.

VIII. NEWS MEDIA

Release of information to the public will be governed by department policy by directing any and all questions to the College President's Office.

Adopted:
Amended:7-8-14
Legal Ref:
Cross Ref:

In recognition of the hazards that may result from blood borne pathogens as it might affect employees, students and visitors to Southeastern Illinois College, it shall be the policy of the Board of Trustees that procedures be developed and implemented to provide all necessary measures to assure that in dealing with blood or other potentially infectious materials, the optimum protection is provided and that these procedures will be employed in areas of the college which are most likely to be affected by types of activities conducted.

Adopted:
Amended:
Legal Ref:
Cross Ref:

In recognition of the necessity for selected college employees and selected students to periodically work with materials that may be considered hazardous, it shall be the policy of the college to ensure that practices and procedures for the use of such materials be managed and applied in ways which will optimize the safety of the individuals involved. This shall be accomplished through the development of a chemical hygiene plan which will set forth and define practices and procedures for all workers and students within which areas these plans would be applicable and as a positive effort to comply with the U.S. Department of Labor, Occupational Safety and Health Administration as well as the Illinois EPA requirements.

Adopted:
Amended:
Legal Ref:
Cross Ref:

The purpose of Southeastern Illinois College's Mandatory Safety Training policy is to provide faculty and staff with the information and resources needed to reduce the risks associated with work responsibilities and use of College facilities. In an effort to comply with federal, state, local regulations and laws and directives of the College's insurance providers, safety training programs as appropriate will be provided for all on-campus employees.

College faculty, staff, students, and/or visitors who perform work at the College will confirm and/or receive appropriate training by functional area to protect their health and perform work in a safe manner. This training shall include information regarding hazardous jobs and duties, possible health effects and work practices and procedures, including but not limited to: Hazard Communications, Lockout/Tagout, Emergency Preparedness, Blood Borne Pathogens, Body Mechanics/Lifting, Sexual Harassment, and Title IX, and the Americans with Disabilities Act.

Certain individuals will also be required to attend training in some of the following areas: Driver Training, Confined Space Entry, Accident Investigation, Office Safety, Computer Fitness, Americans with Disabilities Act and additional training as required by law or as needed for safety and security.

Adopted:

Amended: December 7, 2022

Legal Ref:

Cross Ref:

It is the policy of Southeastern Illinois College that criminal background investigations be conducted to determine if applicants that have been recommended for the security sensitive positions listed below have been convicted of a felony.

1. Campus Safety Office
2. CSC Workers
3. Maintenance

Students entering the following programs will be required to undergo background checks as per state law and/or Southeastern Illinois College policy. Specific procedures and time limits on completing the background checks vary by program. Students should refer to the specific departmental regulations on completing the background checks to be sure they are in compliance with specific rules and time lines of that department.

Programs requiring background checks are:

1. All nursing programs, including Certified Nurse Assisting, Practical Nursing and Associate Degree Nursing
2. Outdoor & Wildlife Management Activities

Students who have committed a felony will not be admitted to the above programs.

Adopted:

Amended: January 16, 2018/December 3, 2019, September 21, 2021

Legal Ref:

Cross Ref:

Southeastern Illinois College is committed to preserving the environment and our precious natural resources. In such, we are committed to purchasing recycled-content products when such products compare favorably in cost, performance, availability, and conformance to specifications of those products containing non-recycled materials (virgin products).

Adopted:
Amended:
Legal Ref:
Cross Ref:

The School Visitation Rights Act grants employed parents and guardians of Southeastern Illinois College time during the school year to attend necessary school conferences, behavioral meetings or academic meetings at their children's schools. The following must be met by the employee before he/she can access leave under this policy:

1. The employee must have worked for the College at least six (6) months in at least a half-time position.
2. The employee must have exhausted all accrued vacation leave, personal leave, compensatory leave, or any other leave except sick leave or disability leave.
3. The employer need not grant the leave if more than five percent (5%) of the workforce would be on such leave at the same time.
4. The law specifically states that the employer must approve the request for leave unless it would be "unduly disruptive" to the operation of the employer.

Length of Leave

1. The employee shall be granted leave in increments of no less than one (1) nor more than four (4) hours on a given day.
2. An employee may be eligible for up to eight (8) hours during any school year. No more than four (4) hours can be taken at any one day.

Leave Approval Process

1. The employee must submit a written request at least seven (7) days in advance except for emergencies in which no more than 24 hour notice may be required.
2. The employee must submit documentation of the visit within two (2) working days and is subject to discipline for unexcused absence for failure to do so. The administrator of the school visited is responsible for providing the employee with the form documenting the visit.
3. An employee taking this leave may be given an opportunity to make up the time taken on a different day or shift as directed by the College. An employee is not required to make up the time taken. The College will make a good faith effort to allow an employee to make up time, but if no reasonable opportunity exists, the employee will not be paid for the time taken.

Adopted:

Amended: January 16, 2018; January 21, 2020

Legal Ref:

Cross Ref:

When an applicant for a position requiring language skill proficiency is interviewed, an assessment will be conducted to evaluate the applicant's ability to speak English fluently. The College will ensure that each person who is qualified and recommended for the job but is not orally proficient in the English language, will attain such proficiency prior to providing any classroom instruction to students.

Adopted:
Amended: October 17, 2017
Legal Ref:
Cross Ref:

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of shotguns (herein after exclusively referred to as "Firearms") used as part of college authorized activities for the Game Preserve Management Programs, Shooting Complex Management Programs, Competitive Shooting Teams and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive shooting team and the respective instructors and coaches responsible for such programs and teams will be allowed to possess, use and transport firearms on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting. If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the college's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated parking area for the program or event. A firearm may be used at a designated program or active event including but not limited to gun safety requirements. Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

Adopted:

Amended: January 19, 2012

Legal Ref:

Cross Ref:

All applicable Federal, State, and local laws and ordinances pertaining to the possession, use, and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use, and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, recurve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broad head points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus **only** in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archer team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use, and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events.

If a special event is approved by the Board of Trustees which allows others to possess, use, and transport bows and arrows exclusively for the event, the college's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the college. Students, employees, and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

Adopted: October 16, 2013

Amended:

Legal Ref:

Cross Ref:

This policy is to clarify the permissible uses and restrictions on the uses of Southeastern Illinois College name, seal, and logo. This policy applies to all media including, but not limited to, print, radio, television, video, motion pictures, and all forms of electronic media (e.g. Intranet web-sites and electronic mail).

Definitions

- A. College's name: "Southeastern Illinois College" and the abbreviation, "SIC."
- B. College seal: Official corporate seal of Southeastern Illinois College, which reads "Southeastern Illinois College 1960" with a sphinx and torch located in the center.

**C. Trademark:**

- 1. Official Logo:



Board Approved: October 25, 2001

- 2. Informal/Sports Logo:



Approved early 1970s
Board amended: October 2001

3. Sustainability Logo:

The following sustainability logo was developed for marketing sustainability initiative.
Approved August 16, 2011.



4. Mascots:

The following mascot images were presented to use for various functions with variations for use. Approved August 16, 2011.



This slightly revised Falcon Head image has been in use primarily since late 2011, and adorns the floor of Deaton Gymnasium. It is the preferred mascot image.



D. SIC Blue: Pantone Uncoded #654 CVU, 100% cyan, 69% magenta, 0% yellow, 30% black

E. SIC Gold: Pantone Uncoded #116 CVU, 0% cyan, 94% yellow, 15% magenta, 0% black

5. Student Government Logo



Board approved September 20, 2016

Statement of College Policy

The use of the official corporate seal is reserved for diplomas and other corporate materials as authorized by the college President. Because the use of the seal and logos implies institutional support, it may only be used as authorized below:

1. The logos may be used by college employees when engaged in college-wide activities approved by the college president or authorized designee.

2. College administrators may authorize faculty and staff to use the college letterhead and business cards bearing the Southeastern Illinois College seal or logos, provided that such use is restricted to conducting official college business within the course and scope of the individual's employment.
3. College employees may not use the Southeastern seal or logos for private, non-college purposes, including private professional activities, consulting, or commercial activities.
4. Use of the Southeastern Illinois College seal or logos is restricted to the official college websites. The college seal or logos may not be used on personal websites.
5. Use of the Southeastern Illinois College seal or logos for the production of emblematic products may be authorized only by the college president or designees.
6. Use of the Southeastern Illinois College seal or logos may be presented with another agency or company's logo when authorized by the college president or designee.
7. College division/offices/programs may not create alternate versions of the Southeastern Illinois College seal or logos without consultation from and approval of the President or his designee. Although the seal itself may not be altered, groups may use the seal or official logos in conjunction with the name of their entity.
8. All commercial use of the college name, seal, or logos is permitted only by the authorization from the Office of the President or designee. Such use includes the manufacture, distribution, marketing, and advertising of all consumer products (e.g. clothing, souvenir items, gifts, printed matter, and other emblematic merchandise).
9. The college seal may be presented in either SIC blue, or black on a white or colored background. It may also be presented with SIC gold on a SIC blue background. The seal may also be presented as white or foil on a colored background. The flame of the torch may be represented with SIC gold. Gold foil may be used to highlight the seal. The official college logos may be presented as SIC blue on a white background or as white on a colored background. Gold foil may be used on the horizontal line to highlight the logos. The informal or sports logo may be presented as SIC blue with the flames SIC gold on a white background. The informal or sports logo may also be presented as a solid SIC blue, SIC gold, black, or white. The sport, program, or office may be included in block letters directly under the SIC.
10. The Falcon logo should carry the name of a sport, program, office or other entity (i.e. Falcon Net) listed in block letters directly below the line. The Falcon logo may be presented as solid SIC blue, SIC gold, black, or white as dictated by needs of graphic design or single-color printing.

Adopted: C4: August 16, 2011
Amended: December 6, 2022
Legal Ref:

Additional logos that have been in use around campus.



Falcon Head used with the main logo



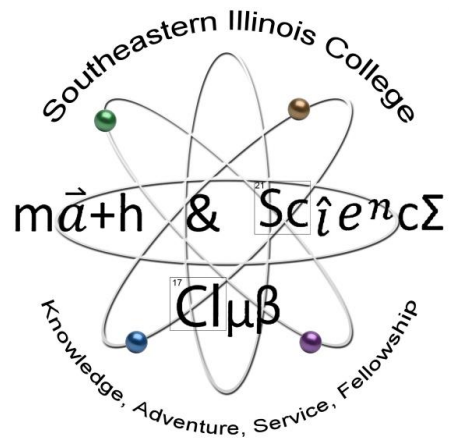
Used since 2012 by Mine Rescue Competition



Used by Fire Brigade



Used on Athletics web page.



Math & Science Logo



Used for Honor Roll Academy – Community Ed 2015



strategic logo and variation



Used by Community Ed – 2014



Community Ed Career Exploration Camps



logos



various MJOCCS

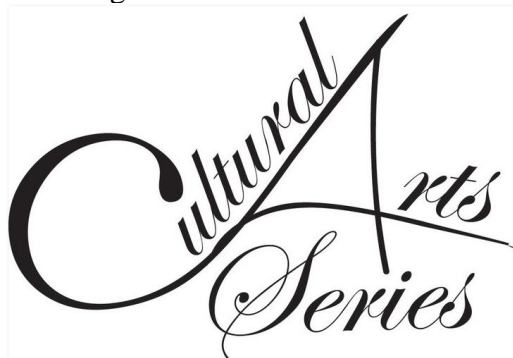


Falcon Flyer – this image used to be used for Foundation



Used in 2012 – created by

Dan King



Logo

Cultural Arts always used in conjunction with the SIC



Nursing



The Center logo was created in 2013, and it is used with SIC logo. The logo was revised for the team in 2021.



Various baseball images used since 2012 or 13



2019 - Clay Breakers logo used with SIC logo



Diesel Technology images used in the past



PowerSports generally uses the SIC logo somewhere with the PS logo. It was made to form a pyramid of sorts initially around 2018/2019.



Esports logos created in 2021



Created in 2020



Used for many years through 2019



Created for the re-brand in 2021

Institutional Research and Effectiveness Policy on Research and Survey Use #6018.1

Purpose:

The purpose of this policy is to provide a coordinated approach to surveying prospective students, current students, alumni, faculty, staff, employers, community members, and other stakeholders in order to:

- Ensure that survey design, administration, analysis, and reporting are methodologically sound.
- Ensure that surveys conducted on behalf of the college adhere to consistent standards of quality and ethics.
- Minimize collection of duplicate data and “survey fatigue” by combining data collection needs whenever possible and appropriate, and managing the number and timing of multiple surveys to the same group of respondents.
- Ensure appropriate distribution and use of survey results.
- Maintain a thorough and accessible record of survey tools and results.

Applicability:

This policy applies to all surveys conducted by or on behalf of SIC, its employees, offices, services, departments, divisions, and programs.

The following forms of data collection are EXEMPT from this policy:

- Student evaluation of individual courses and instruction.
- Surveys conducted by faculty as part of the instruction with students currently enrolled in their class or classes.
- Systems for electing students, faculty, or staff to leadership position with the college committees, clubs or organizations.
- Feedback instruments used in the evaluations of employee performance.

Policy Statement:

All surveys, including but not limited to paper, oral, electronic, focus group, or interview, must be reviewed and approved by the Office of Institutional Research and Effectiveness prior to being implemented or administered. A copy of all surveys, datasets and associated reports that are generated by the surveyor(s) will be provided to the Office of Institutional Research and Effectiveness for retention and archival purposes.

Responsibilities and Procedures:

The Office of Institutional Research and Effectiveness will:

- Create all request forms including an Internal Review Board (IRB) to handle requests for human subjects.
- Review all (internal and external) requests for surveys intended to be conducted for the purpose of research or data-gathering.

- Maintain an archive all of surveys and datasets.

Individuals requesting to conduct a survey or research study will:

- Complete the appropriate request form(s) as created by the Office of Institutional Research and Effectiveness including IRB if required.
- Provide to the Office of Institutional Research and Effectiveness a copy of all research instruments, associated reports and datasets relating to the study.

Adopted: January 15, 2019

Amended:

Legal Ref:

Southeastern Illinois College is a two year, public community college. It is not, however, an open access, public place. Therefore, it is the policy of Southeastern Illinois College that solicitation, canvassing, distribution, or selling of merchandise by non-college personnel or organizations is prohibited unless the activity is sponsored by a College department or club and has received written approval from the President or his/her designee. Any citizen, organization, college-sponsored club, employee, or student must complete a written request from the Office of the Executive Dean of Student Services. Only those activities which are consistent with and promote the mission of the college will be granted approval. Any individual or organization who has been denied their request may appeal to the President whose decision is final.

Adopted:
Amended:
Legal Ref:
Cross Ref:

The College complies with all requirements regarding privacy of medical information as governed by the Health Insurance Portability and Accountability Act (HIPAA Act) of 1996. This law in part provides guidelines for the safeguarding of employee's protected health information.

Adopted:
Amended:
Legal Ref:
Cross Ref:

I. PURPOSE AND DEFINITIONS**A. Purpose:**

The purpose of this policy is to ensure proper use and maintenance of AEDs and availability of trained AED users at designated physical fitness facilities of Southeastern Illinois College (the "College"), in order to respond appropriately to medical emergencies.

B. Definitions:

1. Automated External Defibrillator ("AED"): a medical device heart monitor and defibrillator that:
 - a. Has received approval from the US Food and Drug Administration of its pre-market notification filed pursuant to 21 USC § 360(k);
 - b. Is capable of recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed;
 - c. Upon determining that defibrillation should be performed, either automatically charges and delivers an electrical impulse to an individual, or charges and delivers an electrical impulse at the operator's command; and
 - d. In the case of a defibrillator that may be operated in either automatic or manual mode, is set to operate in the automatic mode.
2. Medical Emergency: the occurrence of a sudden, serious, and unexpected sickness or injury that would lead to a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care.
3. Physical Fitness Facility: any facility that:
 - a. Is owned or operated (in whole or part) by a unit of local government or public or private elementary or secondary school, college, or university;
 - b. Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local government or public or private elementary or secondary school, college, or university, for the purpose of directly supervising the physical fitness activities taking place at any facility listed in subpart d. below;
 - c. Serves a total of 100 or more individuals (as determined by the greater of seating capacity, capacity of the facility under applicable fire code, pool, or

similar standards, or total number of the facility's members whether or not these members are all present at the facility at the same time); and

- d. Is a swimming pool; stadium; athletic field; track and field facility; baseball or softball diamond, basketball, racquetball, tennis or volleyball court; aerobics, dance, martial arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationary bicycle facility; velodrome; gymnastics facility; or any other indoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate. "Physical fitness facility" does not include a facility serving fewer than a total 100 individuals; a facility located in a hospital, hotel, or motel; a facility that does not employ any persons to provide instruction, supervision, training or assistance for persons using the facility; any outdoor facility owned or operated by a park district, forest preserve district, or conservation district organized under Illinois law; or a facility such as yoga studio, driving range, putting green, bowling lane, or batting cage, where participants do not focus primarily on cardiovascular exertion by engaging in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.
4. Emergency Medical Services ("EMS") System: an organization of hospitals, vehicle service providers and personnel approved by the Illinois Department of Public Health ("Department") in a specific geographic area, which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports at a basic, intermediate, and/or advanced life support level pursuant to a System Program Plan submitted to and approved by the Department and pursuant to the EMS Regional Plan adopted for the EMS Region in which the System is located.
5. Resource Hospital: a hospital with authority over/responsibility for an EMS System.
6. Trained AED User: a person who has successfully completed a course of instruction in use of AEDs in accordance with standards of a nationally recognized organization, such as the American Red Cross or American Heart Association, or a course of instruction in accordance with Department rules at 77 Illinois Administrative Code Part 525 (the "Automated External Defibrillator Code"); or who is licensed to practice medicine in all its branches in this state.
7. Medical Emergency Plan: a written plan for responding to medical emergencies that occur at the physical fitness facility. The plan must address the use of an AED and the means of providing a timely proper response to the occurrence of any other sudden, serious and unexpected sickness or injury that would lead a reasonable person, with an average knowledge of medicine and health, to

believe that the sick or injured person requires urgent or unscheduled medical care; and must contain other elements as described in Part VI, below.

II. AEDs REQUIRED AT FITNESS FACILITIES

A. Indoor Physical fitness facilities

Each indoor physical fitness facility owned or operated by the College must have at least one operational AED on the premises at all times by July 1, 2009.

B. Outdoor Physical Fitness Facilities

Each outdoor physical fitness facility (if any) owned by the College must, in accordance with the schedule set out below, have at least one operational AED available at the outdoor facility at all times when fitness activities are being conducted there, or housed in a building within 300 feet of the outside facility. If the AED is in a building adjacent to the outdoor facility, the building must provide unimpeded and open access to the housed AED and marked directions to the AED must be posted at the building entrances.

1. If the College owns or operates four or fewer outdoor fitness facilities, at least one facility must be in compliance with the above requirement by July 1, 2009; the second by July 1, 2010; the third by July 1, 2011, and the fourth by July 1, 2012.
2. If the College owns or operates four or more outdoor fitness facilities, at least 25% of them must be in compliance with the above requirement by July 1, 2009; 50% in compliance by July 1, 2010; 75% in compliance by July 1, 2011, and 100% of them must be in compliance by July 1, 2012.

C. Notice of Location, Accessibility, and Maintenance and Repair of AEDs

1. Each facility which is required to have an AED pursuant to the Physical Fitness Facility Medical Emergency Preparedness Act must have a notice posted at the main entrance, stating that an AED is located on the premises. All personnel should be advised of the AED's location.
2. The AED must be mobile and accessible at all times.
3. Each fitness facility shall test and maintain every AED on its premises according to the manufacturer's guidelines. Staff will document that these guidelines have been met. If an AED provided for a site becomes inoperable, the facility shall replace or repair the AED within 45 days.
4. Each fitness facility shall retain a copy of the AED's maintenance and testing manual at the facility, and shall keep a copy of the manual with the AED.

III. TRAINING OF PHYSICAL FITNESS FACILITY STAFF

- A.** Designated physical fitness facility staff shall be trained in cardiopulmonary resuscitation ("CPR"), and shall become "trained AED users" as that term is defined in Part LB. of this Policy, when the facility has an AED.
- B.** A facility which has an AED must have at least one trained AED user on staff at all times, and must train sufficient numbers of staff and supervisors so as to avoid lapses in compliance with the Act.
- C.** Trained staff members must renew their recognition as trained AED users at least every two years.
- D.** Each member of the facility staff shall be trained on the location of the AED and the requirements of the facility's medical emergency plan. Third party operators and authorized users of the facility shall also be informed, by postings or other notifications, of the AED and the emergency plan.

IV. TRAINED USERS AND USE OF AEDs AT FITNESS FACILITIES

- A.** A fitness facility which is required to provide access to an AED must ensure that a trained AED user is present during all physical fitness activities.
- B.** The facility staff shall take reasonable steps to ensure that the AED is operated only by trained AED users for the intended purposes of the AED. However, this provision should not be construed to prohibit use by others in the event of a medical emergency requiring use of the AED.
- C.** If the College authorizes a third party to use one or more of its fitness facilities for physical fitness activities, the College shall require the third party to agree in writing that, among other conditions of such use, it will provide a trained AED user to be present during such activities. If necessary in the particular circumstances, the third party shall also be contractually required to provide a properly tested and functional AED at the site of its activities conducted at the outdoor physical fitness facility. A recommended form of written agreement addressing these points is attached as Exhibit A to this policy.
- D.** Third party or other authorized users of a College physical fitness facility must be informed, by posting or other notification, of the location of the AED at the facility.
- E.** Third party or other authorized users of a College fitness facility shall promptly notify the College of every incident in which an AED is used in connection with their use of such facility.

V. COORDINATION WITH LOCAL EMS SYSTEMS

- A.** A physical fitness facility staff member will report each and every use of the AED to the applicable EMS System Resource Hospital for the vicinity.

- B. The AED must be registered with the applicable EMS System Resource Hospital for the area in which the AED is located.
- C. The EMS System Resource Hospital shall oversee use of the AED.
 - 1. The College shall provide a list of trained users at the facility, including copies of their certification cards, to the Resource Hospital.
 - 2. The College shall notify an agent of the local emergency communications or vehicle dispatch center of the existence, location and type of AED.

VI. MEDICAL EMERGENCY PLAN

A. Required elements: the Medical Emergency Plan must:

- 1. Make provision for use of an AED and a timely, appropriate response to a medical emergency.
- 2. Designate office contacts for the specific facility staff to be notified in the event of a medical emergency.
- 3. Provide that facility staff will call 9-1-1 immediately for all medical emergencies, including each time an AED is used at the facility.

B. Filing of Plan and updates with Department

- 1. The Medical Emergency Plan must be filed with the Department by submitting a copy to:
 - The Illinois Department of Public Health
 - Division of Emergency Medical Services & Highway Safety 500
 - E. Monroe Street, 8th floor
 - Springfield, IL 62701
- 2. The Medical Emergency Plan must be updated with the Department after a change in the facility that affects the ability to comply with a medical emergency such as, but not limited to, facility closure for more than 45 days, inoperable AED for more than 45 days, or lack of trained staff for more than 45 days.

Adopted: October 20, 2009

Amended: 7-17-2018

Legal Ref: 210 ILCS 74 et seq.; 77 Illinois Administrative Code Part 527; 410 ILCS 4 et seq.; 77 Illinois Administrative Code Part 525

Cross Ref: Board Policy No.7004 (Community Use of College Facilities)

Background

Southeastern Illinois College (“College”) developed this Identity Theft Prevention Policy (“Policy”) pursuant to the Federal Trade Commission’s Red Flag Rule (“Rule”), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with consideration of the size of the College’s operations and covered accounts, the nature and scope of the College’s activities. The College has implemented multiple measures and ongoing training to engage the rule.

Purpose

An Identity Theft Prevention Program is designed to detect, prevent and mitigate identity theft in connection with the opening of a Covered Account or an existing Covered Account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

- Identify relevant Red Flags for Covered Accounts it offers or maintains and incorporate those Red Flags into the Program.
- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
- Ensure the Program is updated periodically to reflect changes in risks to students and employees pertaining to identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

Definitions

- **Identity Theft** – Fraud committed or attempted use of identifying information of another person without authority.
- **Covered Account**- An account that a creditor offers or maintains, primarily for a person that involves or is designed to permit multiple payments or transactions.
- **Red Flag** – A pattern, practice or specific activity that indicates the possible existence of identity theft.
- **Personal Information** – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issues driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer’s Internet Protocol address, bank routing codes or accounts.

Identity Theft Prevention Program Report

The Red Flags Rule allows the College to design and implement an identity theft prevention program that is appropriate to the College's size, complexity and the nature of operation. Since the College is a creditor of student accounts subject to the Red Flags Rule, the College is required to develop and implement an identity theft prevention program.

Key Department Affected by Program

- Administration and Finance Office/ Business Affairs
- Auxiliary Services
- Student Services
 - Financial Aid
 - Registration/ Enrollment Services
 - Support Services
 - Athletics
- Human Resources
- Marketing
- Academics
- Information Technology

Existing Policies and Practices

Many offices at the College maintain records of students (along with parent information), employees (along with family information), and alumni. These records can be in paper and/or electronic form. The records are safeguarded to ensure the privacy and confidentiality of each of these individuals. The controls by the College over privileged information include:

- Students are given the opportunity to release certain information (billing, financial aid, and registration) to a third party (parents or grandparent) by signing the FERPA (Family Education Rights and Privacy Act) release form.
- Relevant employees are trained to know FERPA regulations.
- Social Security numbers are not used as primary identification numbers.
- The College is sensitive to personal data, and will not disclose any information unless by written request or a legitimate "need-to-know" basis.
- The College's official personnel files for all employees are retained in the Human Resources Office. Employees have the right to review the materials contained in their personnel file as specified by 820 ILCS 40 Personnel Record Review Act.
- The College ensures that its websites containing personally identifiable information are secure.
- The College securely destroys paper document and files containing student or employee information when a decision is made to no longer retain such information.
- The College's office computers are secured with password access.
- The College's virus protection is consistently up-to-date.
- Offices and storage rooms that contain critical information are secured at the end of each workday or when they are unsupervised.

- All student workers are required to sign a Statement of Understanding regarding confidential student records protected by the Family Educational Rights and privacy Act of 1974.
- Student workers identified as being in areas with confidential and sensitive information must agree to a criminal background check.
- The College's Acceptable Use Policy regularly goes through review and is updated for increased protection.
- Third Party Payment plan vendors are required to abide by Red Flags.
- The college has implemented an email phishing training program for employees.
- Background checks are performed during the employee hiring process where applicable.

Step 1: Identification of Relevant Red Flags

Identification of relevant red flags includes, but is not increasingly limited to, the following circumstances and examples:

- Presentation of suspicious documents and/or suspicious activities related to accounts.
 1. There is a name discrepancy on identification.
 2. Altered or falsified identification is presented.
 3. Description information on ID does not match photo or presenter of the ID.
 4. Account activity is inconsistent with prior use.
 5. Mail sent to a student is consistently returned as "undeliverable."
 6. Submission of Social Security Numbers already assigned to another individual.
- Alerts, Notifications, or Warnings from Consumer Reporting Agency
 1. A fraud or active duty alert is included with a consumer report.
 2. A consumer reporting agency provides a notice of address discrepancy.
- Unusual Use of, or Suspicious Activity Related to, the Student Account
 1. A student account is used in a manner that is not consistent with established patterns of activity on the account.
 2. A student account that has been inactive for a reasonable lengthy period of time is used.
- Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others
- The College is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by SIC.

Step 2: Detection of Red Flags

In addition to identifying potential Red Flags, the College will also perform the following to detect when Red Flags could possible occur:

- Train staff on how to recognize, record, and report suspected red flag activity.
- Ensure all requested information to establish an account has been provided and matches other available information.
- Establish an individual or group of individuals who act as the point of contact for all red flag-related activity by monitoring and reporting the activity.
- Obtain identifying information about and verifying the identity of newly hired employees.
- Monitor transactions through photo ID (Driver's License/ the College Student ID Card) verification.
- Require an alternative identification method if photo ID appears to be altered or forged.

- Reject any application for a service or transaction that appears to be altered or forged.
- Verify the identity of individuals requesting a change in name, address, or other account information.

Step 3: Responding to Red Flags

Once red flags have been identified and detected, the College must respond to the situation according to an established plan, and notify the affected parties. Responding to red flags includes some or all of the following, which should be performed within 48 hours of detection:

- Once detected, gather all related documentation and write a description of the situation. Present this information to the Identity Theft Prevention Officer who will then determine if the transaction is fraudulent.
- Contact the owner of the covered account or the identity theft victim that is being questioned by phone, email, letter, or other source of communication.
- Cancel the transaction
- Monitor an account for evidence of identity theft.
- Notify the appropriate law enforcement if appropriate.
- Change any passwords that permit access to the covered account.
- Close existing covered account and reopen a new covered account.
- Determine that no response is warranted under the particular circumstances.

Step 4: Administering the Program

Administering the program will consist of the following duties:

- Staff training as necessary and applicable to effectively implement the program.
 1. Training may consist of several requirements of the Red Flags Rule, the policies and procedures that are set forth in this program, and the importance placed by the College on compliance with the program and the prevention and mitigation of identity theft.
 2. Training topics may include:
 - A. Ensure College website is secure when user of site is providing personally identifiable information or provide clear notice that the website is not secure;
 - B. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer retain such information;
 - C. Ensure office computers with access to student account information are password protected;
 - D. Limit use of social security numbers;
 - E. Keep computer virus protection up to date;
 - F. Require and keep only student information that is necessary for college purposes;
 - G. Provide Release of Student Information Guidelines to new and current staff who work with student records, financial aid or other personally identifiable information;
 - H. Require good passwords; and,
 - I. Phishing education.
- Overseeing service providers

1. It is the responsibility of the College to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

Oversight of the Program

Responsibility for developing, implementing and updating this Program lies with the Identity Theft Prevention Officer (ITPO). The ITPO will be responsible for the program administration, for ensuring the detection of Red Flags and the steps for presenting and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program. The ITPO will convene the Identity Theft Prevention Committee as needed to update the program.

Responsibilities of the committee include:

1. Investigating identity theft, fraud, and information security concerns.
2. Establishing roles and responsibilities
3. Defining confidential and sensitive information
4. Taking inventory of information assets.
5. Reviewing the Identity Theft Prevention Policy.
6. Implementing security measures.
7. Monitoring, evaluating, and enforcing the identity theft prevention program.

Updating the Program

The Program will be periodically reviewed and updated to reflect changes in risks to students and the College. As needed, the Identity Theft Prevention Officer will lead the discussion regarding the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities. If warranted, the Program will be updated.

For additional information on the Federal Trade Commission's Red Flags Rule, please visit the following website: <http://www.ftc.gov/bcp/edu/microsites/redflagsrule/index.shtml>

Adopted: March 22, 2012

Amended: January 21, 2014/October 24, 2019

Legal Ref: (5ILCS 179) Identity Protection Act

Cross Ref

I. Introduction and Statement of Purpose

Southeastern Illinois College (“College”) established this Concealed Carry Policy (“Policy”) pursuant to the 2013 Firearm Concealed Carry Act 430 ILCS 66/5 et seq. (“Act”). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College established restrictions on the ability to carry concealed firearms on the College campus in accordance with the College’s authority under the Act to promulgate rules and regulations.

This Policy as the following purposes:

- A. To reaffirm the Board of Trustees’ position that the presence of firearms on campus, in any of the College buildings, or in any of the College’s facilities is dangerous and contrary to the mission of the College.
- B. To recognize that the Act affords certain limited right to individuals possessing a valid license to carry a concealed firearm.
- C. To establish consequences and penalties for a violation of this Policy.

II. Definitions

- A. The term “firearm” is defined as a loaded or unloaded handgun.
- B. The term “concealed firearm” means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or onto or about a person within a vehicle.
- C. The term “handgun” is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. “Handgun” does not include:
 - 1. A stun gun or Taser;
 - 2. A machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code;
 - 3. A short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code; or
 - 4. Any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.
- D. The term “clear and present danger” has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly “clear and present danger” means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

III. Persons Covered by this Policy

This Policy applies to all employees, students, and other individuals on College property.

IV. Reaffirmation of Prohibition

Except as provided in this Policy, or in Firearms Policy 6017, 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. This prohibition includes, without limitation, the following areas:

- A. The College's main campus in Harrisburg.
- B. The David L. Stanley White County Center.
- C. Stanford D. Williams Career and Training Center
- D. Any building owned, leased, or otherwise under the control of the College.
- E. Anywhere on the grounds of the College.
- F. Anywhere on the College's parking areas, sidewalks, and common areas.
- G. Any vehicle owned, leased, or controlled by the College.

V. Exceptions

The provision of this Policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

- A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For College approved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved College instructor.
- B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

VI. Parking Lot Safe Harbor

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must be unloaded before removal from the vehicle.

VII. Penalties for Violation

- A. Any student who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
- B. Any College employee who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension and termination of employment.
- C. Any individual visiting or conducting business on College property who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the College's Administration.
- D. In addition to the above sanctions and penalties, any individual who violates this Policy may be subject to arrest and criminal prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VIII. Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Executive Dean of Student Services and/or in his/her absence, the Director of Environmental Services, shall be the College President's designee responsible for this reporting requirement.

IX. Signage

The Environmental Services Department shall be responsible for determining the clear and conspicuous posting of at all building entrances. As required by the Act, the signs shall state that concealed firearms are prohibited, and shall be in accordance with the design approved by the Illinois Department of State Police. The signage shall fully comply with

any administrative rules or procedures that may be promulgated by the Illinois Department of State Police.

X. Education

The Executive Dean of Student Services shall have the responsibility of educating students and employees about the Act, this Policy, and other relevant College Policies.

XI. Delegation

The College's Board of Trustees delegates to the College President or designee the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Firearm Concealed Carry Act and other relevant laws and regulations.

The College President or designee shall from time to time report to the College's Board of Trustees regarding any additional policies, regulations or procedures needed and the status of implementation of this Policy.

General Rule – Face Coverings Required

The College/University acknowledges the continuing need to follow health and safety considerations published by the Illinois Community College Board, Illinois Board of Higher Education and Illinois Department of Public Health (IDPH) with respect to the return to campus during the COVID-19 pandemic. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle owned, operated or used by the College/University, shall at all times wear a face covering, even when social distancing (also referred to as physical distancing) is maintained.

When Face Coverings May Be Removed

Face coverings may be removed when:

1. Individuals are eating and/or drinking in defined spaces (cafeteria) and at times so designated by the College/University;
2. Faculty, staff and students are engaged in pre-approved activities necessitating such removal;
3. Faculty and staff are working in individual office spaces (but should wear them when leaving their individual office space or when others are present in their individual office space);
4. Individuals are outside and social distance (at least six feet apart) is maintained;
5. Individuals have documented reasons. If students have trouble breathing and remove masks, precautions should be made, including up to calling 911.

Reasonable Accommodations

Individuals who cannot tolerate a face covering due to a medical condition or disability related condition, or who present other bona fide reasons for not being able to wear a face covering, may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The President or designee shall have discretion to determine whether the student, employee, visitor, or third-party individual qualifies for a reasonable accommodation. As a condition to granting a reasonable accommodation, the College/University may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed in accordance with applicable state and federal law.

What Constitutes A Face Covering/Additional Resources

For purposes of this section, "face covering" means a cloth face covering, N95 mask, surgical or medical mask, or other similar material that fully covers the nose and mouth. For additional information and resources regarding acceptable face coverings, please see:

Illinois Dept. of Public Health - <http://www.dph.illinois.gov/covid19/community-guidance/mask-use>

CDC DIY Cloth Face Coverings (April 4) – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Recommendations for Cloth Face Covers – <https://www.cdc.gov/coronavirus/2019->

[ncov/prevent-getting-sick/cloth-face-cover.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html)

U.S. Surgeon General How to Make Your Own Face Covering (YouTube)

– <https://youtu.be/tPx1yqvJgf4>

CDC Cloth Face Covers FAQ – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

Consequences for Violating Policy

An individual's refusal to wear a face covering in accordance with this policy shall constitute a violation of the College's/University's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering College/University buildings, facilities or transportation vehicles until the individual complies with this policy. Face covering designs and images must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The President or designee shall apply and enforce this policy. Law enforcement and legal action are possible.

Application and Duration of Policy

This policy shall apply any time ICCB, IBHE and/or IDPH Guidance recommend that face coverings be used in colleges/universities. Upon any change in or withdrawal of health and safety considerations in effect upon adoption of this Policy, the Board of Trustees hereby delegates to the President or designee authority to establish temporary rules and procedures, and/or to suspend this policy, consistent with such change or withdrawal.

Adopted: August 18, 2020

Amended:

Legal Ref:

In accordance with federal mandates, Southeastern Illinois College prohibits providing or paying any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to any persons, staff, entities, or contractors engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. The College prohibits the use of high-pressure tactics to compel students to enroll at the College.

Adopted: July 13, 2021

Amended:

Legal Ref:

Policy Statement

Southeastern Illinois College (the "College") provides electronic information resources and other technological resources to support the College's educational mission and business purposes. Students, faculty, staff and all members of the College community who use the College's technology and computer-based resources are required to adhere to this Policy. Misuse of information technology resources presents security and privacy risks both to the College and user.

Scope

Policy applies to all computer hardware and software owned or operated by the College as well as the College's electronic mail, systems, websites, on-line classes and any other College network resources. "Use" of the College's network includes use of or obtaining access to its wired or wireless network from any electronic device whether or not owned or operated by the College.

There are many different types of administrator access levels and accounts for College's equipment, hardware and software. Frequently, the roles and access of the "administrator" is determined by the hardware or software vendor.

This Policy addresses what is commonly referred to as Local Administrative Rights and Privileges on an individual user's computer, tablet or device.

Definitions

Local administrative rights and privileges means online access that allows a single user total control over the operating system and files on a specific computer or similar device.

Principal of Least Privilege (POLP)

The principle of least privilege (POLP) recommends that users, systems, and processes only have access to resources (networks, systems, and files) that are absolutely necessary for normally assigned duties and nothing more. Ransomware is most commonly spread through phishing emails that contain malicious attachments or when a user unknowingly visits an infected website and then malware is downloaded and installed without the user's knowledge. By imposing POLP restrictions on users of computer systems, there is significantly reduced risk of an attacker gaining access to a higher-privilege or administrator account needed to install malware, ransomware, or use accounts undetected to perform malicious and destructive acts to steal and destroy data.

Local Administrative Rights and Privileges

Local administrative rights and/or privileges are limited to IT department staff. This limitation serves to significantly reduce risks to the College and is consistent with the Principle of Least Privilege. Decisions on who has local administrative rights and privileges within the College's IT Department is determined by the Senior Network and Security Administrator and Chief Information Officer (CIO) in consultation with the Cabinet Supervisor. Final approval rests with the Chief Executive Officer (CEO).

Disclaimer

This Policy and all its provisions are subordinate to local, state, and federal statutes.

Adopted: January 18, 2022
Amended: July 19, 2022
Legal Ref:
Cross Ref:

Consistent with the state and federal laws, this establishes a policy outlining circumstances permitting animals on campus.

SERVICE ANIMALS

Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When the service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely responsible for the care and control of the service animal.

Examples of service animals include:

- Guide Dog or Seeing Eye Dog
- Psychiatric Service Dogs
- Hearing or Signal Dogs

Service animals, as defined above, are allowed on campus under the following conditions:

- The service animal must be accompanied by a responsible person while on College property. The owner is solely responsible for the actions of the animal, and is expected to monitor the health and control the behavior of the animal.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.
- The service animal is to be housebroken, and the owner is expected to clean up after the animal and properly dispose of all animal waste.
- The owner is complying with all applicable local and state laws including licensing and vaccination requirements with regard to owning and caring for the animal.
- The owner is responsible for any damage, harm or injury caused by the animal to other students, staff, visitors and/or property.
- The College requests that owners 'vest' their dog appropriately during their time on campus.

The Executive Dean of Student Services and certain college staff may ask if the animal owner if the animal is required because of a disability and what work or tasks the animal has been trained to perform.

Students who have a service animal which they wish to accompany them on College property may contact the Executive Dean of Student Services and are encouraged to make this contact prior to the start of classes. While such students are not required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the ADA Coordinator. Students who have concerns related to use of a service animal on College property, should address such concerns with the Executive Dean of Student Services.

Employees who have a service animal which they wish to accompany them on College property may contact Human Resources about their need, if any, to have the service animal accompany them on campus and in their work area.

A student or employee may have severe allergic reactions or other medical conditions in response to another individual's animal that are substantial enough to qualify as a disability. To resolve potential conflicts regarding the animals' presence on campus as efficiently and effectively as possible, individuals should contact the Executive Dean of Student Services (for students) or the Office of Human Resources (for employees), as applicable so that appropriate reasonable accommodations can be considered.

NON-SERVICE ANIMALS

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Not limited to dogs, an emotional support animal (ESA) provides companionship, relieve loneliness and sometimes help with depression, anxiety and certain phobias, but do not have special training to perform tasks that assist people with disabilities. As they do not meet the legal definition of a 'service' animal, they are generally not permitted in public places like the College. Students that wish to bring an ESA on campus must make a written request to the Executive Dean of Student Services. As with other accommodations, there should be a justifiable need which is evidenced in supportive documentation from a licensed mental health professional, and reviewed by the Executive Dean of Student Services. The decision on whether to allow the emotional support animals is solely made by the Executive Dean of Student Services.

If approved, and use of an emotional support animal is allowed as an accommodation to the student's disability, the same requirements for care and control of the animal exist as is with service animals allowed on campus.

Please note that, regardless of the function of the animal (service or ESA), the College may prohibit the presence of animals in certain locations of the College because of health and safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

The College reserves the right to have any animal removed and/or banned from College campus or properties for violating the guidelines set forth herein or other College policies and rules.

Adopted: February 21, 2023

Amended:

Legal Ref:

SECTION VII
COMMUNITY ORIENTED
SERIES 7000

Section VII**Community Oriented****Series 7000**

Citizens Advisory Committees	7001
Communication with the Public	7002
Using Community Personnel in the Classroom	7003
Southeastern Illinois College Facility Usage Policy	7004
Alcohol Policy	7004.1
Library Policy on Controversial Books	7005

The Board of Trustees of Southeastern Illinois College recognizing the contribution which can be made to education by interested lay groups possessing particular skills and information will utilize the services of advisory committees in the establishment of new career and technical education courses and in keeping the curricula in existing programs current with the best prevailing technical, industrial and business practice.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Printed Materials

The College shall publish a catalog as often as may be deemed necessary which shall contain pertinent information concerning policies and regulations relating to admission, fees, student activities and services, a listing and description of programs and courses, and other appropriate information.

The College shall publish brochures descriptive of the various programs and curricula of the college and shall publish other materials from time to time as may be deemed necessary for the information of the public.

College Board Meetings

College Board meetings shall be open to the public and to the various news media. A report on all action taken shall be made to the news media serving the area.

College Meetings

Meetings of the lay and professional advisory committee and special subject area committees shall be open to the public. A report of significant action or activity of any such groups shall be given to the news media.

Responsibilities of College Personnel

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interest and activities. Matters of public relations concerning the staff are channeled through the Director of Public Information.

Cooperation with the News Media

The course of study, the services, information about the staff and other facets of the College are essentially public in character. The College receives money, cooperation, interest, and attention from the public. It would seem logical, therefore, to conclude that the institution has a duty to give an account of itself periodically and that any such account should include information about the staff. The public is interested in staff qualifications, interests and activities. Matters of public relations concerning the staff are channeled through the Executive Director of Marketing and Public Relations.

Cooperation with the News Media

It is the policy of the College to cooperate fully with all news media surrounding the area.

Adopted:
Amended:

Contact with practitioners in the field is a highly valuable experience for students and is encouraged.

For benefit of a record, instructors who bring community personnel into the classroom should advise the Division Chair, Vice President of Academic Affairs, or the appropriate Dean as to the name of the individual, the date, and the course name and number. If instructors believe that publicity is appropriate, a brief summary of the meeting should be given to the Executive Director of Marketing & Public Relations.

No gratuities will be paid to community personnel when they are brought into the classroom. If it is necessary to pay transportation costs, mileage for the round trip will be allowed. Arrangements should be made through the Division Chair, the Vice President of Academic Affairs, or the appropriate Dean for payment of the transportation costs.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Southeastern Illinois College is committed to community service that is compatible with the College's mission and purpose of education as a non-profit, publically-funded institution.

The College has designated, and may from time to time designate, certain areas of the College facilities as restricted and not available for rental.

College facilities available for rent include designated structures on campus allowed by law and made available in accordance with the terms and conditions of approved facilities use agreements to be used for such use. Common spaces for rent include: VPAC Theatre and Lobby, VPAC Lobby, Heritage Room, Student Center/Patio, G Building Conference Room, Gym, and Common Classroom. Other spaces may be available for rent and will be assessed fees according to usage.

The renter assumes full financial responsibility for repair and/or replacement of the College's facilities resulting from their use of the premises. Damage should be reported to College officials immediately.

This policy provides general guidelines to guide management to create and periodically update specific procedures for facilities usage and rental. The designated facilities will be made available for rent to the public in April for the following academic year. College and college-related events have priority for use of all College facilities. Thereafter, the priority for use of College facilities shall be as follows:

Priorities for Facilities Usage

1. Southeastern Illinois college events in their priority
 - a. Southeastern Illinois College instructional programs and events
 - b. Southeastern Illinois College student activities
 - c. Other Southeastern Illinois College events, including College-sponsored cultural arts
2. Community/Agency Use (Non-Profit)
 - a. In-district School Districts
 - b. In-district municipalities and governmental organizations
 - c. Other in-district non-profit organizations
 - d. Other out-of-district non-profit organizations
3. Commercial Use (For-Profit)
 - a. In-district groups or individuals
 - b. Out-of-district groups or individuals

Facilities Usage

1. Non-profit organizations must provide a current certificate of non-profit standing at time of facility request. Additional documentation pertaining to use of fund-raising and/or fees

charged may be requested at any time by the College at the time of request and up to 12 months after the event is completed.

2. For-profit organizations must present fee/ticket structure used for rental of college facilities at the time of the request. Additional documentation may be requested per the law and commonly accepted information (e.g., advertising material, sample tickets, etc.).
3. A facility usage request form and facilities use agreement must be completed at the time of the request including specific details regarding events details and needs. Compliance with the established administrative/management procedures is expected.
4. Food (other than light refreshments) for any event must allow the Southeastern Illinois College Bistro and Catering Service (1) right of refusal for service or (2) a bid proposal for food service. Any request for alcohol must conform to current Board policy and applicable law.

Fee Schedule

1. Non-profit organizations may be assessed minimal charges for facilities used, depending upon the purpose of the scheduled event and the extent of College resources required.
2. For-profit organizations will be assessed charges for expected costs. A security deposit is required as determined by the particular spaces used. Special partial or full waiver requests may be made at the time of the request but are restricted to special events that are directly related to the college mission such as economic development, but typically not including direct personal profit for an individual or organization.
3. Minimal charges may include but are not limited to the following:
 - a. Rental Space
 - b. Equipment Usage
 - c. Personnel/Staffing Needs
 - d. Cleaning
 - e. Security
 - f. Food and Beverage
 - g. Parking
 - h. Special Usage

Insurance

1. Acceptable certificates of insurance for general liability, automobile, and workers comprehension are required for all facility rentals.
2. The certificates must list the names and persons or firm(s) named on the facility contract as insured under the policy and must list the Southeastern Illinois College as an additional insured.
3. The typical liability coverage for most events must be for a minimum of \$1,000,000 of liability. The College may require higher coverage amounts depending on the anticipated use.

4. The certificate of insurance must be received by the College facilities organizer at least 30 days prior to the scheduled event/set up or the contract and the event may be cancelled. The certificates of insurance shall be retained in the College Business Office.

Denial of Facility Usage

1. Denial of facilities usage may result due to certain circumstances.
2. Circumstances include but are not necessarily limited to:
 - a. Facility is in use by Southeastern Illinois College groups
 - b. Facility previously rented by another outside group
 - c. Requesting group is deemed too large to be accommodated in the requested facilities
 - d. Requesting group has an outstanding bill due to Southeastern Illinois College
 - e. Requesting group has damaged or misused College property or equipment
 - f. Harassment of College personnel or others on campus can cause cancellation of approval of any facility
 - g. Requesting group wishes to use the facility to slander or discriminate against another group or person
 - h. Requesting group wishes to use the facility for illegal use
 - i. Event is not covered by insurance
 - j. Other uses deemed incongruent with college mission and practice

Appeal Process for Denied Access Request

1. Any group or individual denied access to the use of the facilities for any reason may, within fourteen (14) days of the denial, submit a written request for reconsideration to the Office of the Executive Dean for Student Services.
2. The Executive Dean for Student Services will review the request for reconsideration and issue a written response to the group or individual within fourteen (14) days of receipt of request.
3. If reconsideration is denied or the request for access is again denied, the group or individual may, within fourteen (14) days of the denial, submit a written request for appeal to the Office of the President of the College.
4. The President of the College will review the request for access and issue a written response to the group or individual within fourteen (14) days of the receipt of the request. The decision of the President of the College is final.

Any violation of this policy or administrative/management procedures stemming from this policy may result in forfeiture of future rental privileges of Southeastern Illinois College facilities and additional fees.

The safety and well-being of our patrons is our highest priority. Therefore, when there is a threat to the health and safety of our patrons, the College reserves the right to cancel an event without prior notification.

The College promotes a sense of cultural diversity and differences in individuals in and opinions. Accordingly, users are required to prominently display a disclaimer on all promotional materials stating that the College does not support or endorse any of the comments, statements, or materials regarding the event.

The Board reserves the right to amend or adapt this policy as deemed necessary without advance notice.

Adopted:

Amended: 4-24-17

Legal Ref:

Cross Red:

Southeastern Illinois College is committed to maintaining a workplace free of the effects of alcohol misuse and abuse, and the college has specific alcohol and drug free workplace policies in place. College employees are representatives of the college and as such, they are expected to use professional judgment when they are representing the college. The use of alcohol while on Southeastern Illinois College owned and controlled property including meals, periods, and breaks is absolutely prohibited except where authorized by the Board of Trustees in accordance with existing law and this Alcohol Policy.

The Board of Trustees may authorize alcohol to be served or sold in buildings under its control for college events that are not student-related activities or events. Such events that receive approval pursuant to this policy are deemed public events that are not student-related activities. The criteria to be employed in determining whether to permit the service or sale of alcohol at college events in buildings under the control of the Board of Trustees are as follows:

- Whether the event is a student activity or student-related activity.
- Whether the physical setting of the event venue is conducive to the control of liquor sales and distribution and will not unreasonably disturb other users of the College buildings.
- The ability of the event sponsor/operator to ensure that the sale or serving of alcohol is in accordance with state law and community college policies.
- Review of the age of anticipated attendees of the event and the proportion of individuals under age of 21 to individuals age 21 or older.
- The ability of the venue sponsor/operator to prevent the sale of alcohol to individuals under age of 21.
- Whether the sponsor/operator prohibits event participants from removing alcohol from the event venue.
- Whether the event venue prohibits participants from providing their own alcohol to the venue.

Any request to serve or sell alcohol in buildings under the control of the Board of Trustees will be reviewed on a case by case basis.

The Board of Trustees may authorize alcohol to be served or sold in buildings under its control for convention type activities, or by a catering establishment which has rented facilities from the college. In these instances, when alcohol is being served or sold at the College the following guidelines must strictly be adhered to:

1. There shall be a lease of premises agreement drawn between the College Board of Trustees and the approved entity to use the college facilities for their convention, conference or catered event. The lessee must demonstrate that it has or will obtain the required liquor license from the Saline County Board.
2. Insurance coverage to hold the college harmless must be obtained by the lessee to include any type of dram shop exposure. General liability coverage for the convention or conference must include a minimum of one million dollars (\$1,000,000) of general liability, products and completed operations, and, if necessary, dram shop insurance.
3. If applicable, caterers renting the facility are also required to sign a lease of premises agreement and carry insurance including dram shop coverage and general liability, complete operations and product coverage, in the amount of one million dollars (\$1,000,000). If applicable, caterers will also carry workers compensation with minimum employer liability of \$500,000 and auto liability of \$1,000,000.

4. The College reserves the right to take any actions as deemed necessary to protect the general public and the reputation of the college in the enforcement of this liquor policy.
5. Applications to serve alcoholic beverages at a conference, convention or catered event must be made to the Southeastern Illinois College Board of Trustees at least sixty (60) days prior to the event.
6. Alcoholic beverages served at conferences, conventions or catered events shall be handled by the sponsoring organization.
7. At any convention, conference or catered event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages. No open bars are allowed.
8. The sponsoring organization shall make no public advertisement of the sale or serving of alcoholic beverages in connection with the activity, convention or conference.
9. Possession and consumption of alcoholic beverages shall be confined to the area or room scheduled for the activity, convention or conference and shall not be permitted in public area. Participants shall not be permitted to carry any containers of alcoholic beverage out of the serving area.
10. For conference and convention type activities employees of Southeastern Illinois College must be active participants at the activity, convention or conference. For purpose of this policy, a participant shall mean faculty, Board of Trustee member, associate, colleague or companion of any of these.
11. Southeastern Illinois College reserves the right to close the activity if any person or group appears to be intoxicated or otherwise uncontrollable. In addition, Southeastern Illinois College reserves the right to limit the time frame when alcohol may be served on a group or individual basis.
12. Only members of the sponsoring organization and their invited guests shall be permitted to attend the activity.
13. The sponsoring organization shall be held financially responsible for any damage or injury to persons or property as a result of conduct on the part of the organization, its members, or guests.

Adopted:

Amended: September 17, 2019

Legal Ref:

Because Southeastern Illinois College is an educational institution, with the stated policy of “providing a wide variety of educational experiences” and with the expressed aim of “producing citizens who have not only salable skills, but who are also capable of assuring a useful and appropriate place in society and who can lead successful and satisfying personal lives.” The library follows the policies expressed in the “Library Bill of Rights” as adopted by the American Library Association and quoted in part below:

Library Bill of Rights

1. As a responsibility of the library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times, no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Adopted:
Amended;
Legal Ref:
Cross Ref:

SECTION VIII

FINANCES

SERIES 8000

Section VIII**Finances****Series 8000**

Responsibility for Budget Preparation	8001
Preparation of Budget Document (Procedure)	8001.1
Adoption of the Budget	8002
Purchasing Guides	8003
Investment of Funds	8004
Capitalization	8005
Disposal of Equipment	8006
Fund Balance	8007
Debt Management	8008

It shall be responsibility of the College President to have prepared a budget for the institution. The budget shall reflect estimates of revenues to be received and expenditures recommended for each ensuing fiscal year. The Executive Dean of Administrative Services shall assist the President in the budget preparation process.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Basic forms and instructions will be distributed to all faculty members concerned. Budget requests will be prepared by the various faculty members in concert with the Division Chair and other personnel having budgetary responsibility. The Division Chair will then prepare from these requests a divisional budget which will be submitted to the Vice President of Academic and Student Services or the appropriate Dean. Following a review by the Vice President of Academic and Student Services and the appropriate Dean a preliminary budget conference will be held with the Division Chair. The divisional budgets will be submitted to the President with appropriate recommendations by the Vice President of Academic and Student Services and the appropriate Dean.

Each request submitted from each faculty member, Division Chair, and Vice President of Academic and Student Services and the appropriate Dean shall be accompanied by a rationale support of the requests.

Following the completion of the initial tentative draft of the budget, the Board of Trustees' Finance Subcommittee will meet with the President and Executive Dean of Administrative Services for a review of the budget prior to receiving and making final adjustments and recommendations to the Board of Trustees.

Following the final recommendations, the Board of Trustees shall adopt the budget for the ensuing fiscal year and pass a resolution establishing the tax levy commensurate with the revenue amounts required in the budget not to exceed the maximum allowed by the statute.

Adopted:
Amended:
Legal Ref:
Cross Ref:

The office of the Executive Dean of Administrative Services of Southeastern Illinois College has been given the responsibility by the Trustees of Southeastern Illinois College to oversee the system of purchasing of goods and services by the campus departments on behalf of the College. The mission is to directly support the College's educational, environmental, and administrative needs, by assisting faculty and staff to obtain high quality products and services at the lowest cost possible and in a timely manner.

Southeastern Illinois College is focused on a procurement system that invites the broadest possible participation from a diverse vendor base. We are committed to creating a competitive business environment with opportunities for businesses owned by minorities, women, and persons with disabilities. The College encourages campus departments to proactively consider qualified businesses owned by minorities, women, and persons with disabilities for their purchasing and contracting needs.

Each department will be responsible for the selection of supplier, negotiation of price, and assurance of quality and delivery. First consideration for purchasing should be from suppliers within our community college district boundaries where price, quality, and service are equal to or better than that offered by out-of-district suppliers. The following procedures are established by this policy:

1. The purchase requisition is used for a request to purchase materials, supplies, parts, equipment, or other services. It is also used to request the establishment of a Blanket Order to handle the repetitive purchase of products or services. Departments shall anticipate their requirements to allow adequate time for processing, and delivery. Item descriptions should be complete and accurate.
2. New vendors must be approved by the office of the Executive Dean of Administrative Services.
3. Requisitions are approved electronically using an approved hierarchy of departmental and administrative individuals. Using the electronic approval process administrators will verify justification of purchase and approve requisitions taking into consideration budget provisions and expenditures to date. In addition, the Executive Dean of Administrative Services approves all requisitions \$1,000 and above and the President approves all requisitions \$5,000 and above.
4. Faculty and staff approved by their supervisory VP/Dean along with the President, or Executive Dean of Administrative Services may be issued a purchasing card. The purchasing card use agreement form will be signed by the faculty/staff member and the Executive Dean of Administrative services or the President before the card is issued. The monthly purchasing card charges will be entered into the requisition process for administrative approval. Copies of the approved purchasing card statements will be available for review at the Board of Trustees meetings.

5. Purchase requisitions that total less than \$10,000 to purchase materials, supplies, parts, equipment, or other services will not require multiple price quotations. Requestors at their discretion may obtain additional quotations for comparison purposes. Purchase requisitions between \$10,000 and \$24,999 require the requester to solicit multiple price quotations.
6. Formal bids through the office of the Executive Dean of Administrative Services will be required for all materials, supplies, parts, equipment, new construction, or other services that meet the guidelines of (110 ILCS 805/3-27.1 contracts) where the cost is \$25,000 or greater. Exceptions to this policy as shown in (110 ILCS 805/3-27.1) are allowed. Some of the applicable exceptions to the \$25,000 bid requirement are:
 - a. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase to the size, type, or extent of an existing facility
 - b. Contracts for duplicating machines and supplies.
 - c. Contracts for the purchase and installation of data processing equipment, telecommunications equipment, and software.
 - d. Contracts for goods or services procured from another governmental agency.
7. The Executive Dean of Administrative Services will present the bid tabulation sheet to the Board of Trustees along with a recommendation for the best qualifying responsible bid.
8. College policy prohibits the receipt of any personal gifts, gratuities, premiums or other incentives by all employees.
9. The Board of Trustees will approve the payment of the previous month's expenses at each board meeting. A copy of the check register will be made available for their review.
10. The Executive Dean of Administrative Services will review all written vendor complaints and endeavor to offer fair and just treatment to all.
11. The College will not make purchases from employees or members of the Board of Trustees.

Adopted:

Amended: November 8, 2008/October 18, 2016/December 5, 2017

Legal Ref: Illinois Public Community College Act Amended October 3, 2008

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

The Business Enterprise for Minorities, Females, and Disabilities Act (30 ILCS 575/0.01) encourages state agencies and community colleges to purchase needed goods and services from businesses owned (100%) or controlled (at least 51%) by members of these groups.

As a part of the Act the College is to measure its efforts and commitment to meet its aspirational goals for awarding construction, certain types of professional services, and state contracts.

The aspirational goals under the Act to be used by Southeastern Illinois College are:

Type of Contract	Total % of MFD Contracts	Minority Owned Businesses	Female Owned Businesses	Persons with Disabilities Owned Businesses
Construction Contracts	20%	At Least 50% of the total minority and female owned contracts		
Professional Services Contracts	20% (Collectively)			
State Contracts	30%	16%	10%	4%

The President of the College appoints the Executive Dean of Administrative Services as a liaison to the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the “Council”) which is created under the Act to help implement, monitor, and enforce the goals of the Act. The liaison is responsible for the following:

- Submission of the annual report, compliance plan, and any other reports and documents necessary under the Act.
- Provide notice to the Business Enterprise Council of proposed contracts for professional and artistic services.
- Conduct outreach efforts to increase the use of vendors certified as minority, female, or person with disability owned businesses.
- Maintain the records needed to complete the annual report of the College’s utilization of businesses covered under the Act during the preceding fiscal year as well as the mid-year report on utilization to date. A self-evaluation of the College’s efforts to meet its goals is to be included in the Annual Report.
- Work with contractors and vendors to assure they are making good faith efforts to meet the College contract goals.
- Other efforts which may be needed to fulfill our aspirational goals.

Adopted:

Amended: December 6, 2022

Legal Ref:

Cross Ref:

1. Scope

This procedure applies to all funds of the College. These funds are accounted for in the College's annual financial report and includes all restricted, operating, capital, auxiliary, revolving trust and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule." The "prudent person" rule states, "Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Objectives

- A. *Safety of Principal* – Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate (identified within this policy, stated in section 3) investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
- B. *Liquidity* – The College's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
- C. *Return on Investments* – The investment portfolio should strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College's average weighted maturity throughout budgetary and economic cycles and should be structured to consider legal restrictions, cash flow needs, and appropriate risk constraints.
- D. *Maintaining the Public's Trust* – The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board, or the College Treasurer.

3. Investment Instruments

The College may invest in any type of security allowed by the Illinois Public Funds Investment Act (30 ILCS 235/1 *et. seq.*) of the State of Illinois as may be amended from time to time. The College has chosen to limit its allowable investments to those instruments listed below:

- A. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;

- B. Interest bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
- C. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the insurance coverage provided by the Federal Deposit Insurance Corporation;
- D. The Illinois Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act;
- E. Investments may be made only in those savings banks or savings and loan associations, the shares or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- F. Investment products that are considered as derivatives are specifically excluded from approved investments;
- G. Collateralized repurchase agreements of government Securities which conform to the requirements stated in 30 ILCS 235 2(g) or 2(h) of the Statutes.

4. Diversification

The College shall diversify its investment portfolio to reduce the risk of loss from over-concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer. The following ranges shall apply concerning the concentration of risk associated with the portfolio:

- A. Up to 33% of 3.A. (Securities guaranteed by the United States government)
- B. Up to 90% of 3.B., 3.C. (FDIC insured bank accounts that are collateralized in excess of insurance coverage)
- C. Up to 70% of 3.D., (Illinois Public Treasurer's Investment Pool)

Up to 25% of 3.E., 3.G. (FDIC insured savings and loans) (collateralized repurchase agreements of government securities)

5. Collateralization

- A. It is the policy of the College to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.

B. Eligible collateral instruments are investment instruments acceptable under Investment Instruments in Section 3 listed above. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

C. Safekeeping of Collateral

4. Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- a) A Federal Reserve Bank or its branch office,
- b) At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve,
- c) By an escrow agent of the pledging institution,
- d) By the trust department of the issuing bank.

2. Safekeeping will be documented by a safekeeping receipt. This documentation will be on file in the College Business Office.

3. Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by either the Treasurer or Director of Business Services provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

6. Safekeeping of Securities

A. Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- 1. A Federal Reserve Bank or its branch office;
- 2. At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved;
- 3. In an insured account at a primary reporting dealer.

B. Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

C. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

7. Qualified Financial Institutions and Intermediaries

A. Depositories - Demand Deposits

1. Any financial institution selected by the College shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
2. The College will maintain funds only in financial institutions that are members of the FDIC system. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
3. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and Treasurer.

B. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements.

1. Shall provide wire transfer, and certificate of deposit safekeeping services.
2. Shall be a member FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
3. Shall have met the financial criteria as established in the investment procedures of the District.

C. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements.

1. Shall provide wire transfer, and deposit safekeeping services.
2. Shall be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
3. Shall provide an annual audit upon request.

4. Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
5. Shall be familiar with the College Board policy and accept financial responsibility for any investment not appropriate according to the policy.
6. Furnish written reports/statements, at least monthly, describing all investments held by the intermediary.

8. Management of Program

- A. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this procedure:

1. College Treasurer
2. College Director of Business Services

These documents include:

1. Wire transfer
 2. Depository agreement
 4. Safekeeping agreement
 4. Custody agreement
- B. Management responsibility for the investment program is hereby delegated to the Treasurer and Associate Dean of Fiscal Compliance/Controller, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
 - C. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with College policy and State law and who shall be assisted in this function by the College Legal Counsel and external auditors. These agreements include but are not limited to:
 1. Wire transfer agreement

2. Depository agreement
 3. Safekeeping agreement
 4. Custody agreement
- D. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the College Board of Trustees.
- E. All wire transfers shall require secondary authorization. In the absence of either the Treasurer or Associate Dean of Fiscal Compliance/Controller, secondary authorization may be obtained from the President.

9. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section 1 of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

10. Ethics and Conflicts of Interest

The College Board of Trustees, College Officers, and employees shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

11. Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

12. Reporting

The Treasurer shall submit to the College Board of Trustees, at least quarterly, an investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date.

Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

13. Amendment

This procedure shall be reviewed from time to time by the Treasurer with regard to the procedure's effectiveness in meeting the College's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.

Adopted:
Amended: November 1, 2022
Legal Ref:
Cross Ref:

Beginning with FY 2003 Southeastern Illinois College will define capital assets as assets with an initial unit cost of \$5,000 or more and an estimated useful life in excess of two (2) years.

Property, plant, and equipment of the college will be depreciated using the straight-line method over the following useful lives:

- | | |
|-------------------------|----------|
| 1. Buildings | 50 years |
| 2. Land Improvements | 10 years |
| 3. Equipment | 8 years |
| 4. Technology Equipment | 4 years |

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Donated capital assets are recorded at estimated fair market value at the date of the donation.

Adopted:
Amended:
Legal Ref:
Cross Ref:

The Board of Trustees is aware that items of equipment and/or property may become obsolete, damaged or no longer of use to the College. Equipment items to be disposed shall be presented in writing to the Executive Dean of Administrative Services by the appropriate Dean or Vice President of Academic and Student Services. Such shall include the description, identification number(s), location, estimate of value, and if to be donated to charitable or public purpose organization, the name of the entity to which the donation is requested along with written justification for why it is to be donated. Following presentation of the request to dispose to the Executive Dean of Administrative Services, opportunity to consider scheduled reuse or restocking of the item(s) for use in other department(s) shall be provided. Upon approval by the Executive Dean of Administrative Services, an item valued at \$500 or greater and/or all donation request shall be presented to the Board of Trustees for approval of disposition.

Items valued at \$500 or greater will be sold through a competitive bid process, via a method determined by the Executive Dean of Administrative Services, following public notice in a minimum of one (1) newspaper of general circulation within the district a minimum of fourteen (14) calendar days prior to the date of sale. For items valued at \$5,000 or greater, the method of disposal shall be approved by the Board of Trustees.

Equipment items valued at less than \$500 will be sold to the highest bidder. Equipment valued under \$100 may be sold on a first come, first serve basis. Items for which no interest in purchasing is expressed will be disposed of in an environmentally responsible manner.

If, in the opinion of the Executive Dean of Administrative Services, a piece of equipment owned by the College has greater trade-in value than outright sale price, he/she shall be authorized to trade in such equipment when purchasing a similar or replacement piece of equipment. Trade-in values shall be reflected in bid quotations received from vendors.

All property will be sold, "as is, where is", without any warranties, expressed or implied. Proceeds from the disposal of equipment shall be deposited in the education fund.

Adopted:

Amended: November 1, 2022

Legal Ref:

Cross Ref:

The Southeastern Illinois College fund balance policy assures sufficient fiscal resources are available to mitigate unanticipated events that could adversely affect the College's cash flow and, ultimately, responsibilities and services. This policy supersedes all previous processes regarding available fund balance reserves in regard to the general operating fund.

The general operating fund balance should maintain a minimum 30% balance of the annual operating budget expenditures or the average of the previous three operating budget expenditures.

Upon implementation of this policy, the Executive Dean of Administrative Services will review this policy annually and make any recommendations for changes to the President for consideration to take to the Board of Trustees.

The College will maintain all other funds, restricted or unrestricted, complying with federal, state, and local laws and/or policies.

Adopted: February 19, 2013

Amended:

Legal Ref:

Cross Ref:

Introduction

This Debt Management Policy for Southeastern Illinois College is established to help ensure that all College debt is issued in a prudent and cost-effective manner. This Debt Management Policy sets forth guidelines for the issuance and management of all financing for the College, and is intended to demonstrate a commitment to long-term financial planning. This Policy will be used in conjunction with the College's Master Facility Plan, Strategic Plan, long-range planning strategies, and Fund Balance Policy.

On a regular basis, the President shall develop, update, and share with the Board of Trustees proposed Administrative Procedures setting forth practices and protocols to be followed by College administrators for the effective implementation of this Debt Management Policy.

Scope

This Debt Management Policy shall be applicable to all debt instruments proposed and/or issued by the College, regardless of the basis for issuance or the funding source for repayment.

Objective

The College's primary objective is to ensure prudent debt management practices which:

- Maintain the College's financial stability
- Preserve public trust
- Minimize costs to taxpayers
- Minimize borrowing costs
- Demonstrate adequate administrative oversight of debt to the Higher Learning Commission, state agencies, credit ratings agencies, and other involved entities
- Maintain or improve the College's current credit rating

Borrowing Methods

Upon due and proper approval by its Board of Trustees, the College is authorized to issue any and all types of debt authorized by and under the Illinois Community College Act, the Illinois Local Government Debt Reform Act, and/or any other laws and regulations applicable to the College's operations and the contemplated transaction.

Upon approval of the Board of Trustees, the President shall be authorized to engage and consult with the College's retained counsel, specialty bond counsel, underwriters, external consultants, financial advisors, accountants, tax advisors, and/or other appropriate professionals to identify and evaluate borrowing methods, options, and products that may be available to the College with respect to potential borrowing situations.

Guidelines

The College will consider all possible debt structures which (either individually or when combined) allow for flexibility in responding to future needs, address debt capacity, continue to emphasize credit considerations, and correspond well with the purposes for which debt is incurred.

Compliance

The College shall implement procedures designed to ensure compliance with all laws, regulations, IRS provisions, and other mandates and/or restrictions applicable to the taxable and tax-exempt borrowing measures used by the College. The College's President is authorized and directed to ensure that all reporting, monitoring, and other regulatory activities are performed on behalf of the

College in accordance with applicable requirements and the advice of any consultants or advisors the College has engaged with respect to particular transactions.

Administration and Reporting

The College's President and CFO shall:

- Review and recommend plans and options for College debt financing to the Board of Trustees' Finance Subcommittee prior to introduction to the full Board of Trustees
- Review bond proceeds expenditures and the status of various projects being financed for timeliness and expenditure compliance
- Maintain a long-term bonded debt planning guide for future bond issues
- Prepare an annual report as needed for the Board of Trustees' Finance Subcommittee, including the following information:
 1. Updates relating to outstanding transactions
 2. Ratings agency reports and information, along with similar information (when available) relating to other comparable community colleges
 3. Bond capacity and bond tax levy rates
 4. Bond financings and potential needs anticipated for subsequent years
 5. Recommended changes to the College's Debt Management Policy

DEBT MANAGEMENT ADMINISTRATIVE PROCEDURES

Potential Borrowing Methods

The College's Administration will consider, and will recommend to the Board of Trustees, debt management practices and options tailored to address particular College needs, projects, and financial situations. Among other options and to the extent permitted by applicable and prevailing law and regulations, the Administration may consider:

- General Obligation Bonds, including but not limited to Protection, Health and Safety Bonds, Building Bonds, Working Cash Bonds, and/or Funding Bonds
- Non-General Obligation Alternative Revenue Bonds and/or Debt Certificates
- Other Special Bond Types, including Refunding Bonds, Insurance Reserve Bonds, and Tort/Judgment Funding Bonds
- Short Term Borrowing Options, including Tax Anticipation Warrants, Lines of Credit, and Teacher Orders
- Lease Purchase Agreements for the acquisition of equipment and other capital assets.

General Guidelines

- Debt is a financing tool, which should be judiciously used within the College's legal, financial, and debt market capacities
- Long-Term Debt: Bonds with long-term maturities of greater than twelve months will be considered for financing essential capital activities and/or to fund other special programs approved by the Board of Trustees
- The Administration's recommendations to the Board of Trustees shall comport with the College's Fund Balance Policy, unless the College's President recommends a departure from its provisions to the Board of Trustees, along with an accompanying plan to address said departure.

- Short Term Debt: Debt with a maturity of twelve months or less may be considered for projects that cannot be funded from available current resources. To the extent permitted by law, the College may consider short-term financing as a cash management tool to provide interim financing to cover temporary cash flow deficits within a fiscal year.
- The College will consider structuring debt to achieve the lowest possible net interest cost to the District given market conditions.
- The College shall, at all times, set its debt limit in accordance with applicable state law and (when applicable and required by law) with respect to the assessed value of the properties within the College's territorial jurisdiction.
- The College should attempt to maintain a debt service tax rate that is stable and avoids significant year-to-year fluctuations.
- Bond proceeds shall be deposited in various accounts according to the type of bond issue and as required by the laws, regulations, and practices then in effect

Compliance

- It is the District's goal and policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law. Proceeds from the issuance of tax-exempt bonds shall be monitored by the President and CFO with regard to arbitrage, at frequencies required by law and/or regulation
- It is the College's goal and policy to provide appropriate disclosures to all its bond investors on a periodic basis as required by law and regulation, including but not limited to SEC Disclosure Rule 15c2-12, SEC Antifraud Provision Rule 10b-5, and MSRB Rule G-36, as may be amended from time to time.
- The College shall ensure that its Annual Financial Report and other related and required disclosures and information are issued in a timely manner. The College shall file its Annual Financial report with EMMA on a timely basis as required.
- The CFO and other advisors who are involved with documentation preparation shall review all disclosure statements, official statements, and undertakings.
- The release of any information, whether in response to an ad hoc question or self-initiated, that may be potentially relied upon by the market to impute the credit worthiness of the College's debt, whether intended for that purpose or not, shall be reviewed by the President and CFO and (if recommended by the President and CFO) other involved consultants and/or counsel to determine whether or not the information is already in the public domain, whether the information is a disclosure event as defined by the SEC and/or requiring prompt EMMA filing and/or whether the information is full, accurate, complete and not misleading.

Adopted: 8-14-18

Amended:

Legal Ref:

SECTION IX

STUDENTS

SERIES 9000

Section IX**Students****Series 9000**

Admissions	9001
Class Attendance Policy	9001.1
Resident Status	9002
Process for Determining Residency	9002.1
Special Residency	9002.2
Out-of-District Resident	9002.3
Admission of High School Students	9002.4
Nursing Program & Admissions Requirements	9002.5
High School Summer Honors Program	9002.6
Dual Credit	9002.7
Attendance and Absenteeism Policy – LPN Program	9003
Recycling of LPN Students	9004
Academic Amnesty Policy	9005
Academic Probation and Suspension	9006
Standard of Academic Progress for Receipt of Financial Aid	9007
Ability to Benefit Policy	9007.1
Credit for Attendance at Correctional Training Facilities	9008
Students Right to Know and Campus Security Act	9009
Athletic Department Drug Testing Policy	9010
Transportation of Students to School-Related Activities	9011
Standards of Conduct	9013
Student Appeal Process for Requesting an Amendment to an Educational Record	9014
Students Called to Active Military Duty	9015
Sexual Harassment, Anti-Harassment and Non-Retaliation	9016
Student Cell Phone and Other Electronic Device Policy	9017
The Family Educational Rights and Privacy Act (FERPA)	9018
Credit Hours	9019
Repeat Grades	9020
Credit Hour Definition	9021
Financial Aid Satisfactory Academic Progress	9022
Financial Aid Refund	9022.1
Advanced Credit/Credit By Examination	9023
State Seal of Biliteracy Award	9023.1
Transfer Credit Policy	9024
Refund and Withdrawal	9025
Financial and Physical Hardship Withdrawal Process	9025.1
Honorary and Posthumous Degrees	9026

As a comprehensive community college, Southeastern Illinois College welcomes all who wish to avail themselves of its various educational programs, community services and physical facilities. However, in order to enroll in a college level program, whether baccalaureate-transfer or vocationally oriented, it is necessary to apply for admission to those programs by following the procedures as described in the subsequent sections.

General Admissions Requirements

The College admits applicants to associate degree and certificate programs (1) by a certificate of graduation (transcript) from a secondary school; (2) by transfer from other accredited colleges or universities; (3) by presentation of an earned state approved high school equivalency exam; and (4) by special permission if the applicant wishes to attend as a part-time or unclassified student. There are several programs that have special admission requirements. Refer to the college catalog or appropriate dean and/or division chair for further information.

SIC provides Adult Basic Education (ABE) and Adult Secondary Education (ASE/high school equivalency exam) programs. See the program coordinator for details.

Unclassified Admissions

Students who do not have a high school diploma or high school equivalency exam certificate may not be admitted to associate degree or certificate programs as regular, full-time college students, but are encouraged to enroll in the high school equivalency exam prep courses. They may take any non-credit community service courses.

Students without a high school diploma or high school equivalency certificate may be granted special permission to enroll in a limited number of college credit courses while concurrently enrolled in a GED prep course. In order to be granted permission, the student may be required to take a college placement exam. Those students who score at college level may enroll in college credit courses. College level work will be restricted twelve (12) semester hours until the student successfully passes the high school equivalency exam.

Acceptance of applications and granting of admission are subject to completion of the application process.

Admission to Associates in Arts and Associates in Science Degrees

High School Subject Requirements

Effective with the 1993 Fall Semester, Illinois state law requires that new freshman applicants and transfer applicants with less than 26 semester or 39 quarter hours of college-level credit must, also, satisfactorily complete high school course requirements for admission into the Associate in Art or Associate in Science degree programs. Students who do not meet these high school requirements will be admitted on a provisional basis.

High School Course Requirements are as follows:

ENGLISH: Four (4) years of course work emphasizing written and oral communication and literature are required. General reading, mass communications, radio/televisions/film and theater typically are not accepted.

MATHEMATICS: Three (3) years of course work including introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming are acceptable. Pre-algebra, business math, career or consumer math typically are not acceptable.

LAB SCIENCE: Three (3) years of course work in laboratory science including biology, chemistry, physics, earth science or other college preparatory science are required. General science courses typically are not acceptable.

SOCIAL SCIENCE: Three (3) years of course work emphasizing history and government are required. Anthropology, economics, geography, political, psychology and sociology are also acceptable.

ELECTIVES: Two (2) years of course work in a foreign language, music, art, or vocational education are required. (Note: One year is defined as 1.0 unit; $\frac{1}{2}$ year = .50 units; $\frac{1}{3}$ = .33 units; $\frac{1}{4}$ = .25 units.)

EXEMPTIONS: When admitted, students in the following categories are exempt from the High School Requirements:

1. Transfer students with more than 26 semester or 39 quarter hours of college credit;
2. Students who have earned an ACT composite score of 20 or higher; and,
3. Students who have scored at college level on an SIC-approved college placement exam.

In addition to the admission requirements noted above, all students are required to take a college placement exam. If through testing, students demonstrate a need for remediation in English, Math, or Reading, they may be provisionally admitted to the program. Placement into remedial courses may occur even if a student has met the high school requirements.

Provisional Admissions

Students who do not score at college level on SIC's approved placement test will be considered deficient in those respective areas. These deficiencies can be rectified by successful completion of related college coursework and enable students to be fully admitted to a transfer program.

Provisionally admitted students will be required to make up all course deficiencies as early as possible during the first 30 semester hours of credit. A deficiency may also be corrected at another institution prior to transfer to Southeastern Illinois College. Once all course deficiencies have been satisfied, the students will be fully admitted to a program.

All students who demonstrate through testing a need for remediation in English, Math or Reading will be required to successfully complete the required developmental coursework before the

student can enroll in an entry level course in the same subject area and must be taken as early as possible during the first 30 semester hours of credit.

Adopted:
Amended:9-15-15, 10-4-17
Legal Ref:
Cross Ref:

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the makeup of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absence due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

Arrive to class on time and remain in class until dismissed.

Come to class prepared.

Participate in classroom activities.

Complete all assignments.

WA POLICY

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class. The following conditions apply:

WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, the non-participation time for a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

The WA grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

Instructors will file a WA drop form for students being assigned the WA grade. The WA grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.

Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.

A student wishing to challenge the WA grade will have due process as with the appeal of any other. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Affairs for review.

The WA grade may be used administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, the Associate Dean of Workforce and Community Education, or the Vice President of Academic Affairs.

Adopted:

Amended: May 17, 2005/May 3, 2011

Legal Ref:

Cross Ref:

The submission of a standardized test score to the institution shall be at the option of the applicant as part of the admissions process. Placement testing may, however, be required during the registration process as part of a prerequisite requirement.

Adopted: December 7, 2022

Amended: January 17, 2023

Legal Ref:

Cross Ref:

An in-district student is one whose legal residence is within the boundaries of Southeastern Illinois College District No. 533. The student will be requested to submit documentation of his residency at the time of admission. Students who are U.S. citizens or permanent residents of the U.S. and have occupied a dwelling within the district for at least 30 days prior to the beginning of the semester will, with appropriate documentation, be classified as residents of the Southeastern Illinois College district. The following documents may be presented to verify residency:

- High school transcript from a high school physically located in SIC's District
- Illinois driver's license
- Illinois automobile license registration
- Illinois voter registration card
- Proof of ownership and/or occupancy of a residence
- Utility or telephone bill
- Property tax statement
- In-district high school transcript
- Documentation showing existing status as a district resident

For the purpose of determining residency, Southeastern Illinois College will primarily use three documents (at times it may be necessary to use documents such as rent receipts and welfare cards) accept the following documents:

1. High School Transcript (if a graduate from an in-district high school in the past 3 years)
2. Valid Driver's License
3. Voter Registration Card
4. Vehicle Registration
5. Property Tax Statement
6. Utility Bill

All new students who enroll for three (3) or more hours are required to complete an application, provide an acceptable proof of residency, and provide a copy of their high school transcript. These documents and information along with the student's address will be used to determine residency at the time of admission and/or registration.

For those students enrolling off-campus, enrolling in adult/continuing education classes on-campus or those students enrolling for two (2) hours or less, the driver's license or voter registration card along with current address will be used by the persons(s) performing registrations (Enrollment Services personnel or instructors) to determine residency. In many of these cases, the instructor of the class will be the person determining residency.

Finally, the addresses of the students will be examined at the time of data entry into the computer. Those students having any discrepancy in their address and residency code will be referred to the Admission Coordinator or the Executive Dean of Student Services for determination of residency.

Adopted:

Amended: February 21, 2023

Legal Ref:

Cross Ref:

Students living in Union county and Crittenden County, Kentucky, and Posey County, Indiana are declared “special” residents of the Southeastern Illinois College District and are approved to attend college classes at a tuition rate of twice the in-district rate. No out-of-state students can be accepted into any allied health programs or limited enrollment programs at Southeastern Illinois College ahead of qualified in-district students. All students must meet Southeastern’s admission requirements.

Adopted:
Amended:
Legal Ref:
Cross Ref:

An out-of-district student is a person whose legal residence is outside the boundaries of the Southeastern Illinois College District No. 533 but in the State of Illinois.

Out-of-State Resident

Any person who is a resident of another state will be considered an out-of-state applicant. Out-of-state students pay tuition based upon full per capita cost for the college.

Admission of International Students

International students that wish to attend the College should contact the Veterans and International Students Advisor prior to making application. An international student seeking admission to the College must:

1. Submit written documentation via CESL, TOFEL, or previous academic work indicating readiness for courses at Southeastern Illinois College.
2. Present a statement of financial ability to attend the College.
3. Take the ACCUPLACER test on one of the scheduled test dates.

All international students pay out-of-state tuition.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Students 16 years of age or older, still enrolled in a high school may be considered for enrollment in college credit courses by meeting specific eligibility requirements. The student must complete the admission process and meet all college requirements for the course(s) in which they enroll. Additionally, if the course(s) in which the student wishes to enroll are offered during the regular school day established by the secondary school, and not being taken through a dual credit agreement or Early College Program, prior approval of the chief executive office of the secondary school must be received. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and guidelines of those programs would be followed. High school students are required to meet the same standards as any other college student and are given the same credit, which is placed on the student's permanent academic transcript.

Student's under 16 years of age must meet specific eligibility requirements in order to enroll in college credit courses. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and guidelines of those programs would be followed. Other students under 16 years of age in a gifted or accelerated program may be admitted to college credit classes with written approval of the chief executive officer of the secondary school district, if they meet all other college requirements for the course(s) in which they enroll. A "gifted" student is a student who is judged to possess exceptionally high academic ability by both the secondary school district and Southeastern Illinois College. If a secondary school district does not have a gifted or accelerated program, Southeastern Illinois College has determined its standard for admittance as a gifted student is a score in the top 5% of the, ACCUPLACER, ACT, or SAT. This score must be achieved in reading and writing tests to enroll in any baccalaureate course. To enroll in a baccalaureate math and/or science course, this score must also be met in the math test (and science if using a ACT/SAT test). Qualifying ACCUPLACER scores are listed below:

<u>ACCUPLACER</u>	
Writing Skills	250
Reading Skills	253
Numerical (QAS) Skills	260

If the above test score requirements are met, written approval must also be provided by the chief executive officer of the secondary school. Students who are pursuing high school-level curriculum through homeschooling are eligible to enroll based on the same requirements as students enrolled in district high schools.

Students Who Did Not Complete High School

Any student who is 16 or 17 years of age and has severed connection with a secondary school must submit a written statement from the chief executive officer of the secondary school in which the student has legal residence, certifying that the relationship has been severed.

Adopted:

Amended: July 17, 2009; October 17, 2017, February 21, 2023

Legal Ref:

Cross Ref:

ADN- Associate Degree Nursing**Special admission requirements:**

1. Be currently completing an accredited PN program with completion date prior to official program acceptance, and shall provide evidence of this or submit proof of previous successful completion of an accredited practical nursing program and a copy of an unencumbered Illinois LPN license by the end of the summer semester.
2. Be a high school graduate or equivalent.
3. Southeastern Illinois College does not discriminate on the basis of age, disability, marital status, military status, national origin, race, religion, gender or other legally protected status.
4. Attend a scheduled meeting for information regarding the ADN program. Take a standardized pre-nursing examination which will measure general education achievement.
5. Submit an application for the Associate Degree Nursing Program
6. Submit satisfactory health reports as determined by a physical exam, and titers and immunizations required by clinical agencies.

Final selection for this program will be made according to the ranking on the pre-entrance exam and a satisfactory health report. Preference will be given to residents of the Southeastern Illinois College District. Upon notification of acceptance into the program, the student must submit satisfactory health reports as determined by a physical exam and titers and immunizations required by clinical agencies.

Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline date will not result in a change in the acceptance list for that year. The student may reapply the following year as a resident of District No. 533.

LPN—Licensed Practical Nursing**Special Admission Requirements:**

1. Attend a scheduled meeting for information regarding the LPN program.
2. Submit the following records to the School of Practical Nursing:
 - a. An official high school transcript or GED certificate.
 - b. Satisfactory health reports, including a physical exam form, and titers and immunizations required by clinical agencies.
3. Achieve the minimum required score or better on the pre-admission test. This pre-admission test measures general education knowledge. Candidates are provisionally admitted on the basis of rank order on this pre-admission test.
4. Preference will be given to residents of the Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline date will not result in a change in the acceptance list for that year. The students may reapply the following year as a resident of District No. 533.

5. Be aware that they will be expected to answer the personal history questions required by the Illinois Department of Professional Regulation on the application for the NCLEX-PN examination.
6. Current cardiopulmonary certification must be maintained by the student throughout the course of the program. Students may obtain this certification by completing CPR 131 or may receive certification prior to entrance into the program. Students will not be allowed to attend clinical rotations without current certification on file the nursing office.

Final selection for this program will be made according to the ranking on the pre-entrance exam. Preference will be given to residents of the Southeastern Illinois College District.

Adopted:
Amended: December 7, 2022
Legal Ref:
Cross Ref:

1) For all baccalaureate transfer classes and online CTE courses, students must score at college level on the ACCUPLACER in both writing and reading, or have a composite score of 20 on the ACT or 1020 on the SAT. All course prerequisites must be met. College-level scores are:

ACCUPLACER

Reading 253

Writing 250

Elementary Algebra QAS 260

2) For any math and science course, in addition to scoring at college level in writing and reading, students must also score at college level in numerical skills on the ACCUPLACER or have a math score of at least 20 on the ACT-, or at least 530 on the SAT math section. All course pre-requisites must be met.

3) Summer Semester: Students must have completed their freshman year of high school and meet requirements above in order to enroll in Summer courses.

4) Fall & Spring Semesters: Students must be a junior or senior in high school in order to enroll in courses during the Fall and Spring semesters.

5) High School Graduates: High school graduates, who are participants in the program at the time they graduate from high school will also be eligible for the program during the summer after high school graduation, if they are enrolled as full-time students at SIC for the following fall semester.

Early College Program Costs:

Tuition will be waived. However, the following fees will apply:

1. Distance learning fees, which are \$25 per class, must be paid by the student.
2. Other fees associated with classes, such as lab fees for science courses, must be paid by the student.
3. A \$15 per credit hour Early College Program service fee must be paid by the student.
4. Students must purchase their own textbooks and any other supplies required for class.

Adopted: High School Summer Honors Program (July 17, 2009)

Amended: High School Summer Honors Program/Baccalaureate Dual Credit Program; January 19, 2016; October 17, 2017, February 21, 2023

Legal Ref: July 17, 2009

Cross Ref:

Tuition costs for high school students enrolled in dual credit courses will be assessed as follows:

1. Tuition is waived for students enrolled in dual credit courses taught during the regular school day either at the high school, the college campus, or online.
2. Tuition is waived for students who meet the admission requirements and enroll in distance learning courses, online or evening courses, which may or may not be for dual credit.
3. General fees may apply.
4. Certain programs charge fees to cover the cost of consumable supplies, require the purchase of textbooks, or require specialized purchases (such as uniforms). These costs may be paid by the high school or the student. The high school will make this determination.
5. Students over the age of 19 are not eligible for dual credit or dual enrollment, except for special circumstances addressed by state law.

Adopted: August 15, 2006

Amended: January 21, 2014/December 5, 2017

Legal Ref:

Cross Ref:

If a person is on active duty or is an individual entitled to assistance as described in 38 U.S.C 3679(c), then the College shall deem that person an in-district resident for tuition purposes for any academic semester.

Adopted: December 7, 2022

Amended: January 17, 2023

Legal Ref:

Cross Ref:

Refer to the current Nursing Handbook for attendance and absenteeism – LPN program.

Adopted:
Amended: October 17, 2017
Legal Ref:
Cross Ref:

Refer to the current Nursing Handbook.

Adopted:
Amended: December 5, 2017
Legal Ref:
Cross Ref:

Southeastern Illinois College has an Amnesty Policy for those students who need a second chance to pursue their academic goals. Academic amnesty is an institutional forgive and forget policy where selected semesters of a student's previous grades will not be calculated in the grade point average. Other institutions to which a student may transfer may not recognize Academic Amnesty awarded by Southeastern. The policy is as follows:

1. To be eligible to apply for Academic Amnesty, the student must be enrolled at Southeastern Illinois College.
2. The student must be separated from the institution for at least five (5) years and courses/semester must be at least five (5) calendar years old.
3. Academic Amnesty will be applied to full semesters and not individual courses
4. The courses included under Academic Amnesty will not be considered in future grade point average (GPA) calculations, nor will they be used to fulfill any degree requirements regardless of the original grade. They will, however, remain on the student's transcript.
5. Academic Amnesty will not be effective or noted on the transcript until the student has successfully completed 15 consecutive credit hours with a grade "C" or better in each course.
6. Academic Amnesty does not affect the calculation of Financial Aid Standards of Academic Progress. However, students may submit an appeal of their financial aid status to the Financial Aid Office.
7. A student can apply for amnesty only once. Once amnesty has been granted, the student cannot at a later time request the amnesty to be rescinded or modified.

Adopted:

Amended: 4-24-17

Legal Ref:

Cross Ref:

Academic Probation

Students enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if, after completing six (6) or more credit hours, they fail to achieve the following minimum cumulative grade point average.

To be taken off probation, students must meet the minimum cumulative grade point average from good standing at the end of the probationary semester. A student will remain on probation when they do not meet the minimum cumulative grade point average at the end of the probationary semester, but do attain a 2.0 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If their semester grade point average falls below 2.0, they are subject to academic suspension.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence.

A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean of Student Services.

Semester Hours Earned	Minimum Cumulative GPA Required for Good Standing
0—16	1.60
17—32	1.70
33—47	1.85
48+	2.00

Academic Suspension

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one (1) 18 week semester, excluding summer. Students on academic suspension may attend the summer semester and grades will be factored into their cumulative grade point average. While on academic suspension, students may enroll in non-credit, adult, or continuing education courses.

Students who petition to re-enroll after academic suspension must be cleared by the Admissions and Records Office. They then will be placed on academic probation and will follow the guidelines of academic probation as stated above.

Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence. A student dismissed from a program for failing to meet the program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards.

Students may appeal their academic status by submitting a written appeal and supporting documentation to the Associate Dean of Student Services/Registrar.

Adopted:
Amended: 9-15-15
Legal Ref:
Cross Ref:

Students receiving federal and state financial assistance are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of overall grade point average and the rate at which hours are being completed toward an academic program.

Required Grades

The student's cumulative grade point average is determined at the end of each semester. The institution's grading policies can be found in the college catalog.

A student with less than the grade point average specified in the chart below will be placed on probation for a period of one (1) semester. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

Required Completion Rate

In addition to maintaining the overall grade point average (OGPA) specified, a student must be progressing at an acceptable rate toward completion of their academic program. Completion rates are measured at the end of each semester. Satisfactory academic progress standards require that a student successfully complete, with a grade of D or better, a specified percentage of attempted semester hours.

A student not successfully completing the minimum percentage of cumulative semester hours attempted will be placed on probation. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

Attempted Semester Hours	OGPA	Completion Rate
1-16	1.60	50%
17-32	1.70	55%
33-47	1.85	60%
48+	2.00*	67%

*Failure to attain a 2.00 overall grade point average after 48 attempted hours results in automatic suspension of financial aid with probationary period.

Suspension of Financial Aid

A student whose overall grade point average and completion rate do not meet the required minimums at the end of the probationary period will be placed on suspension. A student on suspension will be prohibited from receiving federal or state financial assistance until the required grade point average and completion rates satisfy the minimum requirements based on the number of attempted semester hours.

A student will be automatically placed on financial aid suspension with no probationary period if he/she does not complete his/her chosen academic program after attempting 1.5 times the number of credit hours required in the program. Financial aid suspension for this reason is permanent unless it is determined through the appeal process that the student is progressing at an acceptable

rate toward completion of his/her program despite failure to meet satisfactory academic progress standards.

Course Repetitions, Incompletes and Withdrawals

When a student repeats a course, the highest grade receive will be used in the calculation of the cumulative grade point average. Each course will be included as an attempted course. Courses receiving grades of “WX” or “WZ” are not counted in the calculation of attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do not count as attempted semester hours.

Remediation: Non-credit remedial courses are included in a student’s program of study and therefore may not affect satisfactory academic progress.

Application of Standards: These satisfactory academic progress standards apply to all students, part-time, or full-time, enrolled in both standard and remedial programs.

Appeal Process

A student may appeal the determination of satisfactory progress and the termination of financial aid to the Director based upon extenuating circumstances by requesting in writing that the Director waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be well documented, and it must be demonstrated by the student that the circumstances had an adverse impact on the satisfactory progress in the academic program. In such cases, the Director may determine that the student is making satisfactory academic progress toward the certificate or degree despite the failure to conform to satisfactory academic progress standards.

First Time and Returning Students

A first-time student will be considered as having satisfactory progress from his/her semester of attendance. A student, previously on suspension, who returns after five (5) or more years from the date of last attendance will be placed on probation.

Adopted:
Amended:
Legal Ref:
Cross Ref:

To receive financial aid, a student must be qualified to study at the college level. For financial aid purposes, a student with a high school diploma or high school equivalency diploma is considered qualified.

A student without a high school diploma can be eligible for financial aid if he/she passes a federally approved test, called an “ability-to-benefit” test. The Accuplacer test, which is administered at Southeastern Illinois College, is an approved test. However, the test must not be administered by Southeastern Illinois College personnel. So, students who wish to receive financial aid based on ability-to-benefit must take the Accuplacer at another college in this area. Rend Lake College is recommended but there are other colleges in the area that are acceptable. A student must score 43 or above in reading, 47 or above in writing, and 60 or above in numerical skills to be eligible for financial aid. These scores are set in accordance with the U.S. Department of Education.

Once passing scores are received by the Southeastern Illinois College Admissions Office, a student is qualified to receive financial aid, assuming all other eligibility requirements are met.

Adopted:

Amended: 9-15-15; 1-16-18

Legal Ref:

Cross Ref:

Any individual who has successfully completed the Illinois Department of Corrections - Correctional Academy Training, upon application and documentation, is eligible to receive credit in the following courses:

Orientation to Corrections	CRJ 213	3 semester hours
Security Procedures I	CRJ 119	3 semester hours
Security Procedures II	CRJ 132	3 semester hours
Crisis Management	CRJ 134	3 semester hours
Human Relations	PSYC 131	3 semester hours
Weapon Proficiency	CRJ 251	3 semester hours
(except Juvenile Facility employees)		
Orientation to Youth Supervision	CRJ 131	3 semester hours
(for Youth Supervision Trainees)		

The following steps must be completed by Department of Corrections employees who would like to request SIC credit:

1. Employees should get form(s) from their HR office at correctional facility and bring forms to the College for processing.
2. College personnel will complete the middle section of the form (for college name, address, signature of college representative) and will mail the form(s) to Springfield.
3. Upon receipt of returned form(s) from Springfield, College personnel will verify that the form(s) has been signed and will then complete the Transfer Credit form based on the classes listed above. Total possible credits is equal to 21 semester hours (if student has not already completed any of those courses listed).
4. Once the Transfer Credit form is completed, the form will be forwarded to the Admissions and Records department for processing.

Adopted:

Amended: September 15, 2017/December 5, 2017

Legal Ref:

It is the policy of Southeastern Illinois College to keep students, faculty, visitors and guests to the college campus aware of any suspected criminal activity that may be of a significant threat to their safety. Information pertaining to this criminal activity will be posted in a timely fashion in the student center.

It is the policy of Southeastern Illinois College to encourage students, employees, visitors and guests to promptly report all suspected criminal actions or other emergencies occurring on campus to a responsible college employee.

1. Educational programs dealing with forcible and nonforcible sex offenses will be made available through the Office of Student Services. These include the distribution of printed materials, guest speakers from local law enforcement agencies and other campus security personnel, and video tapes when available.
2. Possible sanctions for those convicted of sexual offenses on campus and include dismissal from Southeastern Illinois College.
3. If any personnel allege that a sexual offense has occurred, they should report that according to the existing procedures developed and published in the Campus Security Act of Southeastern Illinois College. In such cases it is important for the accuser to preserve any evidence that may be necessary concerning proof of sexual assault.
4. Both the accuser and the accused shall be entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
5. Students also have the option of notifying proper law enforcement authorities (off-campus) and the option of being assisted by officials at Southeastern Illinois College in notifying these authorities.
6. Counseling services are available in the Office of Student Services where referrals can be made by college personnel to external agencies when needed.
7. Personnel in the Office of Student Services will work with students following an alleged sexual assault incident when requested by the accuser in changing academic situations when that possibility is reasonably available.

Adopted:

Amended: October 24, 2019

Legal Ref:

Cross Ref:

Statement of Purpose

In order to promote the health and safety of the student-athlete, ensure the integrity of athletic contests in which a student-athlete participates in, and uphold the high standards of student development at the College, the Southeastern Illinois College Athletic Department conducts drug testing to further these goals. Because participation in Athletic Department officially sanctioned events is considered a privilege and is completely voluntary, all individuals who participate in athletic practices and/or competitions are subject to this policy as a condition of participation.

Scope of Substances Covered

Substances that will be tested for illegal drugs are as identified by the National Collegiate Athletic Association (NCAA) in its list of banned substances. Additionally, underage alcohol consumption as defined by Illinois state law is covered under this policy.

Student Consent

Each student-athlete will sign an Informed Consent Release form, granting the Athletic Director permission to administer random drug testing. Failure to sign the release waiver will result in the student-athlete being dismissed from his/her team. Each coach will review the policy with his/her team and distribute the release forms at the beginning of each academic year. Release forms will be maintained by the Athletic Director.

Selection of Testing and Notification Criteria

Drug testing will be conducted both on a random basis and when there is reasonable suspicion of individual student-athlete use. Selection criteria are as follows:

Random Testing: Each fall and spring semester of each academic year, 15 percent of each athletic team roster will be selected for random testing. No student-athlete will be randomly selected for testing more than once in an academic year.

Suspected Testing: If an athletic coach and/or the Athletic Director have reasonable suspicion and/or evidence of student-athlete drug use, they may petition the Executive Dean of Student Services for approval to conduct a targeted drug test. No student-athlete will be selected for a targeted drug test more than 3 times in an academic year.

When selected for a drug test, the Athletic Director will provide written notice to the student-athlete. The notice will indicate whether the test is random or targeted. The notice will provide the student-athlete with instructions for completing the test. Drug tests should be completed within one week of receipt of the written notice.

Provision of Voluntary Admission of Drug Use Prior to a Positive Test

A student-athlete may voluntarily admit drug use prior to being selected for a test, and thereby avoid being tested. In these instances, the student-athlete will sign a form admitting drug use. Forms will be maintained by the Athletic Director. Consequences for voluntary admission will remain equal with those of a failed test.

Consequences of a Failed Test Result

Test Number (FAILED)	Suspension (Number of Games)	Loss of Athletic Aid
1	25 % of Scheduled Games	No
2	50 % of Scheduled Games	Yes
3	Rest of Year/Dismissal from Team	Yes

A student-athlete who fails a test will incur the expense of (out of pocket) and pass a secondary test to be reinstated after the punishment has been enforced. There will be no reinstatement for a student-athlete after a third failed test.

The Athletic Director will provide written results to each student-athlete tested. The Athletic Director will maintain records of all tests conducted.

All failed tests will be reported and referred to the Executive Dean for Student Services for review under the College Standards of Conduct.

Collection and Chain of Custody Procedures

Drug tests will be conducted by a third-party organization that is contracted by the College. Collection and chain of custody will be followed according to the established policies and procedures of the testing organization.

Grievance and Appeal Procedures

Grievance and appeal procedures apply to student-athletes who are selected for a targeted test and student-athletes who fail a test, whether random or targeted.

Student-athletes who are selected for a targeted test and wish to file a grievance must submit a written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review written supporting documentation from the student-athlete and the Athletic Director/Head Coach/Executive Dean of Student Services. Upon review, the Vice President of Academic Affairs will provide written notification to the student-athlete granting or denying the appeal. Copies of the notification will be maintained by the Athletic Director. The decision of the Vice President of Academic Affairs is final.

Student-athletes who fail a drug test (whether random or targeted) may file a written appeal with the Executive Dean for Student Services. The Executive Dean of Student Services will require the

student-athlete to pass a secondary drug test at the expense of the student-athlete. Upon review of the secondary test, the Executive Dean of Student Services will provide written notification to the student-athlete granting or denying the appeal. Copies of the notification will be maintained by the Athletic Director. The decision of the Executive Dean of Student Services is final. The appropriate punishment for the failed test will be enforced while the outcome of the secondary test is pending.

Adopted: 9-24-13

Amended:

Legal Ref:

Cross Ref:

Students who attend any college sponsored event off-campus and who travel to that event via college provided transportation must return to the campus via that same mode of transportation. In these cases, students may not ride to the event via college provided transportation and return to campus in vehicles operated by friends or other persons.

The only exemption is for students who leave an event with a parent or legal guardian. In these cases, the SIC sponsor/coach must receive a written request from the parent/legal guardian. A text or email may suffice for a written request.

Adopted:
Amended: October 20, 2015
Legal Ref:
Cross Ref:

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the College community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research;
2. Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;
3. Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards;
4. Assault, or threatening in a menacing manner, striking or wounding another person;
5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
6. Destruction of, damage or injury to, or unauthorized use of property not one's own;
7. Theft, burglary, or breaking and entering;
8. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
10. Possession, use, furnishing on the campus or at any college-owned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law. Southeastern Illinois College complies with Federal law regarding the use and possession of marijuana. Therefore, marijuana use on campus is prohibited even if the student's use meets the qualifications of the Illinois Compassionate Use of Medical Cannabis Pilot Program Act;
11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic;
13. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;
14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties;
15. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law;
16. Possession of stolen goods;
17. Gambling on Southeastern Illinois College-owned or supervised property;
18. Participation in hazing as defined by Illinois State Statutes;

19. Failure to comply with Southeastern Illinois College Board of Trustees policy and/or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010;
20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication;
21. Use of any obscene, abusive, or threatening gestures or language toward another person;
22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or education environment;
23. Gross disobedience and/or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities they observe.

Sanctions

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

1. **Not in Violation:** A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
2. **Warning:** a verbal or written directive to the student that the student is violating, or has violated, the Standard of Conduct.
3. **Probation:** a verbal or written notification that the student is violating, or has violated, the Standard of Conduct and further violation will result in more severe sanctions.
4. **Loss of Privilege:** denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services of offices, or participation in clubs, organizations, or College-sponsored events.
5. **Restitution:** direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
6. **Withdrawal from Class:** administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
7. **Limited Access:** administrative restriction to selected parts/locations of campus buildings.
8. **Counseling or Education Seminars:** required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
9. **Suspension:** denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study. Suspension becomes a part of the student's permanent records.
10. **Expulsion/Permanent Suspension:** permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College. Expulsion becomes a part of the student's permanent records.

11. Immediate Temporary Suspensions - In cases of serious misconduct, which has or may result in significant disruption to the College and/or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean of Student Services prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/charges with the Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.
12. Other Sanctions which the College administration may deem appropriate given the conduct at issue.

DISCIPLINARY GRIEVANCES

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students.

Disciplinary Grievance Procedure

Any current student or member of the college community may initiate a complaint for alleged violations of the prescribed code of student conduct.

Step 1.

Within five (5) business days all reports of alleged non-academic student code violations must be submitted to the Executive Dean of Student Services, or designate. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

Step 2.

The Executive Dean of Student Services, or designate, within five (5) business days will notify the student of the grievance.

Step 3.

The Executive Dean of Student Services, or designate, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Dean shall state the resolution in writing. If the student fails to schedule and/or attend the conference with the Executive Dean of Student Services, or designate, the Dean will proceed with the deposition based on the review of the available information.

Step

4.

If the student desires to appeal the findings and/or decision of the Executive Dean of Student Services, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of the Executive Dean of Student Services within five (5) business days after the original decision was mailed.

Step 5.

Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five (5) business days will call a Disciplinary Review Panel together. The Disciplinary Panel will consist and be selected by the Moderator of one student, two faculty members, one administrator, and the Moderator as chair.

The Disciplinary Review Panel itself will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of a review of the student's appeal letter and of the written record of the internal procedures of the college. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven (7) working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the office of the Executive Dean of Student Services for specific periods of time:

1. Not in Violation: one calendar year, unless involved in additional violations within the one calendar year period;
2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: one calendar year, unless the student has engaged in additional violations within the one calendar year period;
3. Probation: two calendar years after the date of the last action taken;
4. Suspension: permanently;
5. Expulsion: permanently; and
6. Alcohol or drug-related violations: three years following the academic year of violation.

Adopted:

Amended: January 19, 2012/January 21, 2014

Legal Ref:

Cross Ref:

Student Appeal Process for Requesting an Amendment to an Educational Record 9014

One of the rights afforded to students under The Family Rights and Privacy Act (FERPA) is the right to request an amendment of their education records that they believe to be inaccurate or misleading. If the information in question is a class grade, the student should follow the Grievance Procedures found in the current Student Handbook. However, if the information in question concerns other aspects of a student's educational record, the following process has been put into place to provide the student an avenue for such a request.

1. Students should write the Associate Dean of Student Services/Registrar and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Associate Dean of Student Services/Registrar will notify the student in writing of the decision. If the request has been denied, the Associate Dean of Student Services/Registrar will advise the student of his or her right to an appeal regarding the request for an amendment.
2. Students may appeal the Associate Dean of Student Services/Registrar's decision in writing within five (5) business days after the original decision was mailed.
3. The Executive Dean of Student Services, or designate, shall review the written appeal and original request. The Dean will notify the student, in writing, of the decision.
4. If the student desires to appeal decision of the Executive Dean of Student Services, a written request for a hearing before a Review Panel must be filed by the student in the Office of the Executive Dean of Student Services within five (5) business days after the Dean's original decision was mailed.
5. Upon receiving a request for a hearing from the Executive Dean of Student Services, the Associate Dean of Student Services/Registrar, within seven (7) business days will call a Review Panel together. The panel will be selected by the Associate Dean of Student Services/Registrar and consist of one (1) student, two (2) faculty members, one (1) administrator, and the Associate Dean of Student Services/Registrar as Chair.

The decision of the Review Panel is final and will be communicated in writing to the student.

Adopted:
Amended:
Legal Ref:
Cross Ref:

Tuition Refund

Any active student who is required to withdraw from classes during his/her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to services in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Readmissions Requirements for Service members

The College will not deny readmission to a service member of the uniformed services for reasons relating to their service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

No advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- that is required, beyond five years, to complete an initial period of obligated service;
- during which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student;
- performed by a member of the Armed Forces (including the National Guard and Reserves who is:
 - ordered to or retained on active duty

- ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress;
- ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty;
- ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard of Reserves);
- called into Federal service as a member of the National Guard

An affected service member must, upon the completion of a period of service in the uniformed services, notify the institution of his or her intent to return to the institution no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the institution of his or her intent to return to the institution no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to the institution, but is subject to the institution's established leave of absence policy and general practices.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that"

- the student has not exceeded the specified service limitations;
- the student's eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to an institution under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge

Southeastern Illinois College follows the policies and procedures set forth by the Department of Defense, Department of Education, and HEA.

Adopted:

Amended: March 22, 2012

Legal Ref:

Cross Ref: HEA section 484C, HEAO Section 487

II. Purpose

Southeastern Illinois College is committed to maintaining a safe and healthy educational environment and prohibits discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity.

Sex discrimination includes sexual harassment, sexual misconduct and sexual violence. It is the policy of College that no staff member, student or other members of the College community shall be subject to sexual discrimination, harassment, or misconduct.

Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement.

III. Jurisdiction

This policy applies to misconduct that occurs:

- B. On College property; or
- C. Off College property if:
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

IV. Title IX Coordinator

The College has designated the Associate Director of Enrollment Services as the Title IX Coordinator.

V. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.

VI. Implementing Procedures

The College will maintain and publish procedures implementing this policy which set forth:

- Definitions of prohibited conduct;

- Responsibilities of and contact information for the College's Title IX Coordinator and Department of Human Resources;
- Options for assistance following an incident of sexual discrimination, harassment and/or misconduct;
- Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct;
- Complaint investigation and appeal procedures;
- Prevention and education programming provided to College students and employees; and
- Training and education provided to the Title IX Coordinator, Department of Human Resources, Campus law enforcement, campus security, and anyone else involved in responding to, investigating or adjudicating sexual discrimination, harassment and misconduct incidents, or involved in the referral or provision of services to survivors.

Adopted: May 19, 2009
Amended: February 18, 2020
Legal Ref:

Cell phones should be put on vibrate/silent mode when entering the classroom, labs or Learning Commons area, or other instructional area. The use or observation of cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation.

The use of other electronic communication and entertainment devices, including laptops, and electronic devices with photographic/video capabilities is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/supervisor and/or by providing documentation to support the use of equipment during class/lab. Devices with photographic/video capabilities may not be used to take photographs or videos of instructional materials, i.e. exams, etc., or for photographing or video recording individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images or recordings of people, places, etc. requires prior approval of the administration.

Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Non-compliance will result in disciplinary action as outlined in the Student Handbook (Talon).

Adopted: May 19, 2009/October 24, 2019

Amended:

Legal Ref:

Cross Ref:

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate to misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decided not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on the official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. *Another exception that permits disclosure, without consent, is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat. (*U.S. Department of Educational Amendment, effective January 8, 2009)

The right to file complaints with the U.S. Department of Education alleged failures by Southeastern Illinois College to comply with the requirements of FERPA.

Adopted: May 19, 2009

Amended:

Legal Ref:

Cross Ref:

Credit Hours – Course credits are recorded in semester credit hours. The number of semester hours of credit in each course is shown in the course description in the college catalog. A normal student load is fifteen (15) semester hours per semester. However, a full-time student may take between twelve (12) and nineteen (19) per semester. A student enrolled in eleven (11) semester hours or less is considered part-time. Based upon a student's previous performance, a counselor may recommend a heavier or lighter load. Students on scholastic probation and suspension must abide by the policies related to coursework. A student wishing to take more than nineteen (19) hours per semester may do so only with written permission of the Executive Dean of Student Services.

Adopted: May 19, 2009

Amended:

Legal Ref:

Cross Ref:

In instances where a student repeats a given course that is not specifically designated as “repeatable,” the grade previously received will be recorded as an “r” grade and will not count in the computation of the student’s overall grade-point average. The highest grade received will be recorded on the transcript and will count in the computation of the GPA.

Adopted: May 19, 2009

Amended:

Legal Ref:

Cross Ref:

Southeastern Illinois College requires this policy to be practiced by all faculty, fulltime and part-time. All definitions and standards apply equally to courses offered both on and off campus, and in all modes of instructional delivery.

I. Federal definition of a credit hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or;
2. At least an equivalent amount of work as outlines in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

A semester hour approximates one hour (or 50 minutes) of classroom time and two hours of out-of-class student work each week in a 15-week semester or its equivalent. (*Report of the Meeting of the National Advisory Committee on Institutional Quality and Integrity*, December 2010, U.S. Department of Education, pp. 25-26).

II. Application of the Policy

The requirements which follow represent minimums for average students. Some deviation in excess of these requirements may occur.

1. Basic one credit hour
 - a. At least 15 contact hours (with each hour being 50 minutes) of lecture, discussion, seminar, or colloquium, as well as a minimum of 30 hours of student homework, are required for each unit of student credit.
2. Lecture, traditional class
 - a. A semester credit hour is earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study (homework, reading assignments, preparation for class) for each class session (meeting time). Typically, a three-semester credit hour course meets for three 50-minute sessions per week for fifteen weeks, for approximately 45 sessions and 90 hours of work outside the classroom. (This usually yields 16 weeks when including the final exam.)
3. Laboratory/clinical-laboratory-oriented class
 - a. Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
4. Nonclinical internship/practicum/OJT
 - a. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or

equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester of equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

5. Distance Education, Internet and Hybrid (blended) Courses
 - a. The credit hour policy for distance education, Internet and hybrid courses is consistent with the standards for courses offered through face-to-face instruction, although some or all of course content and faculty-student interaction occurs through one or more forms of distance education.
6. Independent Study
 - a. Academic standards and procedures for evaluating student progress for independent study are the same as those applied to other credit or noncredit courses.
7. Credit by Examination
 - a. Semester hour credits may be awarded for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.
8. Short Sessions
 - a. Credit hours may be earned in short sessions proportionately to those earned for the same course during a traditional 15-week semester, normally no more than one credit per week of full time study. Courses offered over a period of time other than a traditional 15-week semester will require the same amount of classroom and out-of-class work per credit hours as is required of semester-long courses. The same amount of work will be distributed over a shorter period of time and may be allocated in various ways. Forty-five hours of work are required to earn one credit hour. The allotment of face-to-face instruction and work outside of class may vary. Examples:
 1. For one credit, a workshop could require 15 hours of contact time and 30 homework hours (total hours = 45).
 2. For one credit, a seminar could require 20 hours of contact time and 25 homework hours (total hours = 45).
 3. For one credit, a studio could require 30 hours of contact time and 15 homework hours (total hours = 45).

Since it would be virtually impossible for a student to satisfactorily complete 45 hours of work in less than one week, the policy regarding the duration of courses maintains that a course must cover at least a one-week period for every unit of credit given. During the intensive summer session, however, eight units of credit might be given over a four-week period.

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories, which are explained in detail below:

1. Overall Grade Point Average (GPA) of 2.0 or higher
2. Completion Rate of 67% or higher
3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. Students are notified via email of their financial aid status at the end of each semester. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

Programs Governed by This Policy

Federal Student Aid Programs:

Federal Pell Grant

Supplemental Educational Opportunity Grant (SEOG)

Federal Work Study

Illinois Grant Programs:

Monetary Award Program (MAP)

Illinois Veterans Grant (IVG)

Illinois National Guard (ING)

MIA/POW Scholarship

Southeastern Programs:

Varies by division or department

Third Party or Private Donor Programs:

Varies by donor's requirements

Veterans Benefits:

Chapter 30, 31, 32, 33, 1606, 1607

STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

Example: During the fall semester, Melissa enrolled in 12 credit hours and earned a GPA of 1.9 during her first semester at Southeastern. The following semester, Melissa is placed on probation and able to receive financial aid. Melissa attends in the spring and earns an OGPA of 1.9. She would then be placed on suspension and disqualified to receive financial aid. Transfer credit is not transferred into student's GPA.

COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Example: Melissa recently completed her first academic year of classes. The first semester she attempted 12 hours and completed 6 hours ($6/12 = 50\%$ completion rate). Melissa did not complete the minimum 67% completion rate and therefore would be placed on financial aid probation. She is allowed to receive financial aid for the subsequent semester. The second semester she attempted 15 hours but only completed 9 hours. Her cumulative completion rate would be 15 completed hours (6 from first semester and 9 from second semester) divided by 27 attempted hours ($15/27 = 56\%$ completion rate). Melissa would be placed on financial aid suspension for failing to meet the 67% requirement and disqualified from receiving further financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of

“W” or “WA” are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Example: Melissa is enrolled in an academic program that requires 30 semester hours to complete. The maximum number of semester hours Melissa is allowed to attempt is 45, which is determined by multiplying 1.5 times 30 ($1.5 \times 30 = 45$). If Melissa has already attempted 50 hours and has not yet completed her academic program, she will be placed on financial aid suspension and disqualified from receiving further financial aid. Hours attempted for courses not acceptable for any certificate or degree of greater than 16 credit hours in length are excluded in this calculation (i.e. CNA, FOS, etc.)

FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified via email of their standing at the end of each evaluation period or semester of enrollment.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress

Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the Director are final.

A student who submits an appeal due to maximum hours attempted and is denied by the Director will remain on permanent financial aid suspension. The Director will not accept any further appeals.

APPEAL PROCESS FOR MAJOR CODES REQUIRING PREREQUISITES

Students enrolled in special programs including but not limited to CPN, DALs, ADN, etc. have prerequisite courses added into the 150% maximum completion time requirement, causing the student to be placed on suspension. These students will be placed on financial aid suspension; however, their appeal forms will be submitted once for the entire year. The Financial Aid Director will evaluate each student at the end of every semester to ensure progress is being made. If the student falls below good standing after their appeal has been submitted, the student will be required to submit a subsequent appeal form for the immediate semester/term indicating the reasons for falling below good standing.

FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth in this policy; or
2. The student must submit an appeal that is approved by the Director of Financial Aid in which the student is granted financial aid probation.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

The Financial Aid Office uses a census date to determine Pell credit hours and payment. The census date will be the following business day of Registration's last day to drop a full semester course with a full refund. In the fall and spring semester, this is day 11 of the semester. During the summer, this is day five of the semester. Once the Financial Aid Office has locked hours and determined payment and aid for eligible students, the Financial Aid Office will disburse aid to the Business Office. Per federal regulations, the institution must disburse excess funds to the students within 15 days of the negative balance.

To ensure compliance, federal and state law and regulations supersede College policy.

Adopted: December 8, 2015

Amended:

Legal Ref:

Cross Ref:

The College shall, upon request, grant credit to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., College Level Advanced Placement (CLEP), Advanced Placement (AP), or International Baccalaureate (IB), provided however, that such student shall not be granted more than 29 semester credit hours by examination, with maximum amount of 15 semester credit hours from IB; and such student shall successfully complete at least 15 semester credit hours at the College before credit based on an examination will be granted.

Adopted: March 21, 2017

Amended:

Legal Ref:

If a student enrolls in Southeastern Illinois College and has been awarded the State Seal of Biliteracy from his or her high school, then the student must provide a copy of the high school transcript with proof of this award. This award will equate to 2 (two) years of foreign language coursework previously taken at the student's respective high school. Southeastern offers only Spanish foreign language courses therefore, credit would be awarded for Spanish.

Criteria for Spanish course credit via State Seal of Biliteracy:

- Students must request course credit for their seal within the first academic year at Southeastern.
- Students must submit a copy of their high school transcript providing proof of the seal of biliteracy to the Associate Dean of Enrolment Services.
- To receive Spanish course credit via the State Seal of Biliteracy award the student must prove via their transcript that they successfully completed courses in Spanish.
- Successful completion of the course means the student received an A or B in Spanish I and Spanish II in high school to receive credit for SPAN 121. The student should have received an A or B in Spanish III and Spanish IV to received credit for SPAN 122.

Credit awarded for the State Seal of Biliteracy will be recorded on the student's official transcript.

Adopted: February 19, 2019

Amended:

Legal Ref:

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing.

Transfer Credit is college credit previously earned at another recognized college or university. To receive transfer credit:

1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College
2. Southeastern will accept transfer credit from post-secondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
 - a. Credit earned in remedial or developmental courses will not be accepted. Southeastern will recognize that remediation has been met where appropriate.
 - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
 - c. Courses in which the student has earned a grade of “D” or greater will be accepted in transfer provided the student’s cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point average below 2.00, credit will be awarded for only those courses in which a grade of “C” or higher was earned.

Non-Accredited Programs

Students who have attended programs not accredited by the Higher Learning Commission or a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process

Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

Adopted: October 20, 2015

Amended:

Legal Reference:

Southeastern Illinois College determines withdrawals and refunds by the official begin date, length of the class, and the date at which the student notifies the Registration Office of the withdrawal. Classes that are between the lengths of 13-16 weeks allow students to withdrawal within the first two weeks of class, or ten days, to receive a full tuition refund or credit for the course. Classes that are between 8-12 weeks in length allow students to withdrawal within the first week or class, or five days, to receive a full tuition refund or credit for the course. Classes that are between three to seven weeks of length allow students to withdrawal through the first two days of class to receive a full tuition refund or credit for the course. A course less than three weeks, the student must withdraw before the first day of class to receive a full tuition refund or credit for the course.

To ensure compliance, federal and state law and regulations supersede College policy.

Adopted: December 8, 2015

Amended:

Legal Ref:

Consistent with the Illinois Student Debt Assistance Act, this policy establishes processes and procedures to assist students in limiting their student debt when a physical or financial hardship requires the student to withdraw from the College.

*Procedures implementing this policy can be found at www.sic.edu/financial-aid/policies or under Admissions since not all students impacted are Pell grant recipients.

Adopted: July 19, 2022

Amended:

Legal Ref:

Southeastern Illinois College awards honorary and posthumous credentials on a selective basis. This policy sets forth the standards and procedures for granting these credentials.

The College recognizes the value of all students, especially those who may lose their lives in pursuit of higher education. One means of expressing gratitude for a student's life and work is to nominate that student for a posthumous credential.

Types of Awards

Honorary or Posthumous Credential: This may include a degree or certificate appropriate to award to a person based upon their outstanding contributions, achievements, or leadership during the course of a career and the extent to which such achievements exemplify the ideals and purposes of the College, including such persons who have a special connection to the College. Honorary degrees ordinarily will not be granted to any active trustee or to any currently employed faculty or staff member of the College.

The following protocol is designed to allow such an award.

Nomination

A nomination may be made by anyone to the Vice-President for Academic Affairs (VPAA) on or before March 1 of the year to be awarded. A nomination is the first step of the process and does not necessarily mean that a credential will be awarded. Surviving family and friends should not be notified of the nomination unless it is approved and the family reserves the right to reject the award. A nomination form is located on the college website or available in the VPAA.

The VPAA will convene a task force comprised of the following: VPAA, Executive Dean of Student Services, and Registrar. The President shall be informed of the nomination and task force recommendation.

Criteria

- The nomination should be vetted for accuracy. Misinformation or misrepresentation on the nomination will result in a rejected nomination.
- An undergraduate nominee must have substantially completed the requirements for the degree, typically 85%, and been in good academic standing.
- The student was actively pursuing completion of a degree or certificate.
- The student should have been enrolled at the College on or near the time of death as timeliness must be a consideration.

- The student must have been on an academic track to have successfully completed the credential.
- The student did not commit a felony or other relevant legal trouble
- The student did not have any holds, violations of student code of conduct, or violate other College policies or procedures that would reflect poorly on the College and/or student.
- Special Case: If a deceased student does not qualify for the award of a posthumous degree, the student may be given formal recognition for studying at the college. A posthumous “Certificate of Academic Recognition” may be given if the majority of criteria are met, except for the cases of felony, legal issues, or otherwise reflect poorly on the College.
- The President reserves the right to make special exceptions to an award recommendation based on a compelling argument. This should be based on overwhelming circumstance.

Final Process

- Once properly vetted and the nomination approved, then the President will charge the Registrar to print the internal (cannot be State approved) credential.

Venue for Awarding the Credential

The College considers it inappropriate to award the degree at venues where other students are celebrating their own accomplishments, such as a commencement exercise, or those settings held for grieving survivors such as a funeral service.

Venues for awarding the credential may include:

- Awarding a credential with family and friends
- Mailing the credential to appropriate family or friends
- Other agreed upon venue

Awards are not officially recorded due to official reporting purposes. A notation is placed on the student’s transcript that the credential is “Awarded Posthumously” or to the person as “Honorary.” The credential issued to the family does not include such notation. The student’s name may also be included in the commencement booklet with the same designation of the ceremonial award.

Adopted: July 19, 2022

Amended:

Legal Ref: