Shawnee Community College

FULL-TIME EMPLOYEE

POLICY MANUAL

Updated: August 27, 2020

SHAWNEE COMMUNITY COLLEGE
OFFICIAL POLICIES

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MISSION AND GOALS OF THE ILLINOIS BOARD OF HIGHER EDUCATION AND ILLINOIS COMMUNITY COLLEGE BOARD

MISSION AND GOALS OF ILLINOIS BOARD OF HIGHER EDUCATION (IBHE) 1110

Illinois has one of the largest and most diverse systems of higher education in the nation, ranking fourth among all states in total enrollment and sixth in total degrees awarded. Illinois currently offers postsecondary opportunities via 9 public universities on 12 campuses, 48 community college operating within 39 districts, 98 independent not-for-profit colleges and universities, and 28 independent for-profit institutions. Collectively, these institutions enhance and enrich the quality of life for all Illinois residents. Individually, each of these institutions contributes to the well-being of the state and its residents in a distinctive manner unique to its mission that provides a wide range of civic, educational, cultural, and economic benefits, including:

- Preparing an informed and responsible citizenry that has an understanding of, and appreciation for, the fundamental principles of democracy as well as adequate preparation to succeed in a rapidly changing, global environment.
- Developing the state's workforce by preparing individuals to enter the labor force, retraining workers, and providing continuing education.
- Promoting basic and applied research activities to foster the development of new technologies, products, and services.
- Attracting new businesses to the state and helping to retain businesses already here.
- Serving as community resources by assisting schools, community groups, state and local governments, industries, and businesses through a multitude of services and outreach programs.
- Offering cultural, artistic, and athletic events and programs to communities throughout the state.
- Cultivating the development of individuals who value service to the community, ethical behavior, diversity, life-long learning, and reflection on values and beliefs.

The Illinois Board of Higher Education recognizes and affirms the multi-faceted roles of higher education institutions and the many benefits that extend to the state and its residents from higher education.

The Illinois Commitment – A Policy Framework for Illinois Higher Education

The Illinois Commitment was initially adopted by the Illinois Board of Higher Education in February 1999 as the state's strategic plan to guide higher education through the first decade of the millennium. The Board conducted a mid-term review of this plan during 2003-04 to ensure its continued relevance and responsiveness to the needs of the state and the higher education community. *The Illinois commitment,* as revised in 2004, provides a policy framework that enhances accountability and communication efforts for higher education's stakeholders while being more responsive to a rapidly changing environment.

The Illinois commitment emphasizes the diversity of Illinois higher education with the understanding that each institution will be expected to address the ix statewide priorities in a manner that is consistent with the institution's mission, resources, and constituencies. Each institution will submit a performance report annually to share the ways it has contributed to achieving the state's higher education priorities. An annual statewide "Performance Report" will provide collective accountability in assessing progress toward meeting the six policy areas of *The Illinois Commitment*.

The Illinois Commitment is premised on the conviction that higher education provides the foundation for Illinois' future by enhancing the social, economic, and civic well-being of the state and its residents.

Policy Area One: Economic Growth
Higher education will help Illinois sustain strong economic growth through its teaching, service, and research activities.

Policy Area Two: P-20 Partnerships
Higher education will join elementary and secondary education to improve teaching and learning at all levels.

Policy Area Three: Affordability
No Illinois resident will be denied an opportunity for a college education because of financial need.

Policy Area Four: Access and Diversity
Illinois will increase the number and diversity of residents completing training and education programs.

Policy Area Five: **High Quality**
Illinois colleges and universities will be accountable for providing high quality academic programs and the systematic assessment of student learning outcomes while holding students to ever higher expectations for learning and growth.

Policy Area Six: Accountability and Productivity
Illinois colleges and universities will continually improve productivity, cost-effectiveness, and accountability.

MISSION AND GOALS OF ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) 1120

MISSION STATEMENT

To administer the Public Community College Act in a manner that maximizes the ability of the community colleges to serve their communities.

To promote cooperation within the system and accommodate those state of Illinois initiatives that are appropriate for community colleges.

To be accountable to the students, employers, lawmakers, and taxpayers of Illinois.

To provide high-quality, accessible, cost-effective educational opportunities for the individuals and communities they serve.

Revised: July 2016

PHILOSOPHY, VALUES, MISSIONS, AND GOALS STATEMENT FOR SHAWNEE COMMUNITY COLLEGE

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the student and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

VISION STATEMENT

Student Centered, Community Connected

PHILOSOPHY

Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of his/her needs. The College is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of this century. The College takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement. The College maintains an "open-door" admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district's future.

VALUES, PURPOSES, & ACTIVITIES

The following values concerning the overall sphere of college activities reflect assumptions that shape the institution in the development of its mission and operational procedures.

Purpose 1. Shawnee Community College **values** life-long learning. As a consequence, the College provides comprehensive programs, including curriculums in liberal arts and sciences, career and technical education, as well as, adult, developmental, and community education and training.

Specific **activities** to accomplish this purpose include:

a. providing pre-baccalaureate courses leading to an Associate of Arts, Associate of Science, and Associate of General Studies degrees which prepare students to transfer to more advised institutions.
b. providing career and technical courses that lead to a certificate or an Associate degree in Applied Science that enable students to obtain, maintain, or regain employment.
c. providing courses and programs that enable citizens to pursue studies of personal interest, self-enrichment, and personal development.
d. providing adult education programs designed to alleviate deficiencies in basic skills and accommodate special student needs.
e. providing an atmosphere favorable to learning and to the open exchange of ideas.
f. remaining current to the educational needs of the district using the latest technological advances.

g. providing advisement and counseling to all age groups.
h. maintaining and improving articulation with all district high schools and appropriate four-year colleges and universities.
i. providing meaningful assessment and follow-up to students.
j. utilizing varied technologies to provide accessible education, training, and service to outlying areas within the district.
k. providing volunteer and community service.

Purpose 2. Shawnee Community College **values** its role as a change agent for the public good. As a consequence, the college facilitates area economic development, promotes cohesiveness within the community, and improves the quality of life for all citizens.

Specific **activities** to accomplish this purpose include:
a. serving as a forum for debate and resolution of public issues.
b. providing workshops and seminars for business and industry.
c. providing facilities for organizations to conduct meetings.
d. becoming identified as a regional institution rather than a county institution.
e. encouraging and supporting innovation and creativity in all spheres of activity.

Purpose 3. Shawnee Community College **values** equal access to educational opportunities for all citizens. As a consequence, the college provides equal educational opportunities for all citizens to the extent permitted by available resources.

Specific **activities** to accomplish this purpose include:
a. providing a comprehensive financial aid and scholarship program.
b. adhering to an open-door admission policy.
c. providing advisement and counseling to insure proper placement of the student.
d. providing developmental courses to accommodate students who are academically underprepared.
e. providing a variety of programs to meet the diverse needs of the district.
f. designing an admissions program based on student demographics.
g. developing instructional centers conducive to student access.
h. providing tutorial assistance to students needing academic support.
i. offering online and interactive learning opportunities which enable students at a distance to meet their educational goals.
j. maintaining low cost tuition.
k. providing adult education at no cost to students that meet requirements.

Purpose 4. Shawnee Community College **values** multicultural diversity within a pluralistic society. As a consequence, the college provides programs and activities that encourage and preserve multicultural diversity within a unified American society.

Specific **activities** to accomplish this purpose include:
a. supporting student organizations that promote the enhancement of cultural diversity.
b. displaying cultural artifacts in highly visible display cases.
c. providing role models.
d. providing global, multicultural courses and programs.
e. displaying respect for all cultural backgrounds within an inclusive society.
f. continuing to integrate multicultural materials into the Learning Resources Center collection.

Purpose 5. Shawnee Community College **values** the dignity and worth of each individual. As a consequence, the college develops programs and services which address the needs of all segments of the college community.

Specific **activities** to accomplish this purpose include:

a. displaying respect and acceptance for individuals with various cognitive abilities, learning styles, socioeconomic levels, and cultural backgrounds.
b. promoting a non-discriminatory environment that adheres to Title IX guidelines.
c. providing a wide range of student support services and desirable auxiliary services.
d. providing tutorial services.
e. maintaining small classes where individual attention is available.
f. providing career services to assist students in making realistic career choices.
g. creating a learning environment conducive to the enhancement of self-esteem.
h. providing developmental programs essential for academic success.
i. providing a comprehensive student activities program.
j. maintaining an effective escrow program for district high school students.
k. developing and maintaining an honors program for those students who can meet the academic requirements.
l. promoting a safe and drug-free environment for all students and employees.
m. promoting a work and academic environment in which all persons are treated equitably and with respect.

Purpose 6. Shawnee Community College **values** a systematic and participatory management approach to decision making. As a consequence, the college solicits input from all constituencies, reaches decisions based upon all available information, and communicates such decisions to the public in an orderly manner.

Specific **activities** to accomplish this purpose include:

a. conducting meetings open to the public.
b. creating advisory committees that meet on a regular basis.
c. soliciting input from faculty, staff, and other affected individuals prior to making a decision.
d. making public via the policy manual the procedures by which the college operates.
e. collecting current statistical information to assist in decision making.
f. assessing program need and effectiveness.
g. developing and maintaining a computerized information system to enhance our decision making, instructional services, and community services.
h. developing and maintaining effective means of internal communications.
i. monitoring and modifying, as needed, the committee structure so as to facilitate decision making and planning.

Purpose 7. Shawnee Community College **values** its reciprocal relationship with the community, including business, civic, social, and religious aspects. As a consequence, the college fosters community partnerships in which each organization benefits from its mutual affiliation with the other.

Specific **activities** to accomplish this purpose include:

a. providing accessible campus and outreach centers.
b. cooperating with other educational entities.
c. supporting activities that enrich the community.
d. planning educational programs with business and industry to promote the local economic development of the community.
e. increasing the community's awareness of College programs and activities.

f. providing cultural and athletic events that enhance the community through enhanced marketing and recruitment plans.

Purpose 8. Shawnee Community College **values** the prudent utilization of resources. As a consequence, the college develops and administers programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals.

Specific **activities** to accomplish this purpose include:

a. operating the college within available resources.
b. establishing appropriate purchasing and accounting procedures to insure the wise use of resources.
c. providing and maintaining safe and adequate facilities which are easily accessible to the public.
d. developing new sources of revenue through grants, partnerships, and business and industry.
e. coordinating the utilization of all institutional resources to assure compliance with applicable regulations and maximize efficiency and effectiveness.

Purpose 9. Shawnee Community College **values** the pursuit of excellence. As a consequence, the college organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions.

Specific **activities** to accomplish this purpose include:

a. supporting faculty evaluations and development.
b. maintaining a program of assessment and follow-up.
c. providing educational programs that enable students to succeed in higher level courses.
d. providing quality programs at minimal cost.
e. providing and maintaining adequate classrooms, laboratories, and other facilities that are conducive to the learning process.
f. providing adequate library facilities that serve the needs of students, faculty, and the community and promoting their utilization.
g. providing an orientation program for faculty and staff.
h. providing courses and programs that reflect current technological advances.
i. maintaining current syllabi, texts, and materials to insure quality and consistency in offerings.
j. maintaining or exceeding expectations established by accrediting and certified organizations.
k. providing opportunities for professional development in order to strengthen skills in order to increase student achievement.

Revised: July 2014, July 2016

BY LAWS AND INTERNAL OPERATION OF THE BOARD OF TRUSTEES

MEMBERSHIP 3100

BOARD OF TRUSTEES 3110

The Board of Trustees of Shawnee College derives its authority from, and is governed by, those articles and sections in an Act of the General Assembly of the State of Illinois creating a Board of Higher Education, approved August 22, 1961, and all subsequent revisions to that Act and the Illinois Junior College Act approved by the General Assembly on July 15, 1965, and all subsequent revisions to that Act.

Accordingly, the Shawnee Community College Board of Trustees is a body politic and corporate known as "Board of Community College District Number 531, Counties of Union, Alexander, Massac, Pulaski, Johnson, and Jackson, State of Illinois".

MEMBERSHIP OF THE BOARD 3120

The Board of Trustees shall consist of eight members, to wit: seven regular members and a student member.
Revised: July 2016

ELECTION OF BOARD OF TRUSTEES 3140

The election of the regular members of the Board shall be non-partisan and shall be held in odd numbered years in the time and manner provided in the General Election Law. 10 ILCS 5/1-1 et seq.

The election shall be held on the first Tuesday in April except when that date conflicts with the celebration of Passover, and in such event the election shall be postponed to the first Tuesday following the last day of Passover. The secretary of the Board of Trustees shall be the local election official as determined by the Illinois General Election Law.

QUALIFICATION OF MEMBERS 3150

Board Members shall, on the date of their election, be citizens of the United States, 18 years of age or older, residents of the State of Illinois and District 531 for at least one year immediately preceding the election.

VACANCIES 3160

Whenever a vacancy occurs on the Board, 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 and is certified in accordance with Sections 22-17 and 22-18 of the Election Code. If the remaining members fail so to act within 60 days after the vacancy occurs, the chairman 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 and is certified in accordance with Sections 22-17 and 22-18 of the Election Code. The persons appointed to fill the vacancy shall have the same residential qualifications as his predecessor in office was required to have. In either instance, if the vacancy occurs with less than 4 months remaining before the next scheduled nonpartisan election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding nonpartisan election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until a successor is elected and qualified at that election.

CONFLICT OF INTEREST

3170

Except as permitted under applicable law, no member of the Board of Trustees, nor any officer appointed by the Board, may be in any manner interested, either directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract with the Board of Trustees, or in the performance of any work on its behalf, where such person may be called upon to act or vote in the making of such contract or the letting of such work. No such person may represent, either as agent or otherwise, any person, association, trust, or corporation, with respect to any application or bid for any contract or work in regard to which such person may be called upon to act or vote. No such person may receive, either directly or indirectly, any money or other thing of value, a gift or bribe or means of influencing his vote or action in his official character. All members of the Board of Trustees shall adhere to the conditions set forth in Ill. Rev. Stat., Chapter 122, Section 103-48.

AUTHORITY OF MEMBERS 3180

Board Members have authority only when acting as a Board of Trustees legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board Member or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees.

TERMS OF OFFICE 3190

Each member of the Shawnee Community College Board of Trustees shall be elected at a regular election for a term of six years.

ORGANIZATION 3200

OFFICERS OF THE BOARD 3210

The Shawnee Community College Board of Trustees officers shall consist of:

Chairman
Vice-Chairman
Secretary
Assistant Secretary

The Board shall reorganize by electing new officers in each odd numbered year, at the first regular or special meeting of the Board following the completion of the canvas of the vote cast at the non-partisan election held on the first Tuesday in April. Each officer shall hold his/her position until the Board again reorganizes.

The Board may fill any interim vacancy which should occur in an office until the Board again reorganizes. An office will be deemed vacant upon the death of a member or upon his resignation of or removal from office. An officer may be removed from his/her office by the affirmative vote of the majority of the regular voting members of the Board.

Revised: April 2019

BOARD COMMITTEES 3220

There shall be no standing committees of the Board.

The Chairman shall appoint ad hoc committees when the need arises. These committees will be comprised of not more than three (3) board members and shall be discharged upon completion of their assignment.

ORIENTATION OF NEW BOARD MEMBERS 3230

The Board of Trustees and college staff will assist each newly elected member to become familiar with and understand the Board's functions, duties, responsibilities, policies and procedures before and after each of them takes office.

The orientation process, which shall be the primary responsibility of the Board Chairman, shall include:

1. Providing guidance in completing Attorney General's Electronic Open Meetings Act Training within 90 days of being elected or appointed (5 ILCS 120/1.05 Training) and filing of certificate of completion.

2. Providing each newly elected Board member printed material explaining the role of a Board member.

3. Providing each newly elected Board member a copy of the Board's policy manual.

4. Encouragement of each newly elected Board member's participation in activities sponsored by the Illinois Community College Trustees Association.

5. Providing each newly elected Board member with the opportunity, in either a structured or unstructured forum, to meet with the College President and other administrators and members of the staff, the College attorney, and other members of the Board, to familiarize and orient the new members on matters including Trustee legal and ethical responsibilities and duties; boardsmanship; College fiscal and administrative structure and operation; and collective bargaining.

Revised: July 2016

COMPENSATION AND REIMBURSEMENT OF BOARD MEMBERS 3240

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

DUTIES 3300

The duties of the Board of Trustees are: (ILCS 805/3-21 to 3-29.10)

1. To maintain records to substantiate all claims for state apportionment in accordance with regulations prescribed by the State Board and to retain such records for a period of three (3) years.
2. To cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the board.
3. To publish annually a financial statement in accordance with rules and regulations issued by the State Board.
4. To establish and maintain a mailing list of the names and addresses of persons who each year request inclusion thereon, and to mail to those persons copies of board agenda, budgets, or audits as requested within ten (10) working days after copies of such agenda, budgets, or audits become available, and to mail to those persons within ten (10) working days after each subsequent board meeting a copy of the previous meeting minutes as approved.
5. To designate a treasurer who is to receive the taxes of the district and to notify the collectors in writing accordingly.
6. To adopt and enforce all necessary rules for the management and government of the colleges of its district.
7. To authorize application to the Illinois Community College Board for the approval of new units of instruction, research, or public service as defined in ILCS 805/3-25.1 and to establish such new units following approval in accordance with the provisions of this Act and the Board of Higher Education Act.

8. To provide, on an equal basis, access to the campus to the official recruiting representatives of the armed forces of Illinois and the United States for the purpose of informing students of the educational and career opportunities available in the military if the board has provided such access to persons or groups whose purpose is to acquaint students with educational or occupational opportunities available to them. To not bar or exclude from its curriculum, campus, or school facilities any armed forces training program or organization operated under the authority of the United States government because the program organization complies with rules, regulations, or policies of the United States government or any agency, branch, or department thereof.
9. To make appointments and fix the salaries of a chief administrative officer, who shall be the executive officer of the board, other administrative personnel and all teachers. In making these appointments and fixing the salaries, the board may make no discrimination on account of sex, race, creed, color or national origin.
10. Any employee of a community college board who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty on or after August 1, 1990, as a result of an order of the President of the United States, shall for each pay period beginning on or after August 1, 1990, continue to receive the same regular compensation that he receives or was receiving as an employee of the community college board at the time he is or was so mobilized to active military duty, plus any health insurance and other benefits he is or was receiving or accruing at that time, minus the amount of his base pay for military service, for the duration of his active military service.
11. Students called to active military service. A community college shall allow a currently enrolled student who is called to active military service to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student must be given priority over other students in re-enrolling in the course or courses.
12. To pay no orders except for teacher wages unless at the time there are sufficient funds in their hands of the treasurer to pay such order except herein provided I ILCS 805/3-27.
13. Contracts. To award all contracts for purchase of supplies, materials, or work involving any expenditure in excess of $25,000 or a lower amount as required by board policy to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and service-ability.
14. To participate in joint purchases by governmental units pursuant to "An Act authorizing certain governmental units to purchase personal property, supplies and services jointly.
15. Purchases made pursuant to the Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-fourth General Assembly.
16. To adopt regulars for the admission of students who do not conflict with the provision of ILCS 3-17.
17. To indemnify and protect board members, employees, and student teachers of board against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suites, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member, employee, or student teacher is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the community college board.
18. To grant to full time teachers and other employees sick leave not less in amount than ten (10) days at full pay in each school year.
19. To establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students at each community college and campus thereof under the jurisdiction, governance or supervision of the board, and to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students.
20. Sexual assault awareness education. A community college shall provide some form of sexual awareness education to all incoming students, whether through a seminar, online training, or some way of informing students.

21. Buildings available for emergency purposes. The board shall make mutually agreed buildings of the college available for emergency purposes, upon the request of the Illinois Emergency Management Agency, the state-accredited emergency management agency with jurisdiction, or the American Red Cross, and cooperate in all matters with the Illinois Emergency Management Agency, local emergency management agencies, the American Red Cross, and federal agencies concerned with emergency preparedness and response.
22. Veterans' Day; moment of silence. If a community college holds any type of event at the community college on November 11, Veterans' Day, the board shall require a moment of silence at that event to recognize Veterans' Day.
23. Faculty and staff contact with public officials. All faculty and staff members of a community college are free to communicate their views on any matter of private or public concern to any member of the legislative, executive, or judicial branch of government, State or federal, without notice to or prior approval of the community college, so long as they do not represent that they are speaking for or on behalf of the community college.
24. Faculty and staff political displays. A community college may not prohibit any faculty or staff member from (i) displaying political buttons, stickers, or patches while on community college property, provided that such display by any member of the faculty in an instructional setting is for the purpose relevant to the subject of instruction; (ii) attending a partisan political rally, provided that the employee is not on duty; or (iii) displaying a partisan bumper sticker on his or motor vehicle.
25. Administrator and faculty salary benefits; report. Each board of trustees shall report to the Board of Higher Education, on or before July 1 of each year, the base salary and benefits of the president or chief executive officer of the community college and add administrators, faculty members, and instructors employed by the community college district.
26. American Sign Language courses. To adopt regulations for the awarding of any American Sign Language course offered or approved by a community college, which may be applied toward the satisfaction of any foreign language requirements of the community college, except for those requirements related to the content of a student's academic major.
27. Priority enrollment; service member or veteran. A board shall give the earliest possible enrollment opportunity that a community college offers to a service member or veteran. The priority enrollment provided pursuant to this Section shall apply to enrollment for all degree and certificate programs offered by a community college after the student's eligibility to receive benefits has been verified by the community college.

Revised: July 2016

DUTIES OF CHAIRMAN 3320

The Chairman shall:

1. Preside at all meetings of the Board.
2. Arrange with the President the content and order of business at Board meetings.
3. Appoint ad hoc committees in accordance with the by-laws and call for performance reports on a timely basis.
4. Disband committees upon performance of their tasks.
5. Consult with and advise the President on major problems.
6. Act as the representative of the Board and perform such duties as are imposed by law or Board action.
7. Serve as a catalyst in initiating evaluation of administrative performance on a regular basis.
8. Insure that the Board has adequate information and time to deliberate on appropriate Board topics.
9. Be primarily responsible for insuring that each new Board member is afforded appropriate orientation in accordance with the policies of the Board.

The Chairman shall have full rights of discussion and voting.

DUTIES OF THE VICE-CHAIRMAN 3330

In the absence of the Chairman, the Vice-Chairman shall perform the duties and responsibilities of the Chairman.

DUTIES OF THE CHAIRMAN PRO TEMPORE 3340

In the event that the Chairman and Vice-Chairman are absent from the Board meeting or unable to perform their duties, the Board shall elect a Chairman Pro Tempore. The Board may authorize the Chairman Pro Tempore to continue performing these duties as long as the Chairman and Vice-Chairman are unable to perform their duties.

DUTIES OF THE SECRETARY 3350

The secretary of the Board of Trustees shall:

1. Be responsible for Board correspondence.
2. Perform the duties usually pertaining to this office.

The secretary shall be a member of the Board and shall be appointed at the organization meeting of the Board.

If the secretary is absent from any regular or special meeting or refuses to perform these duties, the Assistant Secretary shall perform the duties.

The Board may designate a recording secretary to perform clerical duties.

DUTIES OF THE BOARD'S LEGAL COUNSEL 3370

The Board of Trustees shall appoint legal counsel, who will serve at the pleasure of the Board. The duties of legal counsel shall consist of but not necessarily be limited to attendance at board meetings, giving legal opinions on questions raised by the Board or College President, preparing legal documents, representing the Board in court proceedings and advising the Board or administration in matters requiring or suggesting the need for legal recommendations.

STUDENT BOARD MEMBER (110 ILCS 805/3-7.24) 3380

The Shawnee Community College Board of Trustees shall have one non-voting member who is a student enrolled at the college. The student member shall serve a one-year term beginning on April 15 of each year.

The method of selecting the student member shall be determined by campus-wide student referendum.

The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend executive sessions, other than the right to vote.

Whenever a vacancy occurs for an unexpired term, the College President or his/her designee shall call for a special election of the student body to take place within thirty (30) days. By this process, the student body shall select a student trustee for appointment by the Board of Trustees to fill the vacancy for the remainder of the unexpired term.

Revised: February 2005, October 2015, July 2016

MEETINGS 3400

REGULAR MEETINGS OF THE BOARD 3410

The day, time, and place of the regular meeting of the Shawnee Community College Board of Trustees shall be the first Monday of each month at 5:30 p.m. at the Shawnee Community College Founders Room, except when the first Monday of the month falls on one of the established holidays as set forth in Section 6130 of this policy manual, in which case the regular meeting shall be held on the Tuesday immediately following the first Monday of each month at the same time and location.

Notice of all regular meetings will be posted in the administration building and will be sent to all news media in the district that have requested such information. A schedule of regular meetings will be available at the President's office.

If a change is made in the regular meeting date, notice will be posted in the administration building and there will be at least ten (10) days' notice of the change given to all news media in the district that have requested such information.

All regular meetings shall be open to the public.

BOARD AGENDA PREPARATION 3411

The agenda with accompanying material for consideration and other pertinent information will be sent to each board member by Thursday of the week preceding the regular meeting.

Any business matter or correspondence must be received by the President of the College or Chairman of the Board by noon, seven (7) workdays before the meeting in order to be included on the agenda. However, the Chairman may present a matter of emergency business received after the deadline for inclusion on the agenda. (In such instances, a supplement to the agenda should be sent to each board member if possible.)

Revised: July 2016

PUBLIC SESSION OF THE BOARD 3412

1. INTENT

   It is the public policy of the State of Illinois and Shawnee Community College that public bodies exist to aid in the conduct of the people's business. It is the intent of Shawnee Community College that the actions of the Board of Trustees are to be taken openly and that their deliberations be conducted openly except in cases where it is beneficial to the College, the public, or to individuals involved with these entities that the meeting be closed and only when such a closed session is called and conducted in a lawful manner.

2. DEFINITION

   Any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business shall be a public meeting.

3. All action by the Board of Trustees of Shawnee Community College shall be taken in open, public session.

4. PUBLIC NOTICE OF ALL MEETINGS

   The Board of Trustees of Shawnee Community College will give public notice at the beginning of each calendar or fiscal year and at other times as prescribed by law. Notice of public meetings at Shawnee Community College shall be given in the following manner:

   A. The dates
   B. The times, and
   C. The places of regular meetings.

Public notice of any special, rescheduled or reconvened meeting must be given at least 24 hours in advance by personal service or 48 hours in advance by mail. Such notice must include the agenda for the special, rescheduled, or reconvened meeting. Public notice is not required, however, for a meeting,

A. reconvened within 24 hours or
B. if the time and place of the reconvened meeting are announced at the original open meeting, and
C. there is no change in the agenda.

A bona fide emergency meeting may be held without 24 hours' notice. But a notice shall be given as soon as practicable prior to the meeting, to any news medium that has filed an annual request for notice.

Public notice must be given in two ways:

A. By posting a notice at the public body's office, and
B. By sending a notice to any news medium that has filed an annual request to receive such notice.

In addition, the schedule of regular meetings will be available at the office of the public body. This schedule will list the time and place of regular meetings.

If a change is made in regular meeting days, notice of the change will be given at least 10 days in advance in the same two ways specified for announcing the original schedule: post a notice at the office, and send a notice to each news medium that filed the annual request. Also, notice of the change must be published "in a newspaper of general circulation in the area . . ." If the population served by the public body is less than 500 and there is no newspaper published there, the 10 days' notice may be given by posting a notice in three prominent places within the district served.

Public meetings must be held at times and places convenient to the public. A public meeting may not be held on a legal holiday "unless the regular meeting day falls on that holiday."

5. MINUTES OF PUBLIC MEETINGS

A. Shawnee Community College shall keep written minutes of all meetings, open or closed. Such minutes shall include:
   1. The date, time and place of meeting,
   2. The members present or absent,
   3. General description of all matters proposed, discussed or decided and a record of any votes taken.

B. Minutes of meetings open to the public shall be available for public inspection within seven (7) days of approval.
   1. One copy should be kept in the administrative office of the district.
   2. One copy should be kept in a secure location.
   3. As per Subsection 2.06(b) of the Open Meetings Act, the minutes of open meetings shall be made available for public inspection within ten days of the approval of the minutes by posting the open meeting minutes on the college' website. The minutes shall remain posted on the website for at least 60 days after their initial posting.
   4. The secretary shall be responsible for his/her copy.

C. Minutes of meetings closed to the public shall be available only after the Board of Trustees determines by a majority vote of the total Board that it is no longer necessary to protect the public interest or privacy of an individual to keep them confidential.

6. TAPING AND FILMING

Any person may record the proceedings at public meetings of Shawnee Community College Board of Trustees by tape, film, or other means. However, because of the necessity and desirability of conducting orderly meetings, the following rules are prescribed to govern the right of individuals to make such recordings.

A. Recordings must be done in a manner not disruptive to the proceedings of the meeting.
B. If extraordinary lighting is required, permission of the Board must first be obtained.

Revised May 2014

EXECUTIVE SESSIONS OF THE BOARD 3413

1. INTENT

It is the policy of the State that public bodies exist to aid in the conduct of the people's business. It is the intent of the Open Meetings Act that their actions, therefore, be taken openly and that their deliberations be conducted openly.

2. CLOSED MEETINGS

Public bodies, including the Board of Trustees of Shawnee Community College, may close a portion of a public meeting or hold a closed meeting for purposes as set forth in the Illinois Open Meetings Act.

3. DEFINITION OF PUBLIC MEETING

Any gathering of a majority of a quorum of the members of the Board of Trustees held for the purpose of discussing public business shall be a public meeting. (Ch. 102 Par 41.02 and Par 42)

4. PROCEDURE FOR CONDUCTING A CLOSED MEETING

The Board of Trustees may hold a meeting closed to the public, or close a portion of a meeting to the public, under the following conditions:

1. Upon a majority vote of a quorum,
2. Taken at a meeting open to the public.
3. A single vote may be taken with respect to a series of meetings (provided each meeting in the series involves the same matters and occur within 3 months of the vote)
4. The vote of each member on the question of closing a meeting and a citation to the specific exception contained in the Open Meetings Act shall be included in the minutes. (Ch. 102 Par. 42(a))

5. MINUTES OF CLOSED MEETINGS

The Board of Trustees shall keep written minutes and an audio of all closed meetings. Such minutes shall include:

1. The date, time and place of meeting,
2. The members present or absent.
3. General description of all matters proposed, discussed or decided and a record of any votes taken. (Ch. 102, Par. 42.06(a))
4. The audio record will be maintained for a period of 18 months from the date of the meeting.

Minutes of closed meetings of the Board of Trustees of Shawnee Community College District No. 531 will be kept for the Board secretary by the Board of Trustee's designated recording secretary who shall be the Administrative Assistant to the President unless changed by a majority vote of a quorum of the Board of Trustees.

QUORUM 3414

A majority of the voting membership of the Board shall constitute a quorum.

If a quorum is present, a majority of the votes of the members voting on a measure shall determine the outcome, except where otherwise provided by law.

The student member is not to be counted in determining a quorum.

ORDER OF BUSINESS 3415

The order of business at all regular meetings shall be:

1. Call to order
2. Roll call
3. Introduction of Guests and Public Comment
4. Approval of Consent Agenda
   - A. Minutes of regular meeting of previous month
   - B. Consideration of Treasurer's Reports
   - C. Approval of Bills
5. Recommendations for Necessary Transfers and Investments
6. Faculty Report
7. Administrative Staff Reports
   - A. Vice-President of Instructional Services
   - B. Vice-President of Student and Administrative Services
   - C. Chief Financial Officer
8. Student Trustee Report
9. Foundation Report
10. ICCTA Report
11. President's Report
12. Action and Discussion Items
13. Personnel and Other Closed Session Items
    - A. Specific Closed Session Items
    - B. Report by College Attorney
14. Announcements
15. Adjournment

The order of business may be changed by the Chairman. These modifications may be overruled by a majority vote of the board members - including the chairmanships. The agenda may be amended by vote of the majority of the Board members in attendance.

The Chairman shall recognize visitors at an appropriate time.

The Chairman shall have the right to limit the length of time of a speaker in discussing a subject.

Meetings of the Board of Trustees will be conducted in accordance with Roberts Rules of Order unless procedures to the contrary are otherwise provided in the Policy Manual.

VOTING PROCEDURES 3416

Votes on all issues coming before the Board (excluding voice votes) will be by roll call on a rotating basis, with the first such roll call of each newly organized Board to be conducted in alphabetical order beginning with the first letter of the alphabet. Subsequent roll call votes will be conducted by the Board secretary on a rotating basis, i.e. the Board member who voted first on the previous roll call vote will next vote second in order and the Board member who voted last will next vote first in order with all other Board members rotating their voting order in like manner, including the student Board representative. This policy shall be implemented at the first meeting following the approval date of this policy. All voting members must be present in order to vote. Electronic voting will not be allowed.

Revised: May 2004

SPECIAL MEETINGS OF THE BOARD 3420

Special meetings of the Board may be called by the Chairman or by any three (3) members of the Board.

Notice must be given in writing, stating the time, place, and purpose of the meeting. Notice shall be given at least 24 hours in advance by personal service or 48 hours in advance by mail.

The agenda must state the time, place, and purpose of the meeting. The agenda will be determined at the time of the official call of the meeting. No other business may be transacted or official action taken other than for the purpose(s) for which the special meeting was called.

Public Notice of any special meeting shall be given to all news media in the district, as has requested the same, at least 24 hours in advance. Special meetings shall be open to the public.

BOARD ELECTIONS 3500

ELECTION OF BOARD MEMBERS 3510

Members of the Shawnee Community College Board of Trustees shall be elected in the manner provided for by state law in Chapter 110 Section 805/3-7 of the Illinois Public Community College Act.

Revised: July 2016

ELECTION OF THE STUDENT BOARD MEMBER 3520

An annual election will be held to elect a non-voting student member of the Board of Trustees. The election will be decided by a simple majority of those voting in the election. All candidates must be full-time students (12 hours) and in good academic standing.

METHODS OF OPERATION 3700

FORMULATION OF POLICY 3710

The formation and adoption of written policy shall be the basic method by which the Board will exercise its leadership in the operation of the College.

The formal adoption of a policy shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and recorded shall be regarded as official Board policy.

The Board may further adopt from time to time rules and regulations in furtherance of these policies including, but not limited to, an Administrative Procedures Manual, Student Handbook, and the like.

The Board recognizes the principle that individuals affected by policy decision should have a part in formulating policy.

The Board believes in the importance of involving other individuals and groups in the policy development process and will strive to provide opportunities for this participation.

ADMINISTRATIVE PARTICIPATION 3721

Recommendations for policies will usually come from the President. These recommendations should be based on the best information and judgment that he and other staff members can provide.

The Board will strive, in adopting written policies, to give the administrative staff both guidance and flexibility.

FACULTY/SUPPORT STAFF PARTICIPATION 3722

The Board recognizes the importance of faculty participation in the development of policy. The College will use a dual track system for formal faculty involvement that combines collective bargaining and the concept of collegiality. The participation of employees classified as support staff will be recognized as an important element of the school operation and the various categories of this staff will be consulted in the policy development process.

STUDENT PARTICIPATION 3723

Students, individually and collectively, will be free to express their views on issues of institutional policy and on other matters of interest to the student body.

The students shall participate in the policy development process through the student senate and the representation of the student board member.

DEVELOPMENT OF TRUSTEESHIP 3724

The Board of Trustees of Shawnee Community College is committed to the continuing development and education of each Trustee so that each Trustee may develop the art of Trusteeship to the maximum extent possible. Toward this end, commencing January 2, 1990, each Trustee should be encouraged to attend the annual Board of Trustee's Retreat and a minimum of at least one Southeast Regional Trustees Association meeting and one Illinois Community College Trustees Association Seminar annually. If a Trustee is unable to attend the annual Retreat, the minimum requirements may be satisfied by attending one additional regional meeting or State seminar.

RELATIONSHIP BETWEEN THE BOARD AND PRESIDENT 3800

The establishment of policies for the governing of a community college district by the Board and the administration of these policies by the President calls for a high order of devotion, statesmanship, and integrity. It is of utmost importance for the good of the students in the College that the Board and the President work in an atmosphere of mutual trust and good will.

Principles basic to cooperation:

1. The Board will establish such policies for the conduct and administration of the College as are prescribed by law and such other policies that may seem advisable and have them prepared in such form that all concerned will be aware of them.
2. The Board will select the President who will be the chief executive officer of the College and be directly responsible to the Board for its total administration. The Board will vest in the President the necessary authority and provide him with appropriate personnel to carry out such administration.
3. The Board will endeavor to give counsel and advice to the President regarding the administration of the school as it deems necessary or expedient, remembering always that Board members as individuals have no authority and only policies approved by the Board have force. The Board, in adopting policy, will consider recommendations from the President.
4. The Board will require of the President such periodic reports as the Board deems necessary to keep it properly advised of the administration of the College. The President must be frank, honest, concise and complete in these reports to the Board. Important College matters requiring board action should be presented by the President to the Board as required and not in a semi-private way to individual members.
5. The Board will expect from the President recommendations for the welfare of the College. His role will be that of providing educational leadership for the community college program of his community.
6. The Board will require of the President attendance at all Board meetings except at times when his own employment may be under consideration or by mutual consent for a reason authorized by the Board.

7. The Board will consider the recommendation of the President in matters concerning employment, promotion, transfer, or suspension of personnel. All orders affecting all employees shall be issued through the President.
8. The Board will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the College program with the advice and cooperation of the President as their executive officer and professional advisor.
9. The Board will endeavor thoroughly and constructively to orient new board members into the work of the Board and the educational program of the College with the assistance of the President.
10. In the college community, the Board should expect the President to assume his place with all of the responsibility that the concept of citizenship conveys. He should use his position of leadership to present the cause of community college education honestly and forthrightly and to further community goals compatible with and complimentary to those of the College.
11. The Board reserves unto itself all of its legal responsibilities for the operation of a good college including the right to reject any and all recommendations and the right to revise its policies, rules, and regulations from time to time to meet changing conditions.
12. Under the laws of the State of Illinois, the Board is the final authority on any controversial issue that cannot be resolved through the regularly constituted administrative channels. The Board is aware of and does recognize the right of judicial review.
13. The Board and the President shall have a basic criteria for evaluating any issue and its effect on the educational welfare of the students of the College.
14. The Board, together with the President, has a moral obligation to provide such leadership and render such services as will give dignity to the teaching profession and learning process and will engender trust and confidence on the part of all citizens in American public higher education. It is their responsibility and obligation to work together for an increasingly effective program of education for all our people and insofar as is required of each to submerge personal ambition, prejudice, and desires to that end.

BOARD/PRESIDENT RELATIONSHIPS: A CODE OF ETHICS 3900

A fundamental factor in the successful operation of any community college is the maintenance of sound and harmonious work relationships between Boards of Trustees and Presidents. These relationships are subjected daily to a variety of stresses that occasionally result in their deterioration. Such deterioration is inevitably accompanied by consequences that are detrimental to both institutions and individuals. The Illinois Community College Trustees Association developed this code of ethics as a guide for establishing sound board / president relationships to help maintain an environment of trust and mutual support. The Board of Trustees of Shawnee Community College adopts this code as its credo.

The President in dealing with the Board of Trustees should:

1. Keep Board members informed fully regarding the state of the institution--its strengths, opportunities for improvement, and progress toward achieving its objectives.
2. Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the college.
3. Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
4. Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.
5. Treat all members of the Board equally. Maintain a professional and even-handed stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.
6. Be sympathetic and understanding of the difficult position of Board members in representing the college's many publics, and assist them to the best of his/her ability to discharge their roles in an effective fashion.
7. Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of a Board member.
8. Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.

9. Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
10. Avoid public utterances or actions that will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
11. Work closely with the Board and particularly so with its Chairman so that the district will benefit from a strong and coordinated team approach.
12. Provide maximum assistance to new members in their indoctrination to Board membership.
13. Provide the Board with appropriate advance notice of plans to resign or seek another position.
14. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

The Board of Trustees in dealing with the President should:

1. Be sympathetic and understanding of the difficult position of the President in carrying out his/her leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
2. Seek his/her advice and counsel regarding matters of policy before making a final decision.
3. Give him/her full confidence and support realizing that the chief executive needs this assistance if he/she is to perform with maximum effectiveness.
4. Expect its Chairman to work particularly close with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and its President.
5. Inform the President immediately of any questions or concerns about the college or district so that appropriate follow-up actions may be taken.
6. Help assure the orderly operation of the college by insisting that employees make use of established channels before bringing their concerns to the Board.
7. Require that the interest and welfare of the entire district be considered before those of any special interest group.
8. Assist him/her by supporting fully all Board decisions once they have been made, even though the vote may have been divided.
9. Inform the President immediately of any concerns regarding performance, conduct, or style, that in the opinion of the Board, require attention.
10. Provide the President with adequate time to correct any deficiencies noted.
11. Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the district and the President.
12. Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
13. Give the President a reasonable period of time to find another position.

NAMING PHYSICAL COMPONENTS OF SHAWNEE COMMUNITY COLLEGE 3950

The naming of physical components of the College serves as the most prestigious, meaningful, and permanent means of recognizing individuals and corporations who have had a significant, positive impact on Shawnee Community College. The conferral of honorific names is the prerogative of the College president and, ultimately, the Board of Trustees. The president of the College shall appoint/designate an advisory committee for the purpose of naming or renaming physical components and/or entities of the College. Three categories under which names may be submitted for recognition include but are not limited to the following:

1. Recognition for gifts to the Shawnee Community College Foundation.
2. Recognition for service to the College, professional accomplishments, and/or honors.
3. Recognition of public persons who have rendered significant service on a local, regional, state, national, or international level.

Procedures

1. The president of the College and the Board of Trustees may, at their discretion, name buildings, components, or other entities.
2. Recommendations for naming a College facility/entity, submitted by persons other than the president and the Board of Trustees, shall be forwarded to the president of the College. Materials forwarded should include written justification for the nominee.

3. Recommendations for changing the name or re-naming a College facility/entity, submitted by persons other than the president and the Board of Trustees, shall be forwarded to the president of the College. Materials forwarded should include written justification for such action.
4. The president shall submit the recommendation(s) to the Board of Trustees. The president may, at his/her discretion, submit the recommendation to the advisory committee before submitting the recommendation to the Board of Trustees.
5. Approval of recommendation(s) will require two-thirds of the total membership of the advisory committee.
6. Final approval of a name of a facility/entity shall be given by the Board of Trustees after a minimum waiting period of 120 days following the initial approval of the advisory committee. The president may, at his/her discretion, waive the minimum waiting period.

Guidelines

1. Physical components/entities of the College may be named for:
   a. notable members of the College administration, faculty, staff, and members of the student body.
   b. donors of substantial funds to the College.
   c. public persons who have rendered service on the local, state, national, or international levels.
2. For recognition of significant gifts to the Foundation, the Foundation Board of Directors may make recommendations to the President for naming physical components of the College based on the following criteria:

Gifts of $1,000,000 or larger	Buildings may be permanently named in honor of the donor or immediate family members
Gifts of $500,000 or larger	Building wings may be permanently named in honor of the donor or immediate family members
Gifts of $10,000 or larger	Teaching/learning laboratories and spaces may be named in honor of the donor or immediate family members

Other physical components of the College may be named for recognition of significant gifts if recommended by the Foundation Board of Directors and approved by the College Board of Trustees.

3. Where practicable, when naming physical components for persons, the committee will take into consideration the discipline or service represented by the candidate named with a view to matching it as closely as possible to the discipline or nature of the present or anticipated future function of the structure.

4. When the name of a person has been submitted for consideration, a short narrative of no more than one typewritten, double-spaced page must be submitted by the nominator to support the nominee and list the reasons why such an honor should be bestowed. Other documentation may be required to provide personal data of the individual and to verify the accomplishments and/or services to the College.

5. Upon approval by the Board of Trustees to recognize an individual by naming a physical component in his/her honor, written permission shall be obtained from the proposed nominee or from the nearest relative (whichever is applicable) before a public announcement is made.

6. The advisory committee appointed by the president shall determine the type of plaque, the inscription on the plaque, the size and colors, and the location of the plaque. The committee should also consider the plaque's appearance in relation to its surroundings.

GENERAL INFORMATION

ACADEMIC FREEDOM 4120

The Board and the Association recognize the value of protecting and encouraging the search for knowledge and its dissemination. Faculty members have both the right and obligation to investigate and to present to their students, based upon their professional judgment, available information related to the subject being taught. The course content must be consistent with objectives of the course as adopted by the Board. Faculty members shall seek to be accurate, show respect for the opinion of others, present all facets of controversial issues in an unbiased manner, identify their own personal persuasion on controversial issues where necessary to present an unbiased presentation on such issues, and indicate, where appropriate, that their views are not necessarily the views of the College.

INSTRUCTIONAL POLICIES 4200

CURRICULUM DEVELOPMENT POLICY 4210

Additions and changes to the instructional program at Shawnee Community College may be suggested by any person associated with the College, including individual citizens or advisory groups in the district. Specifically, faculty participate substantially in oversight of curriculum development.

Additions or changes will fall into one of three categories: baccalaureate and occupational program development, baccalaureate and occupational course development, and program and course development for adult and continuing education and related areas.

Primary responsibility for developing new proposals within the areas of baccalaureate and occupational education will be with the Vice-President of Instructional Services. These proposals should be submitted through the appropriate channels for approval: Curriculum and Instruction Committee, Dean of Instructional Services, Vice-President of Instructional Services, the President, and the Board of Trustees. Final approval by the Illinois Community College Board or Illinois Board of Higher Education may be required pursuant to state law.

Primary responsibility for the development of new adult, continuing education, public service, special short-term training courses and programs, seminars and workshops is the primary responsibility of the appropriate director, Dean of Instructional Services, and the Vice-President of Instructional Services. These proposals require approval by the College president and, if approved, the Illinois Community College Board.

Revised: July 2014, August 2015, July 2016

CREDIT HOUR DEFINITION 4215

Credit hours for courses for which ICCB credit hour grants to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour. One (1) hour of instruction is defined as fifty (50) minutes.

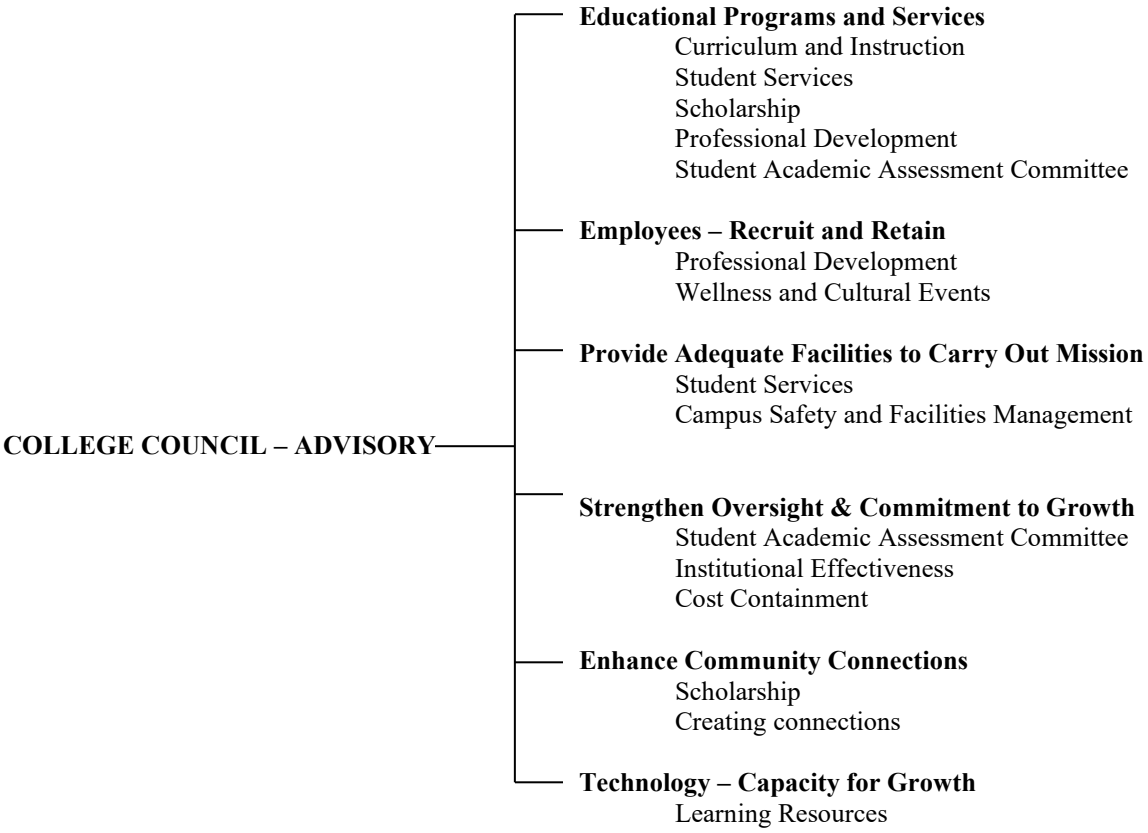
Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour. Credit hours will be awarded when a student achieves competence on an appropriate assessment, using a faculty-approved rubric or other valid and reliable measurement instrument.

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 hour.

Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for 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 or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

Students who participate in "independent study" instruction are held to the same academic standards for evaluating student progress. For every one (1) semester hour of credit awarded, the student is expected to spend a minimum of two-three (2-3) clock hours per week (calculated as the sum of in-class and out-of-class time normally spent by students achieving mastery of the subject matter) for the period of one (1) semester.
Revised: August 2012, August 2015, July 2016

COMMITTEE STRUCTURE 4220



College Council

This is an organization of all full-time employees. This body meets once per month to receive standing committee reports and to serve as a forum for reports and discussions of relevant issues. The President will present a monthly report and respond to questions and suggestions. All recommendations of this body are advisory to the President. This body is chaired by a member elected annually by the members present at the April meeting.

Learning Resources and Instructional Technology Committee

The Learning Resources and Instructional Technology Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Formulating plans to maintain accreditation requirements of the North Central Association of Colleges and Schools.
2. Sponsoring special projects which will assist in the full development of the Learning Resource Services Center as an instructional materials center.
3. Encouraging use of the Learning Resource by both faculty and students.
4. Promoting the use of Instructional Technologies with full- and part-time faculty.
5. Initiating policy and procedural recommendations regarding the use and procedures of the Learning Resource Services to the College Council.

Curriculum and Instruction Committee

The Curriculum and Instruction Committee coordinates its work with the Vice-President of Instructional Services and is responsible for:

1. Making plans to maintain accreditation requirements of the North Central Association.
2. Assisting in the development of curriculum.
3. Developing internal policies delineating the procedures through which curricular changes are achieved.
4. Developing policy and procedural recommendations designed to encourage the improvement of instruction.
5. Reviewing departmental and divisional proposals for academic program changes and additions and presenting recommendations regarding these proposals to the President.
6. A majority of this committee will consist of faculty.

Revised August 2014

Student Services Committee

The Student Services Committee coordinates its work with the Vice-President of Student and Administrative Services and has the following responsibilities:

1. Making plans to maintain accreditation requirements of the North Central Association.
2. To review and recommend to the President's Cabinet policies and procedures regarding student conduct, student rights and responsibilities, clubs and student organizations, academic advising, and student activities.
3. Assist in the development of appropriate support services to students.

Scholarship Committee

The Scholarship Committee coordinates its work with the Vice-President of Student and Administrative Services and has the following responsibilities:

1. To make recommendations regarding the recognition of academic achievement.
2. To assist in matters regarding scholarship assistance, various honors programs, and matters related to graduation.
3. To review and make recommendations to the Vice-President, President, and College Foundation regarding the awarding of scholarships and other forms of student assistance.
4. To serve as appeals committee for financial aid.
5. To report monthly to the President's Cabinet regarding committee activities and awardings.

Professional Development Committee

The Professional Development Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Making recommendations for professional development activities.
2. Assisting in the development of professional development activities.
3. Assisting in implementation and promotion of professional development activities.

Wellness and Cultural Events Committee

The Wellness and Cultural Events Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Making recommendations for wellness and cultural events activities.
2. Assisting in the development of wellness and cultural events activities.
3. Assisting in implementation and promotion of wellness and cultural events activities.
4. Strives to increase awareness of and interest in a variety of cultures by sponsoring various educational and social events for the students, staff, and faculty at SCC and its surrounding community.

Campus Safety and Facilities Management Committee

The Campus Safety and Facilities Management Committee coordinates its work with the Chief Financial Officer.

The Campus Safety and Facilities Management Committee assists with the development of a safety, environmental, and facility management strategic plan which will include a plan for grounds upkeep and development; and will guide the college's requests for construction, renovation, and remodeling projects.

Creating Connections Committee

The Creating Connections Committee coordinates its work with the Vice-President of Student Services. The functions include:

1. Making recommendations for recruitment and outreach activities.
2. Assisting in the development of recruitment and outreach activities.
3. Assisting in implementation and promotion of recruitment and outreach activities.

Institutional Effectiveness Committee

The Institutional Effectiveness Committee coordinates its work with the Vice-President of Instructional Services. The functions include:

1. Direct and monitor the continuous quality improvement process for the institution.
2. Evaluate institutional processes as needed to improve institutional effectiveness.
3. Recommend ideas for institutional improvements.

Student Academic Assessment Committee

The Student Academic Assessment Committee coordinates its work with the Vice-President of Instructional Services. A majority of this committee will consist of faculty. The functions include:

1. Development and monitoring of the Student Academic Assessment Plan
2. Review student outcome data
3. Assist in identifying program improvement needs
4. Assist in evaluating the assessment plan

Special Notes

1. Employee requests for committee assignments will be taken into consideration but the final decision lies with the president's office. No faculty or staff member will serve on more than 2 committees (standing or special) except on a strictly voluntary basis.
2. All standing committee recommendations are advisory to the College Council.
3. All advisory committee recommendations are advisory to the appropriate Vice President and/or President.
4. There is no obligation on the part of the President or the Board of Trustees to adopt advisory recommendations; however, whenever these advisory recommendations are not adopted or otherwise considered in an affirmative and expeditious manner, the President or his designee will provide an explanation of these reasons why the recommendations were not adopted.
5. The President will serve as an ex-officio member of all standing committees.
6. Each committee shall elect a chair and a recorder. Minutes of meetings will be e-mailed to the President's
   Office for filing.
7. Committee assignments will be for a three-year term unless determined otherwise by the President.

Revised: September 2005, January 2006, May 2008, September 2011, July 2014, January 2015

ADVISORY COMMITTEES 4230

EXTERNAL

Vocational-Technical Advisory Committees

Program advisory committees will be utilized to assist with the development and periodic review of all vocational-technical education programs. The membership of these committees will come from representatives of local businesses, industries, labor, and other agencies that employ our program graduates and from appropriate occupational program representatives within the public schools of the College District. Specifically, faculty participate substantially in oversight of curriculum development. The members of these committees are appointed by the President upon recommendation of the Vice-President of Instructional Services and the appropriate Division Chair.

The duties and responsibilities of these committees are:

1. To assist with need determinations regarding new program development.
2. To provide advice and suggestions regarding program need and structure.
3. To assist with curriculum development activities.
4. To assist with periodic program reviews.
5. To assist with internship and job placement activities.

General Vocational-Technical Advisory Committee

The general advisory committee for vocational-technical education is composed of the chairperson from each of the program advisory committees and at-large representatives from business, industry, and labor. The members are appointed by the President upon recommendation of the Vice-President of Instructional Services and the appropriate Division Chairs. The committee will meet at least one (1) time per year.

The duties and responsibilities of this committee are:

1. To assist with short- and long-range planning.
2. To review and evaluate existing programs.
3. To consider and recommend new programs to the appropriate administrators.
4. To assist in the development of the annual vocational plan update.
5. To perform liaison activities between Shawnee Community College and citizens of their communities in gathering and disseminating information concerning College programs.
6. To assist with internship and placement activities.

Revised May 2008, July 2014

SCHOOL YEAR 4240

"School Year" means a regular academic year or its equivalent excluding summer school. School year is the equivalent of the academic calendar of the community college excluding summer school. The regular academic year or school year shall be determined by the Board of Trustees and published in the official College catalog.

The semester system shall be in effect for Shawnee Community College.

INSTITUTIONAL RESEARCH POLICY ON SURVEY USE 4260

Purpose

Surveys are a popular method for gathering information and feedback from participants 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.
- 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.

ARTICLE IV-- GENERAL INFORMATION 4000

Definitions

A survey is defined broadly as any means of data collection in which questions are presented to participants in a paper, oral (e.g., interview, focus group), or electronic (e.g., email, web) format for the purpose of evaluating/assessing College programs, functions, or services; or gathering feedback from respondents for decision-making and continuous improvement. Respondents include, but are not limited to, prospective students, current students, parents, alumni, faculty, staff, administrators, employers, and other community members.

Applicability

This policy applies to all surveys conducted by or on behalf of SCC, its employees, offices, services, departments, divisions, and programs. Survey data will be used to further the interests of the college and aid in making data based decisions.

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 instruction with students currently enrolled in their class or classes.
- Systems for electing students, faculty, or staff to leadership positions within College committees or organizations.
- Feedback instruments used in the evaluation of employee performance.

Policy Statement

All surveys, internal and external, must be reviewed and approved by the Director of Institutional Research prior to being implemented.

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 electronically for retention in a survey archive.

Responsibilities and Procedures

The Office of Institutional Research will:

- Provide consultation on the development and administration of surveys and analysis of results.
- Review and approve survey requests (including those requests from researchers outside of SCC (e.g. doctoral students with IRB approval through their own institution).
- Maintain a survey archive.
- Annually review the scope and effectiveness of this policy and associated procedures.

Individuals requesting to conduct surveys will:

- Work with the Director of Institutional Research on creating a survey instrument or submit a draft for review prior to implementing a survey.
- Provide the Office of Institutional Research with a copy of all datasets and associated reports of findings.

Revised: July 2016

MISCELLANEOUS 4300

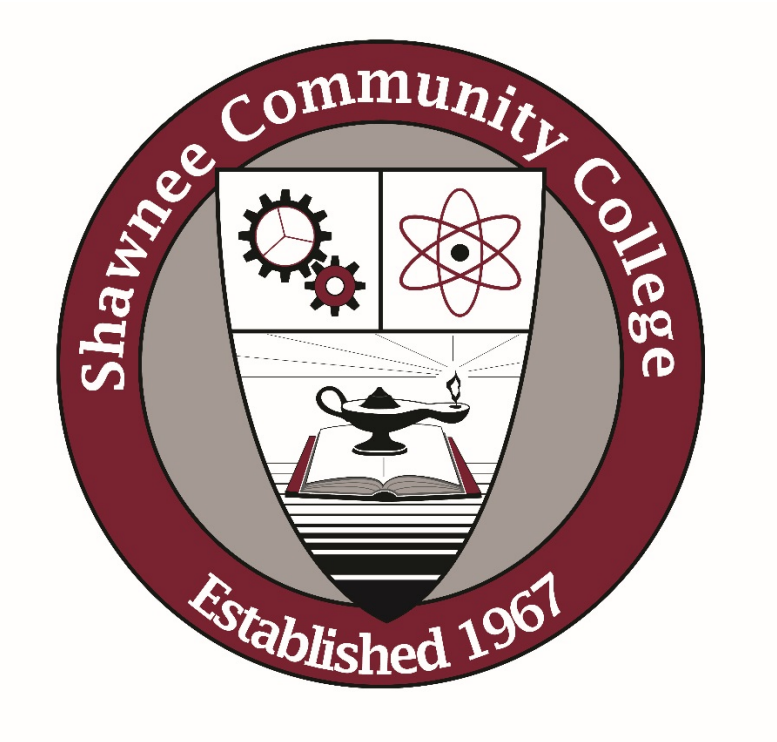
COLLEGE COLORS AND NICKNAME 4310

The College colors are maroon, black, and gray. The College nickname is "Saints".

Revised: July 2016

OFFICIAL SYMBOL 4320

The official symbol of Shawnee Community College is:



Revised: July 2007, July 2016, July 2018

OFFICIAL PUBLICATIONS 4350

The College catalog is recognized as an official publication of Shawnee Community College.

Revised: August 2014

STUDENT CLUBS, ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES 4360

The Board of Trustees encourages the establishment of and participation of students in clubs, organizations, and extracurricular activities that serve as an extension of the college's academic programs or that otherwise relate to the overall mission of Shawnee Community College and the welfare of the students.

All such clubs, organizations, and activities are to be approved by the President. Regular College procedures for budgeting and expending funds are to be utilized for all student clubs, organizations, and extracurricular activities. (See Policy 8530)

SOCIAL MEDIA POLICY AND GUIDELINES 4368

1 Guideline Purpose

1.1 These guidelines are intended to help Shawnee Community College (SCC) administrators, faculty, and staff maintain a college-accepted standard for initiation and use of "official" Shawnee social media sites. These sites reflect the college in general, and should not be confused with personal social media sites set up by administrators, faculty and staff for personal use.

1.2 In general, any communication from the Shawnee Community College website or Shawnee Community College's official social media sites reflect the College and should be written and structured in an appropriate, ethical, professional and lawful manner. Administrators, faculty, staff, students, and alumni using the college's official social media sites and approved accounts should read and abide by these guidelines.

2 Definition of Shawnee Community College Social Media

2.1 A web page, set up within an already established social media site, administered by a college employee with the intent of communicating information in an official capacity to others on behalf of SCC in general or on behalf of a particular department or organization.

2.2 The purpose of SCC social media sites is to encourage communication from administrators, faculty, staff, students, alumni, and district residents. Common social media sites include, but are not limited to, the college's official Facebook pages, Twitter pages, and YouTube channels.

3 Related Documents

3.1 Users should refer to the following documents. With the exception of the employment agreement, the following documents are located at www.shawneecc.edu.
- 3.1.1 College Catalog
- 3.1.2 Student Handbook

3.2 Additionally, Shawnee Community College employees should refer to the following documents.
- 3.2.1 Employee Policy Manual
- 3.2.2 Notice of Employment
- 3.2.3 Family Educational Rights and Privacy Act (FERPA)

3.3 Refer to each social media's website for terms and conditions section for related information.

4 Proper Usage

4.1 Prior to establishing a social media page for College use, employees must contact the SCC Public Relations office for proper organization, linking, and set-up. Pages are the preferred method of creating a Facebook presence. All SCC sponsored pages should link to the respective official page when that option is available.

4.2 A master list of all social media usernames and passwords are stored in a confidential file in the SCC Public Relations office. When establishing a new site, the username and password must be supplied for this master list.

4.3 The employee/user may not change the username and password without notifying the Public Relations office so that the master password list can be updated.

4.4 The supervisor of the employee responsible for posting to the college/departmental social media site must regularly monitor the social media page.

4.5 Content should be updated as appropriate which may be on a daily or weekly basis. Make sure there are plans for messaging, audience and goals, and develop a strategy for keeping information on social media sites up-to-date.

4.6 The establishment of, and postings to, an official SCC social media site should be used only for legitimate college-related purposes and items of general interest to SCC administrators, faculty, students, alumni, and district residents.

4.7 Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. The SCC social media sites may not be used to promote any product, political party or candidate.

4.8 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.

4.9 SCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Any social media posts containing obscenities, verbal harassment, threats, slander, or offensive comments regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content is not allowed or permitted and will be removed. SCC, its board of trustees, and\or administration reserves the right, at its sole and exclusive discretion, to eliminate or shut down a social media site with or without notice.

4.10 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.

4.11 Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.

4.12 Any photos or other digital content posted on the college social media site should portray a favorable depiction of SCC, its faculty, staff, students, alumni, district residents and\or visitors; and should in no way contain obscenities, verbal harassment, threats, slander, or offensive comments or imagery regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content.

4.13 Any photos or other digital content posted by the employee on the College social media site must be owned by the college and be original photography or stock photographer where the college has paid usage rights or otherwise received permission for publication.

4.14 Personal and identifying information should not be posted on Shawnee social media sites, including but not limited to:
- 4.14.1 Student identification numbers.
- 4.14.2 Employee identification numbers.
- 4.14.3 Social security numbers.
- 4.14.4 Date of birth.
- 4.14.5 Personal address.
- 4.14.6 Personal phone numbers.
- 4.14.7 Driver's license numbers.
- 4.14.8 License plate.

4.15 Employees may not post content or conduct any activity that fails to conform to any and all applicable state and federal laws. For Shawnee College's employees' protection, it is critical that everyone abide by the copyright laws by ensuring that they have permission to use or reproduce any copyrighted text, photos, graphics, video or other material owned by others. Users will respect copyrighted material and agree to not reproduce and/or send any material unless all references, quotes, and sources are properly cited.

4.16 Use the institution name Shawnee Community College in its entirety in social media posts to clearly identify the college. The use of the SCC acronym or Shawnee in subsequent references in the same post is acceptable.

4.17 Never comment on anything related to legal matters, litigation, or any parties SCC may be in litigation with.

4.18 Do not represent yourself or SCC in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.

5 Privacy and Monitoring

5.1 Shawnee Community College reserves the right to delete offensive comments as outlined in this guideline and to block or revoke use of social media sites by repeat offenders to this policy.

5.2 Social media sites are not private. The expectation of privacy is not conveyed to you as a user/administrator of Shawnee's social media site/sites.

5.3 Users agree to not post or share user names and/or passwords.

5.4 Users agree to not retrieve or post messages that are not their own. Invasion of privacy, unlawful access to information, and posing as another individual are actions subject to discipline and/or legal action.

5.5 Users will treat the College social media sites as a form of permanent correspondence that leaves a permanent record once posted, and cannot be recalled.

5.6 All official college social media sites are regularly reviewed by the Public Relations Office.

5.7 The supervisor of the employee responsible for posting to the college/departmental social media site must regularly monitor the social media page.

5.8 All social media accounts officially recognized by Shawnee must have Shawnee faculty or staff member as an administrator at all times.

5.9 Should a Shawnee employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another Shawnee employee to be an account administrator prior to removing himself or herself from that role. The public relations office should be notified when a new administrator takes over.

5.10 In the event that a question is posted by an individual, the site administrator will refer the poster to the appropriate Shawnee department or will reply within the scope of the public relations office's knowledge base. When necessary the public relations office will request an answer from the appropriate Shawnee department. Responses should be made back to the public relations office or, when appropriate, posted directly on the original social media post.

6 Contacts

6.1 The Public Relations office is the primary administrator for the College's main pages on any social media site.

6.2 If you would like to contribute or make a suggestion about these sites, please contact the SCC Public Relations office at 618-634-3270 or news@shawneecc.edu.

New Policy: December 2011
Revised: August 2015, July 2016

COMPUTER USAGE POLICY 4369

Copies of this Shawnee Community College (SCC) Computer Usage Policy can be found online at http://www.shawneecc.edu/policies.html. Individuals who utilize the SCC computing facilities and information resources are bound by this policy.

General Responsibilities

The Computer Usage Policy applies to all members of the college community using the institution's computer resources. This includes administrators, faculty, staff, students, and members of the community. Use of computer resources include utilizing computer equipment at any SCC facility including servers from any location, various computer labs, classrooms, offices, and library.

Computer accounts and computer access are privileges and require the individual user to act responsibly. By using the SCC accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have agreed to observe all relevant laws and institutional policies regarding information resources.

Confidentiality

All user files, including e-mail files, are not to be relied upon as confidential. SCC explicitly does not guarantee or warrantee the confidentiality of these files. It is the practice of Information Technology (IT) to respect the confidential nature of user files, but the Information Technology (IT) Department reserves the right to view or alter user files when it is necessary. For example, files may need to be examined or accessed in the event of unauthorized use or misuse, or due to corruption or damage. Any IT employee must have their director's permission prior to investigating a user file.

Copyright

All users must follow all relevant copyright laws. U.S. Copyright law governs reproduction and distribution of software and other material, including text, fonts, graphics, sound, video, and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install a product. The EULA purchased by the institution also controls the number of users who may utilize the product. Please review the EULA for complete information on your rights as an end user of these products.

Misuse

Misuse of computing, networking, or information resources includes but is not limited to the following:

- Using a computer account that you are not authorized to use by the IT Department.
- Obtaining a password for a computer account that is not intended for your use.
- Using the SCC network to gain unauthorized access to any computer system.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating, running, or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.
- Using e-mail to harass others.
- Posting on the Internet any information that may be slanderous or defamatory in nature.
- Downloading, displaying, or transmitting sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility or location.
- Violating terms of applicable software licensing agreements or copyright laws. This includes but is not limited to downloading and making copies of any copyrighted materials or making illegal copies of copyrighted computer software programs.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
- Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organizational or departmental mailing lists to send e-mail to groups of people on the system.

- Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, or installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
- Deliberately wasting/overloading system resources.
- Attempting to cause destruction, modify or remove computer equipment, software, or peripherals without proper authorization.
- Attempting to install software that is not deemed a supported software product of SCC.

Legalities

All existing federal and state laws and College regulations apply, including the laws and regulations that are specific to computers and networks, and those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in a loss of such privileges. Deliberate violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary action up to and including termination.

SCC Supported Software

The institution's IT department will provide support for application software that is licensed and owned by SCC. Freeware/Shareware programs are not supported unless they appear on the supported software list. Individuals who utilize SCC computer equipment are responsible for contacting the IT department prior to purchasing or installing software programs. In an effort to promote system stability and compliance, the IT department reserves the right to uninstall any programs that are found to be illegal copies, not owned by SCC, or interfere with the operation of any system or network. For a current listing of supported software, please contact the Director of Information Technology.

New Policy: January 2006
Revised: August 2015, July 2016

COPYING COPYRIGHTED MATERIALS 4370

Shawnee Community College supports the appropriate use of copyrighted materials, in compliance with the provisions of the copyright law of the United States, as given in Title 17, United States Code. To encourage appropriate use, Shawnee Community College shares information with faculty, staff, and students about copyright. A page on the library website is maintained with current online tools to provide information and to guide users in determining proper use of materials. All materials used in instruction must be lawfully obtained copies.

Title 17 § 106, guarantees specific rights to the owner of a copyrighted work. The author has the exclusive right:

1. to reproduce the copyrighted work in copies or phonorecords;
2. to prepare derivative works based upon the copyrighted work;
3. to distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;
5. in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
6. in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission." [17 U.S. code § 106 – Exclusive Rights in Copyrighted Works.]

Works are copyrighted automatically when they are created in a form that is tangible; that is, can be seen or heard. Except for works in the public domain or that are offered with explicit permission for use, such as with items issued under a Creative Commons license, all works should be considered copyright protected. For purposes of scholarship and similar activity, § 107 of Title 17 lists four key exceptions to the exclusive rights of copyright owners. Those four factors, the fair use factors, should be used to guide decisions on what may be used and to what degree. That section states:

"Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include –

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors" [17 U.S. Code § 107 – Limitations on exclusive rights: Fair use.]

Rather than following stated guidelines that indicate an allowance for specific amounts of material to be used, instructors at Shawnee Community College are encouraged to evaluate all potential uses in reference to the four fair use factors, considering the exclusive rights of the author as well as the use of the item. Links on the Shawnee Community College library web page lead to tools that assist in evaluating fair use.

Section 110 of the copyright law allows performance or display of copyrighted dramatic works in face-to-face classrooms. Sections 110(2) and 112(f), referred to as the TEACH Act, allow instructors to transmit dramatic works to distance learning students. In brief, in either circumstance, the showing of the dramatic works must be relevant to the class purpose, not recreational, and access must be limited to students in that class. For distance learning uses, technological measures must be in place to prevent the material from being shared outside of the class. Intended uses should be compared to the law to determine appropriateness.

Many online materials indicate how the content may or may not be used. Many websites offer permission to use the content, under certain restrictions. This is often discussed under a Terms of Use link on the website home page. This should be consulted before using content or posting links. Web recourses produced under a Creative Commons license are made publicly available for use under the terms of the license; the instructor should consult the license before using the materials. Material on the web is protected by copyright regardless of whether or not a copyright statement is present, and users should abide by terms of use, license agreements, or written permission. With many electronic library materials, including licensed database content, hyperlinks provide the best way to share the material with students.

If a use does not fall under one or more of the fair use factors or another exemption, permission should be sought. To obtain permission, the copyright owner should be contacted. Most contact is through the publisher's website. Many publishers have permission forms on their websites. The Copyright Clearance Center can also assist with permissions.

If a letter or email is sent, it should include the following information: title, author and/or editor, and edition of print materials to be duplicated, or web address of websites; exact material to be used, giving amount, page numbers, chapters, and if possible number of copies to be made, or in the case of online materials, the URL and section name of specific web pages; use to be made of the duplicated materials; form of distribution (printed handouts, posted in online course, etc.); and any commercial use of the material.

For purposes of proof, and to define the scope of the permission, printed copies of the permission should be kept, whether letters or emails that are printed out.

Instructors are encouraged to contact the Shawnee Community College library staff for assistance with determining fair use qualifications or for obtaining permission to use materials.

Revised: August 2015, July 2016

OFF-AIR TAPING OF COMMERCIAL AND PUBLIC BROADCAST PROGRAMS

Since there is no specific copyright law or exception covering the question of taping of broadcasts off the air and showing these works in the classroom, the Learning Resource Center is authorized to apply the general rights as contained in Section 106 of the Copyright Law, and the general "fair use exception" contained in Section 107. The Supreme Court has ruled on home use of such rebroadcasts, which the court has defined as "time-shifting". It appears from the majority in case, that time-shifting by the taping and rebroadcast for classroom purposes of off-the-air presentations would be acceptable to the Supreme Court. It is further strengthened by guidelines which are submitted by the negotiating committee set up by the Sub-Committee on Courts, Civil Liberties and Administration of Justice, Committee on the Judiciary, U. S. House of Representatives. This negotiating committee

for evaluation purposes within 45 calendar days of the initial presentation. These guidelines restrict the use of these programs in the classroom or other instructional areas to the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. The College will use these guidelines regarding all issues of off-the-air taping and its use in the classroom.

VIDEO IN THE CLASSROOM

Streaming and other video media are leased or purchased and are obtained through independent and/or group negotiations with the producing companies or their representatives. Broadcast, cable, and audio visual rights are negotiated separately. That may restrict the use of these programs. Regular classroom use is not permitted if the audio visual rights have not been negotiated.
Revised: August 2015, July 2016

COMPUTER SOFTWARE COPYRIGHT POLICY 4371

I. The College does not condone unauthorized copying of software or the use of illegal software. It is the policy of Shawnee Community College that no person will use or cause to be used in the college any software which does not fall into one of the following categories:
   1. It is in the public domain.
   2. It is covered by a licensing agreement with the software authors, vendor, developer or license distributor, whichever is applicable.
   3. It has been donated to the college along with legal release for its use and a record of a bona fide contribution exists.
   4. It has been purchased by the college and record of a bona fide purchase exists.
   5. It has been purchased by the user and a record of bona fide purchase exists.

II. All users are responsible for original manuals and software disks and should exhibit the manuals and/or disks in the event of an audit.

ADMINISTRATION OF FREEDOM OF INFORMATION ACT 4373

Shawnee Community College will use the following procedures in an effort to provide information to the public under the requirements of the Illinois Compiled Statutes, Chapter 5, Section 140, *et seq.* (Freedom of Information Act):

Procedures for Requesting Public Records

1. Individuals seeking permission to inspect college records and/or obtain copies of records may do so by contacting the Office of the President of Shawnee Community College at 8364 Shawnee College Road, Administration Building, Ullin, Illinois, 62992**,** the designated Freedom of Information Act office of the College. The Administrative Assistant I to the President is the designated Freedom of Information Officer of the College. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for request to be processed, the College requires that the request be received in writing and include, at a minimum, the information listed below:
   a. The name, address, and phone number of the requestor.
   b. A description of the information requested.
   c. An indication of whether the records are to be inspected at the College offices or mailed to the requestor and, if mailed, whether or not such copies are to be certified or handled in any other special way.
   d. The date of the request.
   e. Any request that complies with the Freedom of Information Act shall be processed by the College.

2. All requests to provide this information must be submitted in letter form to the Office of the President of the College and must be signed by the requestor.
3. Records that are requested and approved for release may be inspected at the College administration building, Office of the President, between the hours of 7:45 a.m. and 4:15 p.m., Monday through Friday, except on designated holidays or other times when the College offices are officially closed.
4. Records which are stored and retrieved by electronic data processing means will be printed, as appropriate, and provided to the requestor. If information is requested on a disk or tape format, the requestor must furnish a disk or tape to the College.
5. All copies in writing shall be provided at no cost for the first fifty (50) pages of black and white print and fifteen (15) cents for each page thereafter. All data provided in any other format, including color print, will be provided to the requestor on the basis of cost and time and material to prepare the data. The cost will be determined on the basis of current costs of labor and material as determined by the College business office at the time of the request. Actual cost will be billed by the College for payment of expenses to provide requested information.

Procedures for College Response to Request for Public Records

1. The College will respond to a written request for public records within five (5) working days after the receipt of such request.
2. The College may give notice of an extension of time to respond which does not exceed an additional five (5) working days. Such an extension is allowable only if written notice is provided within the original five (5) working day time limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reason the extension is necessary.
3. The college shall respond to a request for public records in one of three ways:
   a. approve the request
   b. approve in part and deny in part
   c. deny the request
4. Upon approval of a request for public records, the college may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs or give notice of the time and place for inspection of records.
5. A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 of the FOIA and the names and titles of individuals responsible for the decision. It shall also give notice of the requestor's right to appeal to the President unless the initial denial has been made by the President, in which case that decision is final.
6. Categorical requests creating an undue burden upon the college shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(f) of the FOIA.
7. Failure to respond to a written request within five (5) working days may be considered by the requestor a denial of the request.

Procedures for Appeal of Denial

All appeals regarding denial of a FOIA request shall be made directly to the Illinois Attorney General, Public Access Counselor, or the appropriate Circuit Court.

Revised: December 2009, August 2015, July 2016

ETHICS ACT 4375

Shawnee Community College is committed to regulating the political activities of and the solicitation and acceptance of gifts by, the Trustees and employees of Shawnee Community College in a manner that is no less restrictive than is what is required in accordance with Illinois statutes. The State Officials and Employee's Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003) requires that Shawnee Community College adopt resolutions regulating such activities mentioned herein.

Shawnee Community College adopted a Resolution of Ethics on April 5, 2004, which imposes penalties for violations of the regulations set forth by Illinois law. A copy of this Resolution for Ethics is available upon request by contacting the following office at the College:

Executive Office 618-634-3260

Shawnee Community College has designated the Vice-President of Instructional Services as its Ethics Advisor, who shall provide guidance to the Board of Trustees and employees of Shawnee Community College concerning the interpretation of and compliance with the provisions of the Resolution for Ethics and State Ethics laws. The Ethics Advisor also shall perform such other duties as may be delegated by the Board of Trustees. Shawnee Community College has also created an Ethics Commission, which is comprised of two members appointed by the Board of Trustees. All powers and duties of the Ethics Commission are set forth in Article 5 of the Resolution for Ethics adopted by Shawnee Community College.

If there are any questions or concerns regarding ethics regulations within Shawnee Community College, the Ethics Advisor or Shawnee Community College's Ethics Commission should be contacted immediately. This shall include, but not be limited to, questions regarding ethics policies and procedures, complaints, sanctions, changes in the law, prohibited political activities, gift bans and penalties for any violations of either Illinois law or the Resolution that has been adopted by Shawnee Community College.

Employees refusing to complete the ethics training as mandated by Illinois State Law will be subject to disciplinary action up to and including termination.

New Policy: July 2004
Revised: August 2006, July 2014

IDENTITY-PROTECTION 4377

Shawnee Community College ("SCC") adopts this Identity-Protection Policy pursuant to the Identity Protection Act. 5 ILCS 179/1 *et seq*. The Identity Protection Act requires each local and state government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of social security numbers agencies collect, maintain, and use. It is important to safeguard social security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identify theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and state government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide SCC with a SSN, SCC shall provide that individual with a statement of the purposes for which SCC is collecting and using the social security number. SCC shall also provide the statement of purpose upon request. SCC's Statement of Purpose attached to this policy.

SCC shall not:

1. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar methods of delivery, unless state or federal law requires the social security number to be on the document to be mailed. SSNs may be included in applications and the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administrated by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, SCC shall not:

1. Collect, use, or disclose a social security number from an individual, unless:
    a. Required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of SCC's duties and responsibilities;
    b. The need and purpose for the social security number is documented before collection of social security number; and
    c. The social security number collected is relevant to the documented need and purpose.
2. Require an individual to use his or her social security number to access an Internet website.
3. Use the social security number for any purpose other than the purpose for which it was collected.

Requirement to redact Social Security Numbers

SCC shall comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. SCC shall redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting social security numbers, SCC shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a social security number are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect confidentiality of SSNs.

SHAWNEE COMMUNITY COLLEGE'S STATEMENT OF PURPOSE OF SOCIAL SECURITY NUMBERS IDENTITY-PROTECTION POLICY

The Identity Protection Act, 5 ILCS 179/1 *et seq.,* requires each local and state government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's social security number (SSN). This statement of purpose is being provided to you because you have been asked by Shawnee Community College to provide your SSN or because you requested a copy of this statement.

Why do we collect your social security number?
You are being asked for your SSN for one or more of the following reasons:

- Compliant mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- International verification;
- Administrative services; and/or
- Employment background checks

What we do with your social security number?

- We will only use your SSN for the purposes for which it was collected.
- We will not:
    - Sell, lease, loan, trade, or rent your SSN to a third party for any purposes;
    - Publically post or publically display your SSN;
    - Print your SSN on any card requested for you to access our services;

- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law require that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement or Purpose
Write to Shawnee Community College, attn: Human Resource Officer, 8364 Shawnee College Road, Ullin, IL 62992

4380

ALCOHOL AND CONTROLLED SUBSTANCES COMPLIANCE AND TESTING

It is the policy of the Board of Trustees that Shawnee Community College satisfy the requirements of the federal and state Drug Free Workplace Acts (41USCA, 701 et seq. and 30 ILCS 580/1, et seq.) and the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations), and make good faith efforts to maintain a drug- and alcohol-free campus.

Interpretation and Implementation of Policy 4380 (Procedure No. 4380A)

The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana. Shawnee Community College recognizes drug and alcohol dependency as an illness and a major health problem. Thus, to comply with the Federal Drug-Free School and Communities Act, the College prohibits the use, possession, manufacture, or distribution of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol), including medical marijuana, upon any property owned, leased, or occupied by the College, or as part of any of the College's activities.

The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states, “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property.”

No person shall possess, use or have under his/her control narcotics, dangerous drugs, synthetic drugs, or any controlled substance without a prescription including, but not limited to, Marijuana, Methamphetamines, Barbiturates, Cocaine, or hallucinogens in any building or on any property owned or controlled by the College. Additionally, any person suspected of selling controlled substances and/or dangerous drugs as described above will be immediately reported to campus security or law enforcement for an investigation and may be subsequently subject to civil prosecution, criminal prosecution, as well as any College actions pursuant to the policies of the College. The College may hold persons responsible for their behavior at all times.

The Illinois Cannibis Regulation and Tax Act (CRTA), authorizing individuals over the age of 21 to recreationally use Marijuana in the State of Illinois does not change the College's prohibition or otherwise authorize a student or employee of the College to use Marijuana on College-owned or operated property. Federal law, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, continues to prohibit the use of Marijuana. Thus, Marijuana use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution, even if in compliance with CRTA, is prohibited on campus.

Alcohol and Controlled Substances Non-Compliance (Procedure No. 4380B)

1. All employees and students shall immediately notify the President or his/her designee of any suspicions or knowledge of an employee or student who unlawfully manufactures, distributes, dispenses, possesses, uses, or is suspected of being under the influence of alcohol, any controlled substance, or medical Marijuana upon any property owned, leased, or occupied by the College, or as part of any of the College's activities. This also pertains to prescription drugs being taken without a doctor’s authorization or without the proper prescription. It

is the employee's responsibility to check the potential effects of prescribed drugs and over-the-counter medications with the doctor or pharmacist before starting work, and to immediately let a supervisor know when such use makes it unsafe for the employee to report to work or fulfill job responsibilities. A student should be mindful of the side effects of a prescribed drug and let someone at the College know if such use of the prescribed drug is going to interfere with the student's ability to attend class, participate in activities associated with the College or prevent the student from being able to complete work or an assignment. A student's ability to make up work or complete an assignment at a different time will be determined on a case-by-case basis and at the discretion of the department or instructor from which or by whom the Student's work and assignment is assigned.

2. All employees and students shall immediately notify the President or his/her designee of any suspicions or knowledge of an employee or student who possess any type of contraband or paraphernalia that is associated or affiliated with the use, possession, distribution, or manufacturing of any illegal or controlled substance or drug while upon any property owned, leased, or occupied by the College, or as part of any of the College's activities.

3. Students or employees who violate Policy 4380 may be required to complete an appropriate rehabilitation program for help in dealing with drug or alcohol abuse. The violator will be subject to disciplinary action, up to and including termination or expulsion.
4. The President or his/her designee shall notify any relevant federal or state grantor agency of the confirmed violation with ten (10) days to ensure compliance with the Drug-Free Work Place Act.

5. Additional acts, or failures to act, shall be considered violations of this Policy:
   a) Storing any illegal drug, drug paraphernalia, Cannibis or alcohol in or on property owned or controlled by the College.

   b) Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including Cannibis, that the employee is taking (or has taken) which might affect the performance of the employee's duties.

   c) Failing to provide, within one (1) workday following a request, documentation confirming a valid prescription for any drug or medication identified by a positive drug test.

   d) Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment.

   e) Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two (2) calendar days following the arrest, conviction, or plea.

   f) Tampering with, adulterating, altering, substituting or otherwise obstructing any testing process required pursuant to this policy.

   g) Performing any safety-sensitive duties while having a blood alcohol concentration of .02 or greater.

   h) Consuming alcohol or Cannibis during the eight-hour period following an accident or incident requiring a drug and/or alcohol test before a post-accident alcohol and/or drug test is given.

   i) Reporting for duty or remaining on duty requiring the operation of a commercial vehicle when the employee or the student has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.

6. When possible, the College shall attempt to have two (2) College employed persons present for any observations of someone thought to be under the influence of a substance or alcohol in violation of this Policy. A summary, including what was observed and who was present, shall be documented, dated and signed by the College employees preparing the document and who made observations of a suspected person violating this Policy.

Alcohol and Controlled Substances Testing (Procedure No. 4380C)

1. Any of the following may be used to test someone suspected of being under the influence of alcohol and/or drugs in violation of this Policy. Testing shall include, but is not limited to, any of the following:
   a) Urine testing
   b) Evidentiary breath testing (portable breath alcohol tester, such as a Breathalyzer)
   c) Blood testing
   d) Hair follicle testing
   e) Saliva testing.

2. The College may require prospective employees to take and pass a pre-employment drug screening. If so, offers of employment are conditional on the successful results of the drug screening procedure. Transferred or promoted employees may be required to take and pass a subsequent drug test as a condition of transfer or promotion.

3. Testing will be mandatory in the following situations:
   a) Safety-sensitive Positions
      i) All applicants for safety-sensitive positions (e.g., Truck Driving Instructor and Bus Drivers) are required to pass a Department of Transportation (DOT) pre-employment urine drug test prior to final approval for hire or upon hire.
   b) Post-Accident
      i) Post-accident drug and/or alcohol testing will be conducted on the driver and occupants when an accident occurs with a College vehicle. (This test may be waived at the President's discretion.)
   c) Random Drug Testing
      i) All positions regulated under DOT will be required to submit to a random drug test.

4. The College reserves the right to request a urine or blood test sample from an employee due to reasonable suspicion or cause in the following situations:
   a) Observable subjective symptoms or unusual behavior by the employee;
   b) Observable objective symptoms, including but not limited to, factors related to the employee's appearance, behavior, speech, and/or other factors;
   c) The odor of alcohol or drugs on the employee's breath or clothes or in an area immediately controlled or occupied by the employee (such as in a vehicle, office, work area, or restroom);
   d) Alcohol, alcohol containers, illegal or controlled substances, or paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, or restroom);
   e) Unexplained or significant deterioration in job performance;
   f) Unexplained or significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
   g) Criminal citations, arrests or convictions involving drugs or alcohol;
   h) Employee admissions regarding drug or alcohol use;
   i) Any involvement in any work-related accident or near misses;
   j) Reasonable suspicion that the employee has been or may have been involved in the use, possession, transfer, distribution, manufacture, and/or sale of drugs or alcohol upon any property owned, leased, or occupied by the College, or as part of any of the College's activities, or while operating a vehicle or potentially dangerous equipment that is owned, leased or controlled by the College, or while the employee is acting on the College's behalf;
   k) A test results in a finding of a diluted sample or reasonable suspicion that a sample has been tampered; or
   l) Any reason to believe an employee tampered with a previous urine or drug test.

5. Prior to enrollment in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students must agree to participate in the drug screening program.

6. Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff, and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of

any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College-sponsored event.

7. Certain fields of study require practical experiences that should be practiced without impaired judgment from the use of alcohol or controlled substances. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship, as well as be subject to random testing throughout their program.

8. Students may also be tested if there is reasonable suspicion that illegal use of any controlled substance or alcohol or the abuse of legal drugs has occurred in such a manner that an individual's ability to safely participate in an activity has been compromised or has compromised others attending or participating in the activity on the College premises.

9. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short-term effects of substance abuse.

    a) If the test has been administered to an employee, the employee may be placed on an immediate suspension from work until the results are obtained. If suspended, the employee may be suspended with or without pay at the College's sole discretion and subject to other requirements of the College. If an employee's test is positive and reveals the employee is intoxicated or under the influence of narcotics or prescribed or over-the-counter medications in excess of prescribed dosages, stimulants, amphetamines, barbiturates, or illegal or controlled drugs, the employee will be subject to disciplinary action, up to and including immediate termination. Results shall be maintained in a confidential manner in accordance with federal, state and/or local law. Employees subject to testing may request written test results, and in the event of a positive test, employees may request an explanation of the results in a confidential setting.

    b) If the test has been administered to a student, the student may be placed on an immediate suspension from being present on campus or at campus-sponsored events until the results are obtained. If suspended, the student may be suspended with or without the opportunity to make-up missed coursework at the College's sole discretion and subject to other requirements of the College. If a student's test is positive and reveals the student is intoxicated or under the influence of narcotics, prescribed or over-the-counter medications in excess of prescribed dosages, stimulants, amphetamines, barbiturates, or illegal or controlled drugs, the student will be subject to disciplinary action, up to and including immediate expulsion. Results shall be maintained in a confidential manner in accordance with federal, state and/or local law. Students subject to testing may request written test results, and in the event of a positive test, students may request an explanation of the results in a confidential setting.

10. The College, at its sole and exclusive discretion, may require an employee or a student who has tested positive in violation of this Policy to submit to an alcohol and/or drug test before returning to duty (if an employee) or returning to College activities (if a student). This shall be considered a fitness for duty or participation test.

Duty to Cooperate (Procedure No. 4380D)

1. An employee's failure or refusal to cooperate with this procedure when requested to do so will be considered insubordination and may result in disciplinary action against the employee, up to and including termination, and, if appropriate, referral for prosecution by local, state, or federal law enforcement agencies. Failure or refusal to cooperate includes, but is not limited to:
    a) Refusal to consent to testing, to submit a sample, or to sign required forms;
    b) Refusal to cooperate regarding notifications of Policy 4380 violations (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.);
    c) Any form of dishonesty in the investigation or testing process.

2. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be

unduly under the influence of any legal or illegal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

3. The College reserves the right, at its sole and exclusive discretion, to conduct unannounced searches of its facilities and properties for alcohol and/or illegal or controlled substances. Employees and students are expected to cooperate in such searches.

    a) Searches of employees and students and their personal property may be conducted when there is reasonable suspicion that an employee or student is in violation of this policy.

    b) Employees and students acknowledge that the College is a public institution and by receiving employment or being enrolled in instruction or participating in College activities there is a reduced expectation of privacy. The protection and safety of employees, students and the general public outweigh any expectation of privacy on College-owned and controlled property and/or in vehicles.

    c) An employee's consent to such a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including termination.

Employee and Student Responsibility and Acknowledgement **(**Procedure 4380E)

1. The provisions of this Policy are not to supersede any other Policy as it pertains to discipline. The College shall adhere to and follow other progressive discipline methods when required under and pursuant to this Policy or any Contract or Agreement the College has entered into. Any conflict between this Policy and any other Policy or Agreement by the College shall be determined on a case-by-case basis so that the protections afforded the College by this Policy can occur for the safety and well-being of employees, students and the public in general.

2. It is every employee's and student's responsibility to check the potential effects of prescribed drugs and over-the-counter medications with the doctor or pharmacist before starting work, coming to campus, or conducting any business or activity on behalf of or at Shawnee Community College, and to immediately let a supervisor or instructor know when such use makes it unsafe for the employee to report to work or fulfill job responsibilities, or for the student to participate in any College activity.

3. Receipt of this Policy by any Student or Employee is an acknowledgment of receiving and understanding the restrictions put into place by the College. Any employee violating this policy is subject to discipline, up to and including termination of employment. Any student violating this policy is subject to discipline, up to and including, probation, suspension or expulsion from the College.

(Policy 4381 was consolidated into this policy, revised August 2020)

SAFE ENVIRONMENT POLICY 4382

The college ~~has an obligation~~ intends to provide as safe of an environment as possible free from violence and threats of violence where civility is valued. To that end, it is the intent of Shawnee Community College to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property. As a result, the college has developed a college Safe Environment Policy.

Purpose

The purpose of this policy is to encourage a safe and secure environment free from aggressive, threatening, or violent acts through the development and implementation of an effective program that helps assure a safe college environment.

Scope

This policy applies to all employees of Shawnee Community College, students, guests, visitors, and contractors on the college premises.
Revised: March 2019

VIDEO SURVEILLANCE POLICY 4383

The purpose of this procedure is to establish policies for Shawnee Community College (SCC) Campus Safety and Security personnel relative to the use of video surveillance cameras in public areas for the purpose of campus safety and security. SCC Security will utilize covert video surveillance cameras to monitor and record public areas to help ensure the safety and security of the SCC campus community. SCC Security may also monitor

and record through the use of covert video surveillance cameras when necessary to accomplish unique missions related to theft detection, security of assets, and safety of persons.

Procedure

The use of video surveillance cameras shall be limited to campus safety and security purposes, including, but not limited to:

- Property and building protection.
- Enhancing public safety.
- Crime prevention and deterrence.
- Reducing or removing the fear of crime.
- Alarm verification.
- Video patrol of public areas.
- Criminal investigation.
- Identifying suspects.
- Gathering evidence.
- Monitoring of access control systems.

The use of video surveillance cameras shall not be used for:

- Profiling.
- Random targeting of individuals.
- Peering into buildings, private office spaces, restrooms facilities, locker rooms, or other areas where there is an expectation of privacy, except for legitimate campus safety and security purposes, such as criminal investigations.

Responsibility

Designated SCC personnel shall be considered to be video surveillance system operators and shall receive training with regard to the system and are required to maintain a working knowledge of the monitoring functions of the system.

All SCC and Security personnel shall be guided by the information outlined in this procedure relative to the monitoring of video surveillance cameras.

The SCC Security officer on duty shall be immediately notified whenever any suspicious, criminal, or life threatening activity is observed through the monitoring of video surveillance cameras.

The Campus Safety and Security officer on duty will include a statement in their incident report depicting what was observed from the employee monitoring the video surveillance cameras.

Management

Signage shall be posted at all entrances stating “These premises are under video surveillance”.

Security of digital recordings:

- Access to digital recording equipment is limited to the College President, the Vice-President for Student and Administrative Services, and others as may be designated by the College President.

Limiting access to digital recordings or video surveillance equipment:

- The Vice-President of Student and Administrative Services has the authority to limit access to digital recordings and video surveillance equipment by installing passwords on the computerized system or through implementation of rules and regulations, such as this procedure.
- Under no circumstances will anyone other than designated staff be permitted access to the video surveillance system and shall not be permitted to monitor video surveillance cameras or digital recordings, without prior knowledge and permission from the campus security officer or the Vice President of Student and Administrative Services.

Review and dissemination of information:

- Only designated staff are permitted to review, copy, or remove digital recordings from the video surveillance system.

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- Concerned citizens, victims, news media and other non-security employees will not be allowed access to digital recordings unless approved by the college President.

- If necessary, designated staff will "burn" a digital recording onto a compact disc for evidence purposes. This compact disc will be handled as evidence and disseminated to proper authorities as required.

Maintenance of Equipment:

- Under no circumstances shall anyone, except professional factory trained technicians or qualified member of the Office of Information Technology, attempt to service, repair, or tamper with any of the video surveillance equipment.
- If any video surveillance system equipment fails, the Vice President of Student and Administrative Services should be notified as soon as possible. The Vice-President of Student and Administrative Services will be responsible for notifying the factory representative for repairs and for shutting down the affected equipment during failure.

New Policy: May 2004

Concealed Carry- Shawnee Community College 4384
Under 430 ILCS 65- Illinois Firearm Concealed Carry Act

I. Statement of Purpose

Shawnee Community College (hereafter referred to as "SCC" or "College") hereby establishes the SCC Concealed Carry Policy (hereafter referred to as "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 65) and its enabling regulations, and the authority granted by the Public Community College Act (110 ILCS 805/3-30). SCC is committed to providing a safe and secure environment for the SCC community, students, faculty and its visitors. In support of this commitment, SCC establishes restrictions on the ability to carry or possess firearms or weapons on the SCC campus in accordance with the Board of Trustees' authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act. Therefore, SCC security officers are authorized to carry weapons on campus while in their official capacity as external security officers.

II. Persons Covered by this Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the SCC campus, hereinafter referred to as "Campus" as defined in this policy. Visitors include but are not limited to, prospective students, former students, their respective families and anyone visiting any campus or property of SCC.

III. Prohibited Activities

A. Weapons or Firearms

In addition to the definitions as set forth in Article VIII herein, a weapon or firearm includes and is considered any loaded or unloaded handgun, rifle, shotgun or any other mechanism that is capable of firing any lethal projectile by the use of gunpowder or any other substance that can be used to discharge a bullet or round from such mechanism. Any weapon or firearm is in reference to both concealed and non-concealed firearms or weapons, of which both this policy addresses.

Subject to exceptions as set forth in this policy, SCC maintains a Weapons and Firearms-Free Campus. "Campus" includes but is not limited to, the SCC campus in Ullin, Illinois, the Rustic Campus in Ullin, Illinois, regional campuses in Anna, Cairo, Metropolis, and Vienna, Illinois; and sites, whether owned, leased or controlled by SCC, where SCC programs, activities and classes are held. No person or entity covered by this policy, unless specifically allowed as set forth herein, is authorized to possess or carry a firearm or weapon while engaged in SCC-related business, activities or on any other premises owned or controlled by SCC.

It is the Policy of SCC to prohibit:

1 Except as set forth herein, any person covered by this policy from possessing or carrying a weapon or firearm on property owned, leased or controlled by SCC, even if that person has a valid federal or state license to possess or carry a weapon or firearm. This includes, but is not limited to any building or portion of a building under

the control of SCC, anywhere on the grounds of SCC, any parking areas, sidewalks or common areas under the control of SCC.

2. Any person covered by this policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

3. Any person covered by this policy from carrying or transporting any firearm or weapon in any motor vehicle owned or leased/rented by SCC.

4. Unless a person is an on-duty law enforcement officer or an enforcement officer from an external governmental agency that is required to carry a concealed firearm as a condition of his or her employment, no person shall conceal a weapon or firearm on his or her person while on any property owned or controlled by SCC.

B. Other Prohibited Activities

It is the policy of SCC to prohibit all persons covered by this policy from making threats, bullying, intimidating or engaging in acts of violence. Such behavior or actions will not be tolerated and may result in discipline, up to and including but not limited to, immediate discharge, expulsion, and/or banishment from campus.

C. Exceptions

The provisions of this policy do not apply to the possession or carrying of firearms in SCC vehicles, SCC buildings on SCC grounds or any SCC-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

1. The firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by SCC.

2. The firearm is possessed or carried by an on duty law enforcement officer required to carry a firearm as a condition of his or her employment; the firearm is carried by an enforcement officer from an external agency conducting official business at SCC.

3. The firearm is used in connection with sanctioned classes, athletic or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and/or archery).

4. The use of simulated firearms in connection with the SCC-related theatrical productions.

5. Notwithstanding the authorization of a security officer to carry a firearm openly on SCC property as set forth herein, nothing in this Policy shall be construed as allowing or authorizing a campus security officer to conceal on his/her person a weapon or firearm while on property owned or controlled by SCC.

6. A firearm that is legally stored in a personal vehicle on property owned or controlled by SCC.

The exceptions to the prohibitions of concealed carry do not apply to an off-duty law enforcement officers, or an enforcement officer from an external governmental agency that is not on official business or duty. These prohibitions include, but are not limited to such officers attending classes are a student on property owned or controlled by SCC.

IV. Location at Which Policy Applies

For purposes of this policy, "property of SCC" includes any vehicle, building, classroom, laboratory, medical clinic, artistic venue, or entertainment venue whether owned, leased or operated by SCC, and any real property, including parking areas, sidewalks and common areas under the control of SCC.

This policy also applies to all college-related organization property whether leased or owned by SCC, and all SCC-officially-recognized organization property whether leased or owned by SCC.

The SCC's President's Office, in consultation with College Safety Officers, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

The SCC's President's Office, in consultation with College Safety Officers, shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

A. **Parking**

A firearm may be transported into an unrestricted parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. Certain parking areas on campus may be designated as areas where weapons and firearms are not permitted. "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 for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle, including when exiting a vehicle to store the firearm in a trunk or compartment of the vehicle as is permitted by law.

B. **Storage and Confiscation of Firearms**

The primary place of storage for a firearm is within a locked case out of plain view within a parked vehicle in an unrestricted parking area.

V. Enforcement

With the exception of legally storing a firearm in a person's vehicle, the following enforcement guidelines will be in place:

A. Any individual visiting or conducting business on the property of SCC found to have carried a weapon or firearm onto the property of SCC knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the SCC campus. Any student found to have carried a weapon or firearm onto the property of the SCC knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from SCC.

B. Any employee found to have carried a weapon or firearm onto the property of SCC knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

C. Any individual found to have carried a weapon or firearm onto the property of SCC knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by SCC and possible arrest and prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

VI. Reporting Requirement

SCC's Board of Trustees authorizes the President of SCC to promulgate protocols for the implementation of this policy including, but not limited to, delegating required reporting responsibilities and protocols related to storage and confiscation of weapons or firearms.

VII. Distribution of Information Regarding Policy

SCC's Board of Trustee's authorizes the President of SCC to promulgate protocols for the development and distribution of information regarding this policy to the SCC campus community, SCC media outlets and external audiences.

VIII. Definitions

A. "Bullying" is defined as: Conduct by any person covered by this policy that is intended or that a reasonable person would know is likely to harm students by substantially interfering with educational opportunities, benefits, or programs of one or more students, faculty members or employees, or conduct that adversely affects the ability of a student, faculty members or employees, to participate in or benefit from SCC's educational programs or activities by placing the student, faculty member or employee in a reasonable person's fear of actual substantial physical harm, mental harm or emotional distress.

B. A "firearm" is defined as a loaded or unloaded handgun, rifle, shotgun or any other type of device that is capable of firing a bullet, pellet, flare, or any other projectile including those powered by CO2, explosion, expansion of gas, or escape of gas that is designed to beheld and fired by either the use of a single hand or use of both hands. "Firearm" shall include, but is not limited to those definitions set forth under the definition of "weapon" as set forth herein.

C. A "weapon" is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited. A "weapon" also includes, but is not limited to any explosive device including, but not limited to, firecrackers and black powder. A "weapon" also includes any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger razor or other cutting instrument the blade of which is exposed.

IX. SCC's Safety Officers

In consultation with the President's Office, shall be responsible for the development and promulgation of procedures, protocols for storage and confiscation of weapons and/or firearms and determination of restricted parking areas.

X. Responsibilities of President's Office

The President of SCC shall have the responsibility, to include other responsibility set forth in this policy, to perform the following, or delegate the performance of the following on behalf of SCC and implementing this policy.

A. designating reporting procedures to the department of state police or other local law enforcement agencies when any employee, student or visitor is determined to pose a clear and present danger to SCC, its campuses, students, facility or any visitor on such campus.

B. To determine placement of clearly and conspicuously posted signs and all building and restricted parking area entrances stating that conceal firearms are prohibited. The sign shall be in accordance with the design approved by the Illinois State Police.

C. Shall determine and be responsible for the placement and maintenance of signage at building and restricted parking entrances where vehicles containing weapons or firearms are prohibited.

D. Shall be responsible for the development and distribution of information regarding this policy to the SCC campus community, SCC media outlets and external audiences.

E. Shall be responsible for the development and promulgation of policy and procedures that insure compliance with this policy in connection with SCC's activities.

XI. Delegation

SCC's Board of Trustees hereby delegates to the President of SCC the authority to utilize or implement procedures related to and consistent with this policy, 2013 Illinois Firearm Concealed Carry Act, as amended, and

other relevant laws, regulations, or policies of SCC, so as to carry out the intentions of the Board of Trustees in accordance with this Policy.

The president of SCC shall from time to time, but not later than 30 days from the President of SCC implementing any policy related to this Policy, request approval SCC's Board of Trustees of such actions by the President of SCC or to make additions or changes to this Policy as the Board of Trustees determine necessary. SCC Board of Trustees reserves the right from time to time, if necessary, to amend any delegated authority under this policy accordingly.

Revised: March 2019

PRIVACY OF HEALTH INFORMATION (HIPAA) 4385

Shawnee Community College is committed to protecting health information of Shawnee Community College employees. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) and its implementing regulations require that Shawnee Community College adopt policies on specific issues.

Shawnee Community College has adopted a resolution on administrative and organizational requirements for privacy of health information. A copy of this resolution is available by contacting the Human Resource Officer.

Shawnee Community College has designated the Human Resource Officer to be its Privacy Officer. If there are any questions or concerns regarding the privacy of Shawnee Community College employee's health information, this Privacy Officer or their office should be contacted immediately. This shall include, but not limited to, questions regarding policies and procedures, complaints, sanctions, changes in the law, mitigation, safeguards, protections for whistleblowers, documentation and disclosures of protected health information.

SMOKE AND TOBACCO-FREE CAMPUS 4387

To promote a safe, clean, and healthy learning and working environment, and in compliance with the *Illinois Smoke-Free Campus Act* (110 ILCS 64/1), Shawnee Community College prohibits the use of tobacco or smoking products inside college facilities, college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking device and/or equipment. The use of smokeless/chewing tobacco is also prohibited.

The college specifically adopts the definitions set forth in the provisions of the Illinois Smoke Free Campus Act as a part of this policy.

This policy applies to any individual on campus property including, but not limited to, students, employees, contractors, subcontractors, volunteers, visitors, and members of the public and it is the responsibility of each

individual to comply with this policy. For first time offenses by a student, reprimand shall be the appropriate punishment. For second and subsequent offenses, the college reserves the right to impose probation, suspension and/or expulsion from the college as a form of punishment against a student found in violation of this policy. The process of student discipline found in the Student Handbook and adopted by the college as a part of its policies shall be the method of enforcing this policy.

As for staff and employees of the college, the college reserves the right to impose a punishment and/or penalty as the college may do in any other employment related matter that is in violation of the policies and procedures of the college.

As for other persons who are not students, staff, or employees of the college, the college reserves the right to request a person in violation of this policy to be removed from the college, campus property, and may even include that person from being barred from college property and campuses at the sole and exclusive discretion of the college.

Any student, staff member, and/or employee may appeal a decision that is determined in violation of this policy in accordance with the procedures found in the Student Handbook and/or policies and procedures adopted by the college as such procedures apply.

Any person not a student, staff, or employee of the college may appeal any action of the college first to the college President's Office for reconsideration and then to the College Board of Trustees. Any person desiring to appeal a decision in accordance with this paragraph must contact the College President's office to arrange a time to speak with the College President and/or Board of Trustees.

New policy: May 2015

CHRONIC COMMUNICABLE DISEASES 4390

Shawnee Community College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. The college is committed to educating staff, students and the community about communicable diseases. Specifically, because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the college to promote the health and regular school attendance of our students so that they may attain their maximum potential for learning.

STUDENTS WITH CHRONIC COMMUNICABLE DISEASES

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the students exclusion from college. Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the college.

The college shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease 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.

EMPLOYEES WITH CHRONIC COMMUNICABLE DISEASES

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, medical 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 not be prejudged; 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.

SCC EMERGENCY CARE AND NURSING FACULTY RESPONSIBILITIES 4395

In the event a student, faculty, staff member, or visitor should become ill/injured to the point of not being able to care for self or make decisions, nursing faculty may be called for assistance. It is not the nursing faculty's

role at Shawnee Community College to triage (evaluate) ill/injured people. Any triage of treatment by any nursing faculty member will be considered the action of a "Good Samaritan" and subject to the same legal protections accorded to any "Good Samaritan" under the laws of the State of Illinois. If a person falls into any of the following situations, an ambulance should be called immediately:

- Altered Level of Consciousness – confused, unable to answer questions, severe headache, seizures of any kind, unable to move arms or legs, difficulty speaking
- Chest pain – jaw, arm, hand, severe sweating at rest or stomach pain.
- Respiratory difficulties – rapid respirations, no or slow respirations, unable to catch one's breath while sitting.
- Alterations in blood sugar-high or low blood sugar, sweating, confusion.

This list is not intended to be inclusive but to be a general guideline. If anyone has questions or doubts whether a person needs to be transported to a hospital by ambulance then an ambulance should be called.

Nursing Department staff/faculty do not constitute any implied diagnosis, treatment plan, or follow-up care. If the student, faculty, staff member, or visitor refuses to be transported by an ambulance to the nearest hospital, a release of responsibility should be signed and maintained by security staff.

RELATIONSHIPS WITH INSTITUTIONS AND AGENCIES 4400

AUTHORIZATION AND APPROVAL OF RELATIONSHIPS WITH INSTITUTIONS AND AGENCIES 4410

1. Membership of Shawnee Community College in the Illinois Community College Trustees Association (ICCTA) is approved. This organization promotes and supports the development of community colleges and fosters communication and cooperation among its members.
2. Membership of Shawnee Community College in the Illinois Council of Public Community College Presidents is approved. This organization, in cooperation with the Illinois Community College Trustees Association and Illinois Community College Board, serves to express the needs and concerns of Illinois community colleges to governmental bodies.
3. Participation by Shawnee Community College in the Southern Illinois Collegiate Common Market (SICCM) is approved. SICCM is a comprehensive program for inter-institutional cooperation that involves Rend Lake College, Shawnee Community college, Southeastern Illinois College, Southern Illinois University at Carbondale, and John A. Logan College. The objectives of this consortium are to discover means of increasing educational productivity, effective use of present and future resources, and to save public funds by

meeting common educational needs on a cooperative basis. Participation in SICCM is to be reviewed on an annual basis.

4. The formation of the Shawnee Community College Foundation is approved. The Shawnee Community College Board of Trustees resolves to assist and cooperate with the Foundation as provided for in the Foundation by-laws.
5. The Shawnee Community College Board of Trustees authorizes the application for federal work/study program funds. This is subject to annual review by the Board.
6. Shawnee Community College is authorized to enter into a cooperative agreement with the Illinois Department of Employment Securities. The purpose is to provide a comprehensive placement service on the campus. The representative from the Illinois Department of Employment Securities will work with the college's placement center.
7. An agreement with the Illinois state agency for federal surplus property is approved.
8. The President is authorized to sign all training agreements, memorandum of understandings, and articulation agreements involving Shawnee Community College students and outside agencies which are needed to carry on the instructional program. These documents will be kept in the Executive Office.
9. The President may authorize participation in other associations deemed relevant to education.

Revised: May 2014

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY 4500

STATEMENT OF POLICY FOR STUDENTS AND EMPLOYEES 4510

Shawnee Community College is an equal opportunity affirmative action institution.

Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations..

Affirmative action shall be undertaken to insure an equitable representation of groups determined by employment utilization analysis to be under-represented.

All grievances shall be filed according to the board-approved grievance systems established for college employees.

Requests for further information or complaints of affirmative action or Title VIII violations should be directed to the Vice-President of Student and Administrative Services, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

Revised: December 2014

HARASSMENT 4511

Shawnee Community College is strongly committed to establishing and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment. Harassment, whether sexual, racial, ethnic, religious, or based on a handicap, is expressly prohibited by law. It is contrary to the fundamental ethical standards of the academic community, and it violates the special bond of intellectual dependence and trust. It is a violation of various state and federal statutes and regulations and it is strongly opposed in all its forms and manifestations at Shawnee Community College. Efforts will be made to maintain and enhance the college as an institution that serves all of our citizens in an atmosphere of mutual trust and respect.

The college expressly condemns and prohibits all forms of harassment and considers all such acts to be serious breaches of our public trust and contrary and detrimental to the mission of Shawnee Community College.

The college will take whatever action it deems necessary or appropriate to prevent behavior that violates this policy. Students, faculty, and staff may be disciplined, expelled, or terminated in the college's discretion for violations of this policy and in accordance with the applicable provisions of the Student Handbook, Notice of Employment, or other provisions of these policies.

Each student is encouraged and every member of the faculty and staff of the college are required to report any incident of harassment to the Vice-President of Student and Administrative Services or Human Resource Office.

SEXUAL MISCONDUCT – TITLE IX 4515

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in any federally funded education program or activity. As such, Title IX mandates that no person shall be excluded from participation in or discriminated against on the basis of sex in programs or activities at educational institutions that receive federal financial assistance.

Sexual misconduct is a form of sex discrimination. Sexual misconduct for the purposes of this policy includes but is not limited to sexual harassment, sexual assault, stalking, and sexual exploitation. Additionally, sexual misconduct is any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating another person at whom the action is directed. Shawnee Community College policies are designed to meet requirements of the state of Illinois' laws prohibiting discrimination based upon sex, sexual orientation, and gender identity. These policies apply to all employees, students, and third parties at Shawnee Community College.

Shawnee Community College prohibits all forms of sex offenses and considers all such acts to be entirely unacceptable and unwarranted. Sex offenses are violations of the Illinois Criminal Code and are prosecutable as such. The College is committed to assisting in the prevention of sex offenses, and is determined to apprehend, discipline, and/or prosecute violators. The college will provide immediate respectful support to victims of sex offenses and will

ensure that a victim of sexual assault is allowed an opportunity to seek the necessary medical and/or psychological treatment and testing which is usually free of charge, to preserve physical evidence of sexual violence.

The Pulaski County Sheriff's Office, Illinois State Police, or other law enforcement agency assigned to the investigation, may assist the victim through available options. Any such incidents should promptly be reported to the Vice-President of Student Success and Services/Affirmative Action Officer or the Human Resource Officer.

Shawnee Community College adheres to all Title IX standards that prevent and rectify any form of discrimination. Additionally, the college complies with the Jeanne Clery Act regarding disclosure of campus security and campus crime statistics, the Violence Against Women Act (VAWA), and the Campus SaVE (Sexual Violence Elimination) Act. Shawnee Community College holds any individual or group of individuals aiding or promoting any behavior or culture not in agreement with its policies as accountable and therefore susceptible to the same consequences as any individual directly violating its policies.

The primary responsibility of both the Title IX Coordinator and the Associate Title IX Coordinator is to coordinate the College's Title IX compliance efforts. The Title IX Coordinator and Associate Title IX Coordinator responsibilities include, but are not limited to:

1. Coordination of all educational programs for the prevention of Title IX violations.
2. Producing required Title IX educational materials for the use of the college.
3. Investigation of Title IX complaints.
4. Determination as to the extent of confidentiality for each complaint.
5. Coordination with local law enforcement pertaining to any Title IX allegations.
6. Coordination of all training programs for Title IX.
7. Promote a culture of fairness to all people involved.

SCC PERSONNEL

Title IX **Coordinator**
Jipaum Askew-Robinson, Vice President of Student Success and Services
8364 Shawnee College Road, Ullin, IL
jipaumr@shawneecc.edu
(618) 634-3360

Title IX **Associate Coordinator**
Emily Forthman, Director of Human Resources
8364 Shawnee College Road, Ullin, IL
emilyf@shawneecc.edu
(618) 634-3223

SCC Security
8364 Shawnee College Road, Ullin, IL
(618) 634-3232

Title IX **I Advocate**
Director – Lindsay Meisinheimer Johnson
Anna Center, 1150 E. Vienna St., Anna, IL
(618) 833-3399

Title IX **Advocate**
Director - vacant
Location to be determined, Cairo, IL
(618) 734-3660

Title IX **Advocate**
Faye-Joyner-Keene, Director
Metropolis Extension Center, 5385 Industrial Park Rd., Metropolis, IL
(618) 524-3003

Third party (i.e. Individuals who are not considered faculty, staff, or students) should file complaints or report any Title IX violations to any one of the individuals listed above.

SCC Confidential Resource

Individuals designated as a confidential resource will not report any information to the Title IX Office except in the rare case an individual is an imminent risk of harm to his or herself or others or where the institution or advisor may be required to disclose information under state and/or federal laws.

Confidential Resource (Not a mandated reporter)

Monica Brahler, Student Counselor
8364 Shawnee College Road, Ullin, IL
(618) 634-3322

COMMUNITY MEDICAL HELP FACILITIES

Union County Hospital
517 North Main Street, Anna, IL 62906
(618) 833-4511

Massac Memorial Hospital
28 Chick Street, Metropolis, IL 62960
(618) 524-2176

Southeast Hospital
1701 Lacey Street, Cape Girardeau, MO 63701
(573) 334-4822

CRISIS AND COUNSELING CENTERS – Community Confidential Resources

Southeast Missouri Network Against Domestic Violence
73 Sheridan Dr., Cape Girardeau, MO
(573) 332-1900, After Hours: (877) 820-6278

Massac County Mental Health
206 West 5th Street, Metropolis, IL
(618) 524-9368, Crisis: (877) 670-9753

Union County Counseling Center
204 South Street, Anna, IL
(618) 833-8551, www.uccinc.org

FEDERAL AND STATE CRISIS HOTLINES

Illinois Coalition Against Sexual Assault
http://www.icasa.org/home.aspx?PageID=500&

RAINN (Rape, Abuse & Incent National Network)
https://rainn.org/about-national-sexual-assault-telephone-hotline

Sexual Assault for the DOD (Department of Defense) Community
https://www.safehelpline.org/?gclid=CIGGwv36mM0CFZCIaQodTP0Bng

COMMUNITY LAW ENFORCEMENT

Pulaski County Sheriff's Dept……(618) 748-9374

Ullin Police Dept…….(618) 845-3109

Alexander County Sheriff's Dept……(618) 776-5920

Union County Sheriff's Dept……(618) 833-5500

Massac County Sheriff's Dept……..(618) 524-2912

Illinois State Police District #22……(618) 845-3737

New Policy July 2015
Revised: October 2015, July 2016

SEXUAL MISCONDUCT – EMPLOYEE RIGHTS 4520

I. STATEMENT

The purpose of the policy is to establish a strong commitment to prohibit and to prevent unlawful sexual misconduct in the work place, to define sexual misconduct in its various broad forms, define related terms directly affecting sexual misconduct, to set forth the foundational procedures for an employee to file a complaint regarding sexual misconduct and to establish a method for investigating and resolving those complaints of unlawful sexual misconduct.

Sexual misconduct of any employee, including a supervisor or a management employee by a supervisor, management employee, co-worker, another person on the premises of Shawnee Community College, other than an employee (e.g., a visitor or business invitee), or any other person having contact with an employee while the employee is engaged in the performance of his/her employment duties will not be tolerated.

Disciplinary action up to and including termination will be instituted for any behavior found to constitute sexual misconduct. Any retaliation against a person for filing a sexual misconduct charge or making a sexual misconduct complaint is also prohibited under the Illinois Whistleblower and Human Rights Act and any employee found to be retaliating against another employee will also be subject to disciplinary action up to and including termination.

II. DEFINITIONS – SEX OFFENSES

A. Definition of sexual harassment: Unwelcome sexual advances, request for sexual favors (i.e. quid-pro-quo), and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples: Sexual harassment includes, but is not limited to:

1. Speech, such as derogatory comments or slurs, lewd propositioning on the basis of sex or sex-orientated comments on appearance, including the dress or physical features of another person.
2. Physical acts, such as offensive touching, pinching, grabbing, patting, propositioning, or leering.
3. Visual insults including derogatory posters, cartoons, or drawings which are related to sex.

B. Sexual Assault: Sexual assault is any sexual act with another person without their knowledge or consent. Conduct of a sexual nature constitutes sexual assault when:

1. An act of sexual penetration by the use of force or threat of force;
2. An act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent;
3. An act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; and/or,

4. An act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

Examples: Sexual assault includes any non-consensual contact, and is not limited to:
1. Rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts including over clothing.
2. Forced kissing, child sexual abuse, or sexual torture, dating violence, or domestic violence.

C. Rape: Forcing someone to have sexual intercourse against their will.

Examples: Rape includes any non-consensual sex act with another, and is not limited to: Incest, date rape, statutory rape, or diminished capacity rape.

D. Sexual Exploitation: Sexual exploitation means taking advantage of another person's sexuality without their knowledge for your personal gratification, profit or gain.

Examples: Excluding consent, sexual exploitation includes, but is not limited to:
1. Recording, photographing, viewing or distributing intimate or sexual material.
2. Exposing your genitals or coercing another to expose their genitals.
3. Pornography, prostitution, or voyeurism.

III DEFINITIONS – RELATED TERMS

A. Sex Discrimination: Sex discrimination or gender discrimination is the adverse treatment of an individual based upon his/her sex as opposed to the person's individual attributes.

Examples: Sex/gender discrimination includes, but is not limited to:
1. Treating an individual differently due to their gender such as salary or discipline differentiation, ability to participate in activities.
2. Demeaning an individual.

B. Consent: Consent is the agreement clearly communicated either verbally or non-verbally to engage in an activity. Note: Consent can only be established if there is no form of coercion, duress, incoherence, or incapacitation at the time of "consent". Anyone giving consent must have the ability and have the understanding of the act (i.e. no mental impairment). Consent is revocable at any time during an activity.

ARTICLE IV-- GENERAL INFORMATION 4000

C. Retaliation: Retaliation is any adverse action taken towards an individual in response to making a good faith report concerning violations.

Examples: Retaliation includes, but is not limited to threats, intimidation, and/or any other adverse actions affecting employment or education.

D. Aiding or Facilitating: Refers to any individual or group of individuals facilitating an environment that promotes or encourages another individual to violate Shawnee Community College policy.

E. Unwelcome or Unwanted Conduct: Unwelcomed or unwanted conduct is action conducted that is neither solicited, nor desired and is offensive.

F. Stalking: Stalking is any repetitive, unwanted/unwelcomed activity or behavior directed at a specific person on at least two different occasions, causing the targeted person to feel his or her safety or well-being is at risk in some way.

Examples: Stalking includes, but is not limited to:

1. Watching, following,
2. Repeated, unsolicited and uninvited visits at the victim's place of business or domicile.
3. Repeatedly sending unwanted messages, emails, or other communications.

IV. INTERIM MEASURES

To ensure the safety and to address concerns of faculty and staff, interim measures can be taken during the investigation process. Interim measures include, but are not limited to:

- Issuing an on-campus "no contact order"
- Restricting access to specific locations
- Issuing interim warning and/or discipline to the alleged perpetrator
- Adjusting work schedule/location
- Referral to counseling and/or health services
- Providing campus escorts

V. SANCTIONS

Based upon the results of an investigation finding that a faculty or staff member has violated college policy, violations will result in discipline up to and including termination.

VI. COMPLAINT PROCEDURE

A. An employee who believes he or she has experienced any form of sexual misconduct may make a complaint in writing by accessing the online complaint form or access a complaint form from any SCC campus and file a complaint by completing and submitting the complaint form anonymously or in person, by email, or by mail to any of the following persons:
   1. Vice President of Student Success and Services / Affirmative Action Officer.
   2. Human Resource Officer.
   3. Any other person designated by the President of Shawnee Community College.

   Note: The College will take reasonable steps to keep reports as confidential as possible. The college, however, cannot guarantee the confidentiality of every report or complaint.

B. Upon receipt of a complaint by any of the above named individuals, that individual shall immediately notify the President of Shawnee Community College and provide the complainant a copy of their written rights.

C. Upon receiving the complaint, the President through the Vice President of Student Success and Services/Affirmative Action Officer and/or the Human Resource Officer shall:

Step 1:

1. Authorize the investigation of the complaint, which will include an interview with the complainant, the accused, and any other person believed to have any knowledge of the allegations surrounding the complaint. Both the complainant and the accused may have the opportunity to have others present during an interview including the opportunity to be accompanied by a representative during interviews.

   Note: Individuals present for the interview other than representatives must be pre-approved by the college.
2. Gather and review factual documents, including pay records, job assignment forms, evaluations, and/or other relevant information deemed necessary.
3. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including the nature (verbal, physical, or visual) of the abuse and the context in which it occurred.
4. Based upon the "preponderance of the evidence" as the evidentiary standard, make and report findings to appropriate persons, including the complainant, the accused and/or the supervisor of the accused.
5. If a violation is found, prompt remedial action will be imposed on the accused commensurate with the severity of the offense and the Board of Trustees will be notified.
6. Reasonable steps will be taken to protect the complainant from further misconduct and to protect the complainant from retaliation for having filed the complaint.

Step 2:

1. If the grievance is not resolved in Step 1, the complainant must, within seven calendar days of the Step 1, submit a legibly written statement of the grievance and a copy of the Vice-President of Student Success and Services' decision (from Step 1) to the Vice-President of Student and Administrative Services to request a hearing.
2. Within ten work days of receipt of the documents specified in step 1 above, the Vice-President of Student Success and Services shall convene the Title IX Task Force* for a hearing of the grievance. The accused student(s) and any faculty/staff member(s) concerned will be required to attend.
3. The Title IX Task Force* will hear the grievance, render a decision and submit the decision in writing to the all concerned within ten calendar days of said hearing.

Note: If an employee of third party prefers to report an incident confidentially, the complaint can be made with one of the confidential crisis and counseling centers and federal or state crisis hotlines. Also, any complaints intentionally fielded falsely will not be tolerated by the college and are a violation of the Student Code of Conduct and may be subject to additional violations of state criminal laws and civil defamation laws.

* The Title IX Task Force shall be comprised of the Title IX Coordinator, the Associate Title IX Coordinator, and at least three members of the Shawnee Community College faculty and staff.

Revised: July 2015, October 2015, July 2016, May 2018

COMMUNITY TASK FORCE FOR COORDINATION AND PREVENTION OF SEXUAL ASSAULTS 4540

Pursuant to the provisions of the Illinois Compiled Statutes, Shawnee Community College does hereby provide for the establishment, by December 1, 1996, of a Community Task Force whose number and appointment shall be at the discretion of the Board of Trustees of Shawnee Community College for the purpose of coordinating with the community leaders and the service providers to prevent sexual assaults and to ensure a coordinated response both in terms of law enforcement and victim services.

FALSE REPORTS 4550

Certain provisions of this policy manual permit employees to provide information or report specific behavior to the administration of Shawnee Community College. The College expects its employees to truthfully and accurately provide that information and report on that specific behavior. Consequently, any employee who falsely provides information or falsely reports specific behavior shall be subject to disciplinary action that may include termination.

ADMINISTRATION OF THE COLLEGE

DUTIES AND RESPONSIBILITIES 5100

PRESIDENT 5110

General Responsibilities:

The President is responsible to the Board for the total operation of the College, including the recommendation of administrative policies and the administration of the College according to established purposes and policies.

The President shall:

1. Be the executive officer of the Board of Trustees.
2. Prepare and recommend to the Board the adoption of policies relating to the objectives, organization, and operation of the College.
3. Develop and recommend salaries.
4. Report and recommend policies with appropriate input from students and staff.
5. Prepare and submit an annual budget and recommend necessary budget changes.
6. Supervise the administration of the official College budget to assure that all expenditures are made in accordance with the College budget and Board policies and are within College resources.
7. Approve all College expenditures over $1,500 and all capital outlay expenditures and contracts.
8. Initiate budget freezes whenever the best interests of the College justify such action and, in such cases, approve in writing all College expenditures subject to Board ratification or approval.
9. Recruit and recommend the appointment, reclassification, or dismissal of College employees.
10. Make recommendations about the maintenance and improvement of buildings and grounds, including new facilities.
11. Recommend the purchase of materials or services not specified in the annual budget.
12. Recommend the establishment of tuition and fees charges to the Board of Trustees.
13. Stimulate and direct the planning and implementation of new programs, program changes, and expansions.
14. Serve as the final staff authority for the resolution of campus problems involving individual students, student groups, and employees.
15. Be responsible for disseminating information to the public about the College.
16. Promote the cultural and social activities of the College, serving as host on appropriate occasions, both within and outside the College.
17. Arrange for the College to be represented at functions involving other educational institutions, educational organizations, state agencies, and legislative bodies.
18. Participate in local, state, regional, and national organizations related to the field of education, especially at the community college level.
19. Be responsible for preparing and submitting reports required by governmental and educational authorities.
20. Be responsible for the evaluation of the College.
21. Prepare and submit annual and special reports on the state of the College.
22. In case of emergency or if it should be in the best interest of the College, the President may declare a holiday, notifying faculty, staff, and students accordingly.
23. The President is authorized to commit the College to grant projects and to accept grant awards on behalf of the Board.
24. The President has broad discretionary authority to act within the policies approved by the Board.
25. To assume responsibility for the consideration and receipt of all donations to the College and College Foundation in accordance with College policies and procedures.
26. To designate a person to be in charge of the College when he is away from campus.

Revised: January 2009

ADMINISTRATORS 5120

DUTIES OF THE VICE-PRESIDENT OF INSTRUCTIONAL SERVICES 5122

The Vice-President of Instructional Services is responsible to the President. The duties of this position are:

1. To assume responsibility for the administration and maintenance of all College instructional programs and services.
2. To direct the evaluation of all instructors and staff personnel within this area and make recommendations concerning their retention and advancement.
3. To direct the recruitment of all staff personnel within these areas and recommend their appointment to the President.
4. To be responsible for assembling and printing the College catalog.
5. To initiate public relations activities for all instructional programs.
6. To be responsible for promoting activities directed toward the continuing improvement of all instructional programs at the College.
7. To develop programs to orient new personnel and plan in-service activities for all staff in the instructional division.
8. To be responsible for staff development of all personnel within this division.
9. To supervise, approve, and direct the development of the schedules of course offerings.
10. To assign or approve the assignment of instructors to classes, committees, and other duties.
11. To be responsible for community needs assessments and program need surveys.
12. To be responsible for assisting the President with the development of all new College programs and program changes and expansions as directed.
13. To be responsible for the articulation of all appropriate curricula and courses with other educational institutions.
14. To be responsible for the evaluation of all College instructional programs.
15. To be responsible for developing and implementing academic assessment outcomes measures for the instructional division, and to utilize results from those measures in the planning process.
16. To be responsible for the development and implementation of instructional technology, including online, interactive video, and telecourses.
17. To assume responsibility for the administration of grants as assigned by the President.
18. To organize and direct the work and action of the various program advisory committees, assuming that there are active advisory committees for all programs and that these committees meet at least once per year and also receive regular communication from the College.
19. To assist in the planning and development of instructional facilities.
20. To be responsible for the instructional programs at the college's extension centers.
21. To be responsible for preparing and recommending the annual budget for instructional programs and services.
22. To approve budget expenditures for the instructional division in accordance with College policy.
23. In the absence of the President, assume responsibility for the operation and supervision of the College in coordination with the other College administrators.
24. Represent the college in local and state organizations and meetings, and maintain contacts with outside agencies as appropriate.
25. To prepare a comprehensive, annual report to the President on matters related to the status and effectiveness of the instructional programs of the College.
26. To assist the President in the preparation and dissemination of information to the Board of Trustees as requested.
27. To be responsible for employment recommendations to the President and Board for all positions in the Instructional Services division and in accordance with College employment policies and affirmative action procedures.
28. To perform other duties which may be assigned by the President.

DUTIES FOR THE VICE-PRESIDENT OF STUDENT AND ADMINISTRATIVE SERVICES 5124

The Vice-President of Student and Administrative Services is responsible to the President. The duties of this position are:

1. To be responsible for the day-to-day operation of the Student Services Office including admissions for all divisions of the College, including admissions, financial aid, counseling, advising, recruitment and retention, registration, student activities and student government and the coordination and supervision of the staff that work in these areas as directed by the President.
2. To assume responsibility for high school relations in regard to articulation, recruitment, College curricula, and admissions procedures.
3. To supervise the preparation and submission of grade reports to all students enrolled in the instructional programs at the College at the end of each grading period.
4. To coordinate the entrance testing program of the college.
5. To be responsible for directing the registration procedures at the College, including those at off-campus facilities.
6. To be responsible for maintaining accurate and appropriate records on all Shawnee Community College students.
7. To be responsible for determining the scholastic standings of all students at the institution.
8. To be responsible for determining those people who are eligible for graduation and insuring that preparations are made for the issuance of degrees and certificates.
9. To be responsible for the academic advisement of all students.
10. To be responsible for directing and supervising the areas of the college concerned with student life outside of the direct instructional activities and special support services to students including student activities, veterans services, health services, financial aid, and other services as assigned by the President.
11. To be responsible for coordinating the student recruitment program of the College.
12. To be responsible for organizing and administering a retention program.
13. To assist the IT Director as needed with the submission of required data and reports to the Illinois Community College Board.
14. To provide individual counseling as needed.
15. To be responsible for student disciplinary hearings and grievance proceedings.
16. To be responsible for preparing and recommending the annual budget for student services programs and services.
17. To approve budget expenditures for the student services division in accordance with College policy.
18. To assist the Vice President of Instructional Services with the preparation of class schedules as needed.
19. To assume responsibility for the administration of grants as assigned by the President.
20. To assist the President in the preparation and dissemination of information to the Board of Trustees as requested.
21. To be responsible for employment recommendations to the President and Board for all positions within the Student Services division and in accordance with College employment policies and affirmative action procedures.
22. To be responsible for developing and implementing assessment outcomes measures for the student and administrative services division, and to utilize results from those measures in the planning process.
23. To prepare a comprehensive, annual report to the President on matters related to the status and effectiveness of the student services programs of the College.
24. Represent the college in local and state organizations and meetings, and maintain contacts with outside agencies as appropriate.
25. To perform other related duties which may be required by the President.

DUTIES OF CHIEF FINANCIAL OFFICER 5125

The Chief Financial Officer is responsible to the President and has the following duties and responsibilities:

1. To be responsible for assisting the President with the financial accounting operation of the College including the preparation of payrolls and collection of tuition and fees.
2. To prepare comparative financial and statistical information as requested and assist the President with the preparation and management of the College's annual budget as directed.
3. To prepare required forms for local taxing units in order to facilitate collection of taxes.
4. To assist other divisions of the college by providing timely and needed financial information in order for them to operate effectively and efficiently and meet state and federal reporting requirements.
5. To prepare financial reports periodically for the college as required by the President, Board of Trustees, and governmental agencies.
6. To establish and administer the appropriate and state-approved accounting procedure for both the College including receipts, fee collection, disbursements, payrolls, and other assets.
7. To initiate research and analysis directed toward financial management of the College.
8. To be responsible for the collection and submission of institutional and district data, in cooperation with the Vice Presidents, to meet local, state, and federal reporting requirements.
9. To provide necessary information and clerical assistance to facilitate the annual examinations of financial records by an independent auditor.
10. To supervise the accounting for income-producing activities of student organizations and auxiliary enterprises.
11. To work with grants personnel in preparation of budget requests for grant applications.
12. To establish and administer proper accounting procedures for external grants and contracts, (including student financial aids) and to be the College official responsible for keeping the President fully informed in the area of external funds.
13. To assume responsibility for the payment of all approved College purchases including all bills and contractual obligations to be submitted to the Board of Trustees for ratification or payment.
14. To assist the President in the preparation and dissemination of information to the Board of Trustees as requested.
15. To be responsible for employment recommendations to the President and board for all positions within the business services division and in accordance with College employment policies and affirmative action procedures.
16. To be responsible for developing and implementing assessment outcomes measures for the departments within the business office, and to utilize results from those measures in the planning process.
17. To be responsible for preparing and recommending the annual budget for the business services department.
18. To approve budget expenditures for the business services division in accordance with College policy.
19. To serve as the College Treasurer for all funds unless otherwise designated by the Board of Trustees.
20. To assume responsibility for the supervision and evaluation of all staff in the business services division including Director of Business Services, Director of Human Resources, Administrative Assistant I, Director of Information Technology, Facilities Director, and Bookstore Manager.
21. To prepare a comprehensive, annual report to the President on matters related to the status and effectiveness of the business services division of the college.
22. To be responsible for submitting the college's waste reduction plan to the DCEO every five years.
23. Represent the college in local and state organizations and meetings, and maintain contracts with outside agencies as appropriate.
24. To carry out such other duties and responsibilities as may be assigned by the President.

DUTIES OF THE DEAN OF INSTRUCTIONAL SERVICES 5127

The Dean of Instructional Services is responsible to the Vice-President of Instructional Services for providing educational leadership to the Career Technology Education Department. The duties of this position are:

1. Assist the Vice-President with career technology education development and evaluation.
2. Assist the Vice-President with the organization, development, and coordination of active advisory committees for all CTE programs.
3. Assist the Vice-President and Director of Institutional Research with reports and follow-up studies as assigned including Dual Credit and the annual Program Reviews report for the Illinois Community College Board.
4. Serve as the liaison and coordinate 3 year internal program review to develop and establish courses to meet business & industry training needs in conjunction with the Small Business Development Center and the Center for Workforce Development.
5. Assist the Vice-President in keeping up to date on needed training programs and opportunities within the college district.
6. Maintain current knowledge of all pertinent rules and regulations affecting CTE.
7. Assist the Vice-President in the development and approval of general education (transfer) courses.
8. Responsible for monitoring and supervision of the Truck Driving program and the Carl D. Perkins grant, SBDC and Center for Workforce Development.
9. Maintain and supervise reports and records related to accreditation by the Higher Learning Commission and ICCB.
10. Assist the Vice-President and divisional chairs in developing academic schedules.
11. Assist the Vice-President in evaluating tenured faculty including in the CTE programs.
12. Represent the college in local and state organizations and meetings, and maintain contacts with outside agencies as appropriate.
13. Assist the Vice-President in resolving student concerns.
14. Oversees SCC Plays and Patrons of the Arts.
15. Oversight of part-time CTE Programs.
16. Coordinate Cooperative Agreements with area community colleges and university articulations.
17. Organize catalog updates and revisions.
18. Interface with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual-credit opportunities and expand the opportunities for all learners to access appropriate learning opportunities.
19. Liaison for HLC.
20. Assure compliance with HLC and the Dual Credit Quality Act.
21. Coordinate Dual Credit Programs through high school and college faculty.
22. Serve on assigned committees.
23. Coordinate staff development activities for the instructional divisions.
24. Follow all college policies and procedures.
25. Meeting attendance standards and working long hours when necessary.
26. Perform other duties as assigned by the Vice-President of Instructional Services and/or President.

DUTIES OF THE DEAN OF ADULT EDUCATION AND ALTERNATIVE INSTRUCTION 5128

The Dean of Adult Education and Alternative Instruction is responsible to the Vice-President of Instructional Services for providing educational leadership to the Workforce, Adult, and Continuing Education Department. The duties of this position are:

1. Supervise the Adult Basic Education, High School Equivalency, English as a Second Language (ESL) programs, High School Credit, and Literacy programs.
2. Coordinate Health Occupations and Vocational programs.
3. Supervise coordination of Secretary of State Literacy Grant.
4. Develop and supervise College and Career Readiness program.
5. Prepare and submit appropriate grant applications and program reports for funded programs.
6. Supervise the Bridge to Health Care Program.
7. Represent the college in local and state organizations and meetings, and maintain contracts with outside agencies as appropriate.
8. Assist the Vice-President in recommending employment of program faculty and staff.
9. Administer Workforce Investment Act initiatives.
10. Serve on assigned committees.
11. Supervise and evaluate program staff and faculty.
12. Represent Shawnee Community College on the Adult Education Area Planning Council.
13. Assist the Vice-President in preparing program budgets.
14. Follow all college policies and procedures.
15. Meeting attendance standards and working long hours when necessary.
16. Perform other duties as assigned by the Vice President of Instructional Services and/or President.

Revised: July 2016

DUTIES OF THE DEAN OF STUDENT ADMINISTRATIVE SERVICES 5129

The Dean of Student Administrative Services is responsible to the Vice-President of Student and Administrative Services and the Vice President of Instructional Services for directing and coordinating admissions and advisement programs. The duties of this position are:

1. Develops, implements and monitors outcomes assessment of enrollment management strategies in collaboration with the Institutional Accountability and Research department.
2. Provides leadership in the identification and recommendation of new and emerging technologies to improve and automate enrollment and financial aid functions, and to increase accessibility of records to students and relevant employees.
3. Ensures all areas supervised comply with FERPA, Clery Act, ADA, the Drug Free Schools and Community Bi-Annual Review, and other federal and state regulations and provide quarterly reports to the Vice President of Student and Administrative Services and the Vice President of Instructional Services.
4. Serves as an internal resource to the college on matters related to enrollment management.
5. Serves as a member of various college committees and task forces.
6. Develops a climate that promotes and supports innovation and improved services to students and the community.
7. Ensures accurate, efficient, and smooth student applicant processing and services.
8. Collecting statistical information on ~~our~~ student populations that are pertinent to the Admissions Office.
9. Preserve the understanding and utilization of articulation agreements with other institutions.
10. Ensures accurate and up-to-date physical and electronic SCC computerized system student files, student degree program audits, transcript evaluations and records within progression for both the physical and college's electronic system to meet graduation requirements and to identify eligible students as completers.
11. Performs personnel management functions, including oversight of personnel selection, training, and evaluation; ensuring departmental practices are in compliance with college policy.
12. Maintain counseling both electronic and "hard copy" records of each advising session for each student receiving assistance.
13. Evaluates courses offered by other institutions to determine their equivalency to courses offered by SCC.
14. Directs the preparation of printed materials explaining admission requirements and transfer credit policies for the approval of the Vice President of Student and Administrative Services.
15. Supervise and process all changes of enrollment including withdrawals from the college.
16. Supervise the administration of the institutional policy concerning confidentiality of student records.
17. Prepare the departmental budgets and exercise responsibility as an account manager.
18. Process all international student applications according to the Department of Immigration and the Student and Exchange Visitors Service (SEVIS).
19. Respond to inquiries of international applicants, requests for information and applications forms, and follow-up correspondence.
20. Follow all college policies and procedures.
21. To perform other duties which may be required by the Vice President of Student and Administrative Services, Vice President of Instructional Services and President (related duties as required are duties that may not be specifically listed in the class specification or position description, but that are within the general occupational series and responsibility level typically associated with the employee's class of work)

Revised: July 2016

DUTIES OF DIRECTOR OF INSTITUTIONAL RESEARCH 5130

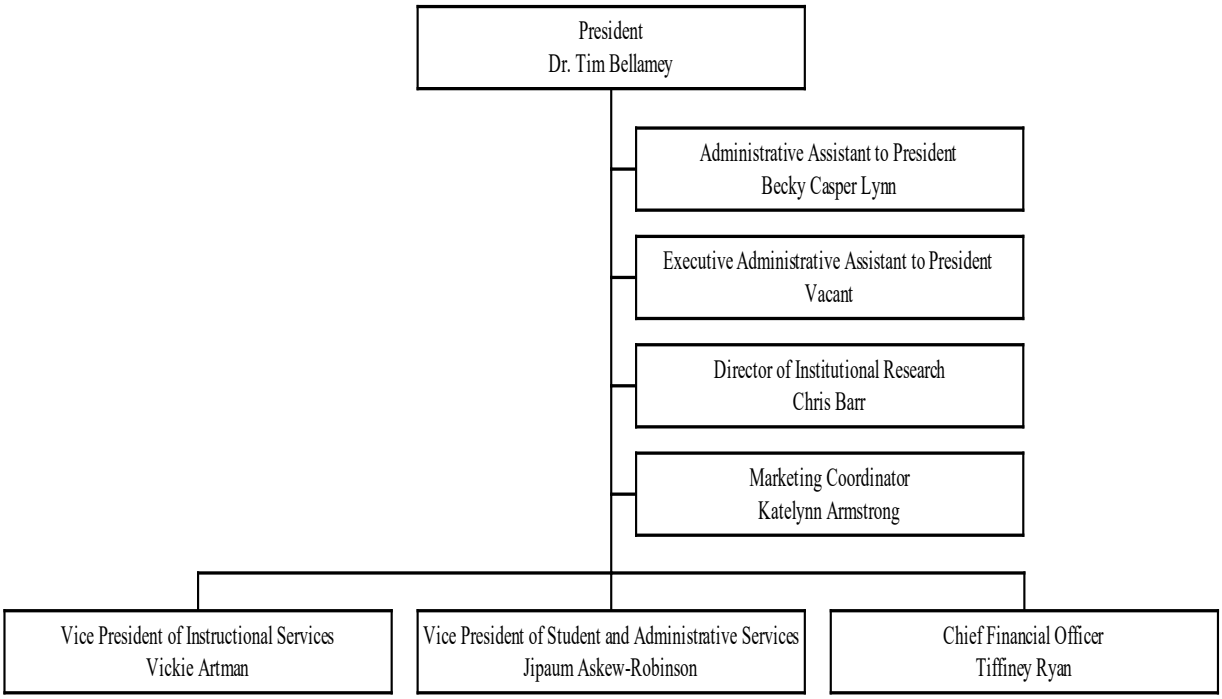
The Director of Institutional Research is responsible to the President for conducting and coordinating the activities related to institutional research, planning, and reporting. The duties of this position are:

1. Provide overall direction to the College's research and planning functions and collaborate with other college departments to ensure full integration of research and planning activities.
2. Facilitate the collection and analysis of institutional data, serve as a campus data steward to support effective decision-making and policy recommendations.
3. Assist in the development or selection administration, and analysis of appropriate measurement tools (i.e. employer surveys, CAAP, compass, etc.). Make survey results available as appropriate.
4. Coordinate with the Assessment Committee on matters of organizing assessment and other sources of data into useful reports.
5. Participate in the college's program review and annual mini-review processes in accordance with ICCB requirements.
6. Coordinate institutional strategic and operational planning as a system of continuous improvement and make plans available on the SCC website. Assure that all college departments, functions, and activities participate.
7. Prepare the institution's annual report in cooperation with other administrators and departments.
8. Coordinate, author and submit major institutional reports to state, federal and accrediting agencies and make appropriate reports available on the SCC website.
9. Represent the college in local and state organizations and meetings, and maintain contacts with outside agencies as appropriate.
10. Maintain professional contact through participation in necessary seminars and professional meetings.
11. Prepare an annual budget request, manage and maintain the institutional research and planning budget.
12. Develop, in cooperation with the Vice Presidents, CFO, and President, annual goals and objectives.
13. Assist in identification, development, and procurement of grant funding.
14. Conduct research on potential external funding sources and identify potential grant opportunities.
15. Performing other related duties which may be required by the President (related duties as required are duties that may not be specifically listed in the class specification or position description, but that are within the general occupational series and responsibility level typically associated with the employee's class of work).

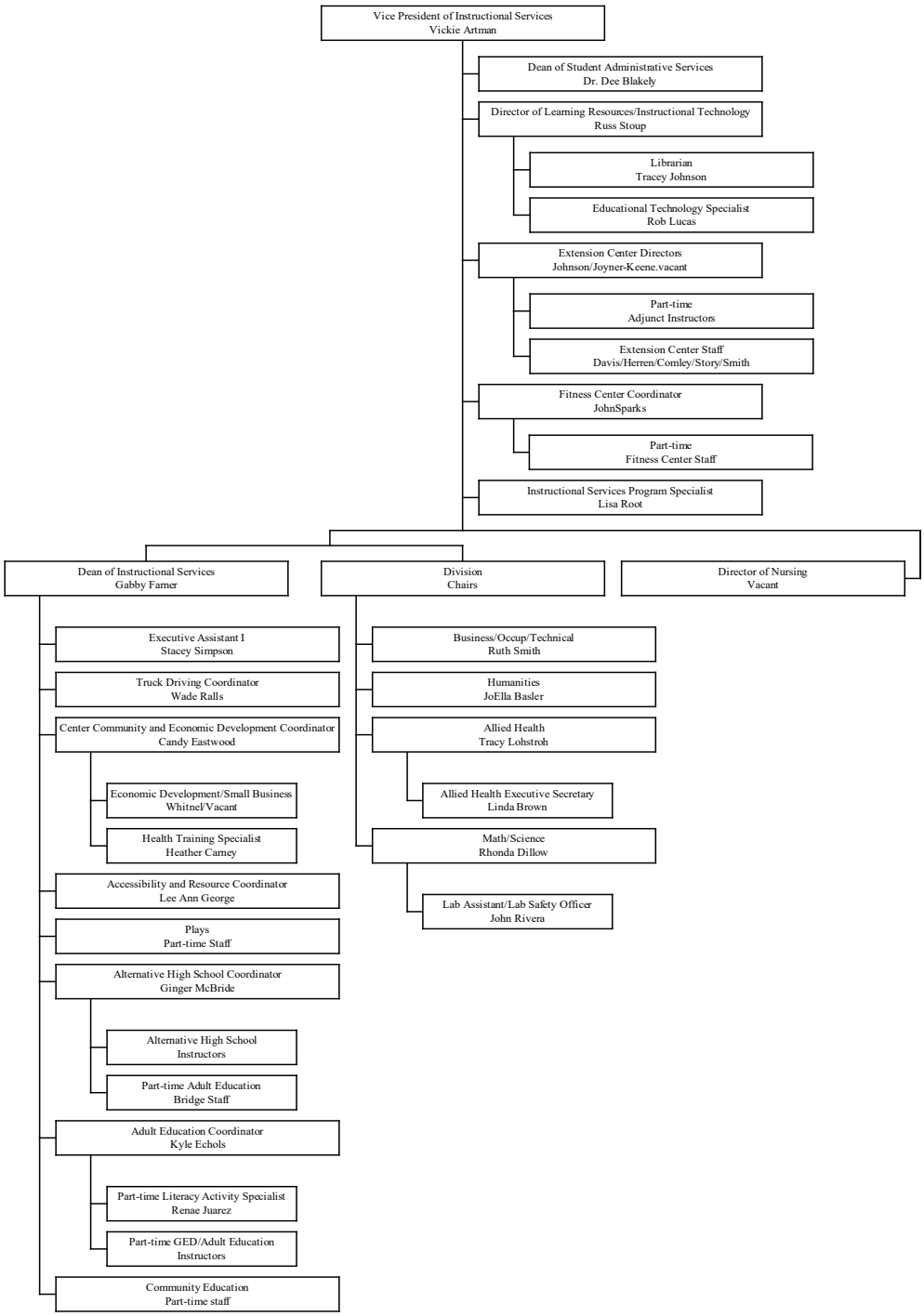
ORGANIZATIONAL CHART 5200

Revised: July 2009, July 2014, April 2015, October 2015, July 2016

EXECUTIVE OFFICE



Instructional Services



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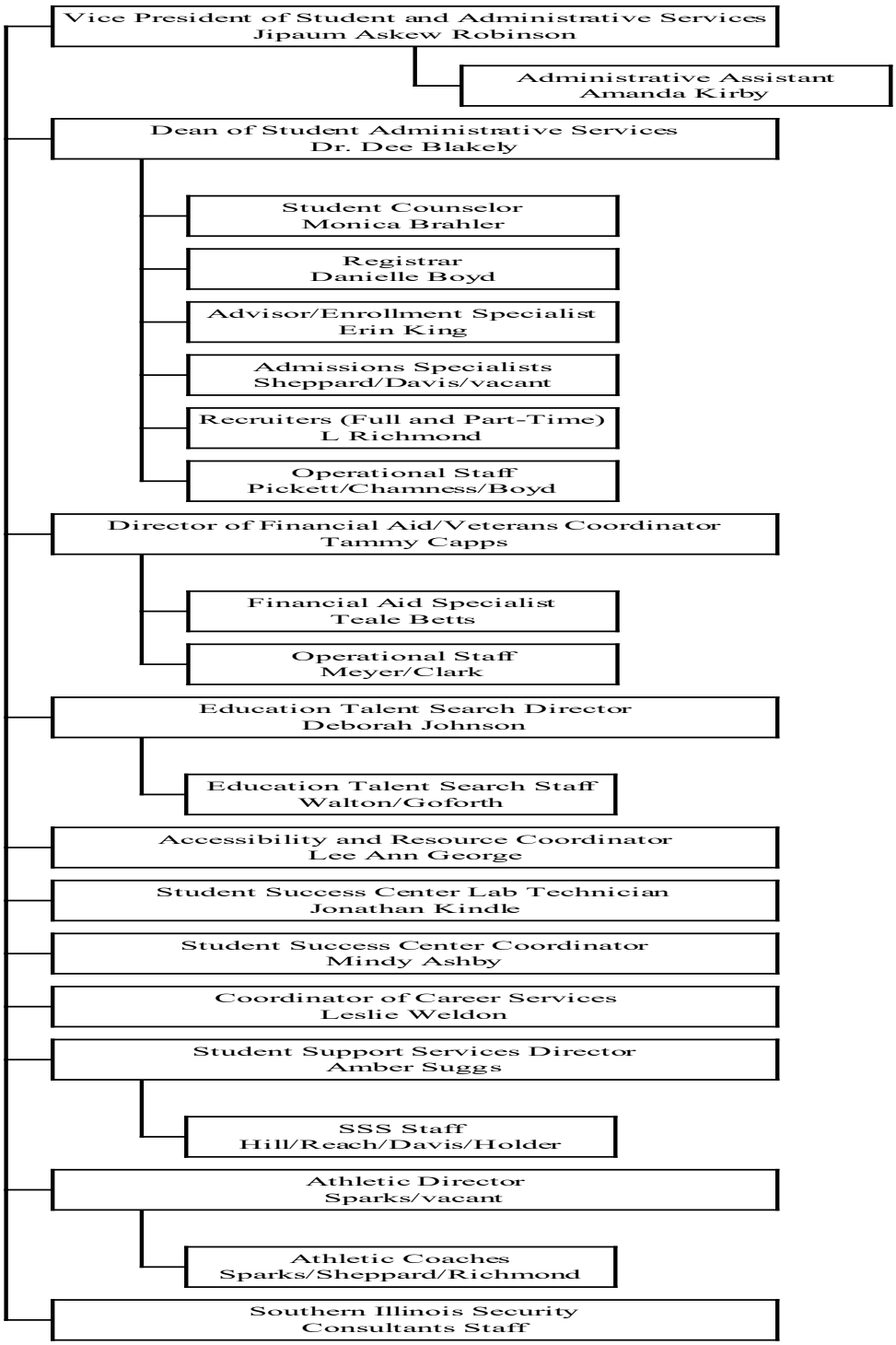
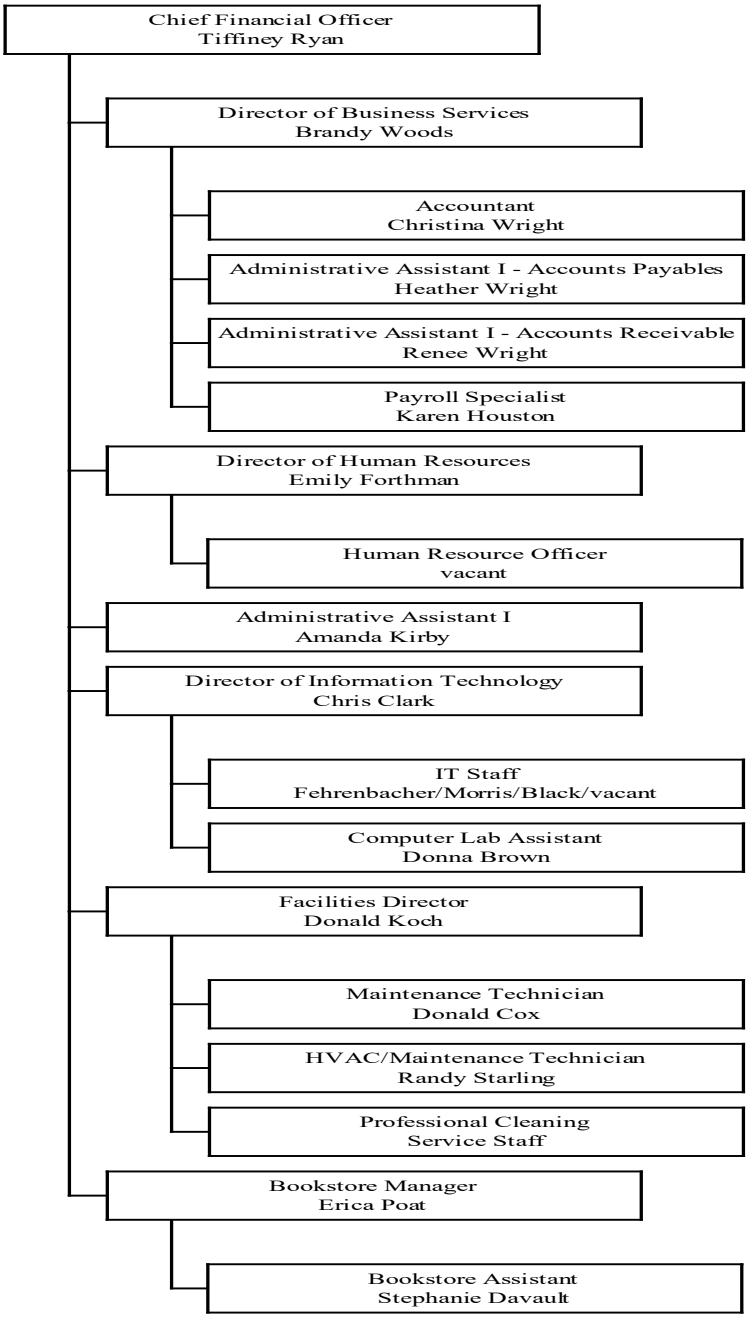


Business Services



EMPLOYEES

POLICIES GOVERNING EMPLOYEES 6100

DEFINITIONS 6105

Exempt: Not entitled to overtime pay.

Non-Exempt: Entitled to overtime pay when worked over 40 hours per week under Fair Labor Standards Act. All overtime must be pre-approved by the employee's immediate supervisor prior to the employee working the additional hours.

Full-time: A full time employee shall be defined as one who is regularly employed and regularly scheduled for forty (40) or more hours per week for a continuous period of nine (9) or more months per year.

Part-time: A part-time employee shall be defined as one who regularly works less than forty (40) hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Revised: July 2016

GENERAL POLICY AND PROCEDURE 6110

1. All full-time positions and salaries at the College will be considered for creation and elimination by the Board of Trustees. Part-time positions and salaries may be established by the College President within the approved budget and ratified by the board at the next regularly scheduled meeting.
2. All employees of the College district will be considered for appointment upon the recommendation of the President except for the legal counsel, auditor, and President. Should a recommendation be rejected by the Board, it shall be the duty of the President to make another nomination.
3. It shall be the responsibility of the President to ensure that all candidates recommended for employment meet the qualifications established by the Board of Trustees and by statutes for the positions recommended. A transcript audit review of all adjunct applicants will be conducted by the Vice-President of Instructional Services, Dean of Instructional Services, and the Department Chair to assure academic qualifications are met for instructional personnel. In addition, prospective applicants are required to participate in an interview with the appropriate Division Chair and upon recommendation, the lead instructor for the specific field of study.
4. All hiring shall be centralized in the human resource office that shall be advised of the existence of all vacancies.
5. All applications should be mailed or delivered to:
   Human Resources
   Shawnee Community College
   8364 Shawnee College Road
   Ullin IL 62992

Establishment of Need

1. When a vacancy occurs in an existing and budgeted position, the President is authorized to approve the filling of the vacancy and shall direct the administrator for the division in which the vacancy occurs to prepare a Request to Fill a Vacancy Form / Vacancy Announcement.
2. When a new position is created and approved by the Board of Trustees on the recommendation of the president, the administrator responsible for the division in which the position is created shall prepare a Request to Fill a Vacancy Form / Vacancy Announcement.
3. The Request to Fill a Vacancy Form / Vacancy Announcement must be reviewed by the Affirmative Action Officer for his/her concurrence that said qualifications are not discriminatory in nature.
4. After approval by the President and/or Board of Trustees to fill the vacancy, notification shall be given to Human Resources to begin the recruitment/hiring procedures.

Recruitment Process

1. Once the human resource office is in receipt of the approved Request to Fill a Vacancy Form / Vacancy Announcement, distribution of the vacancy announcement will be disseminated as follows:
   a. Recruitment for Level 4 Management and below positions will be posted on campus prior to being released to the news media. The President may authorize the position to be advertised in area papers.
   b. Post a vacancy announcement for all positions on bulletin boards located in the administrative area of Building H and lower faculty office area in Buildings J.
   c. The vacancy announcement will be given to the Marketing department for immediate purchase of advertisement in appropriate media and placement on the college's website.
   d. Forward to the placement service of the public universities in Illinois, Southeast Missouri State University, and Murray State University as needed.
   e. Forward to the placement service of all Illinois community colleges as needed.
   f. Forward to the placement service of institutions with high minority enrollments as needed:
      Fisk University, Nashville, TN 37203
      LeMoyne-Owen College, Memphis, TN 38126
      Lincoln University, Jefferson City, MO 65101
      Philander Smith College, Little Rock, AR 72202
      Tennessee State University, Nashville, TN 37203
      Chicago State University, Chicago, IL
   g. Notices may also be sent to national publications depending on the need for a national search.
      Chronicle of Higher Education
      Suite 700, 1255 23rd Street NW
      Washington, DC 20037

      Community College Week
      10520 Warwick Avenue, Suite B-8
      Fairfax, VA 220030

      AACJC Careerline (in the Time-AACJC Publication)
      One DuPont Circle, NW
      Washington DC 20036

Selection Procedures

1. All applications shall be received by the Human Resources Director.
2. As candidates apply, the Human Resources Director / Affirmative Action Officer will separate the Equal Opportunity Information Form from the application so that the hiring committee doesn't see it. The candidate's completion of this survey is voluntary.
3. A search/screening committee will be utilized for all full-time staff positions. Appointments to the search screening committee shall be as follows:
   a. President– Committee to be appointed by the Board of Trustees.
   b. Vice-President/Management/Faculty/Classified – Committee to be appointed by the President and will include appropriate persons from throughout the college. The Vice-President of the division in which the vacancy occurs shall be a member of the committee and shall chair the committee unless otherwise directed by the President.

   The committee's purpose shall be to screen, interview, and recommend the top three candidates unranked to the President for employment consideration.
4. From the review of the applications, the employing unit and/or the search committee will select for interview those applicants who meet the criteria for the position to the highest extent.
5. All candidates selected for an interview will be required to attend a meeting with the screening committee on campus. No interviews will be conducted via telephone. (President approval is required for *preliminary* interview to be conducted via technology over the Internet in extenuating circumstances.)
6. The interview and appraisal process should be as objective as possible. The committee will rank the candidates based on job qualifications, answers given during interview, as well as overall interaction with committee. The strengths and weaknesses of each candidate will be sent along with the recommendation of the top candidates to the President.

7. Background investigations will be conducted on all applicants selected for recommendation to the board for hire. The investigative reports may include, but is not limited to; employment history, education, criminal records, credit history, motor vehicle records, personal references, and any data provided on the application, or during the interview process. The applicant will be asked to sign a Disclosure and Authority to Release Information form during the interview process.
8. After all interviews of applicants have concluded, an Applicant Evaluation Form should be completed in detail for each applicant file forwarded from the Human Resources Office. Specific explanations must be provided enumerating objective, job-related reasons, why a particular candidate was not recommended for hire, or why a particular candidate was recommended for hire.
9. The responsible Vice-President or the President's designee shall recommend the most qualified applicant to the President for consideration. The recommendation will include at least three reference checks on each applicant being recommended for consideration and shall include references from at least two previous supervisors, if possible. The recommendation shall also summarize the experience and qualifications of the finalist along with a copy of his/her credentials.
10. The President shall make a recommendation of employment to the Board of Trustees for consideration. In the case of Vice-President or Presidential vacancies, the Board of Trustees may, at its discretion, elect to be involved in the screening and employment process.

All forms referred to in this policy will be maintained in the appendix of the Board Policy Manual.

Revised: September 2011, July 2014, June 2015, July 2016

EMPLOYMENT OR SUPERVISION OF IMMEDIATE FAMILY MEMBERS 6111

Employees of the College or members of the Board of Trustees shall not, directly or indirectly, initiate, influence, supervise, or participate in any personnel action (including recommendations for employment) involving members of their immediate families. For the purpose of this policy, the term immediate family member is defined as spouse, civil union partner, mother, father, son, daughter, foster parents, brother, sister, step-mother, step-father, step-daughter, step-son, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law of a current full-time employee or member of the Board of Trustees.

A recommendation to employ an immediate family member of a College employee or Board member will require written documentation that the person is clearly the best qualified candidate for a given vacancy and that the employment is in the best interest of the College.

Revised: July 2016

CONFLICT OF INTEREST/FRATERNIZATION 6111A

Shawnee Community College is committed to providing a working and learning environment that provides equal educational and employment opportunities to all students, employees and other individuals. Personal relationships in which one individual has power or status advantage over another has the potential to interfere with the College's ability to provide such equal employment and educational opportunities. SCC therefore prohibits personal relationships as defined in this policy.

An employee may not engage in supervisory, administrative or teaching decisions directly involving a member of his/her immediate family or individuals with whom he/she has a personal, non-professional relationship. The College does not allow a person in a dating relationship to work for or supervise the other person in that relationship. Further, SCC reserves the right to take quick action if an actual or potential conflict of interest arises that involves relatives or persons in a dating relationship who are in positions at any level (higher or lower) in the same line of authority, or who are in positions of trust requiring a segregation of duties.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to inform the Director of Human Resources of the relationship. The Director of Human Resources will then ask the two employees to decide which one of them will apply to be transferred to another available position for which he or she is qualified. If the employees do not make the decision within 14 calendar days, SCC will decide which one will need to be transferred, or if necessary, terminated from employment.

Because of the commitment to maintaining an environment that supports our educational goals, Shawnee Community College prohibits romantic, sexual, and exploitative relationships between College employees and students. In the event that any such relationship is reported and confirmed, the College employee is subject to employee disciplinary procedures up to and including termination in the case of administrators and staff members, or dismissal for cause in the case of faculty members. The policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

Shawnee Community College will take whatever action it deems necessary or appropriate to prevent behavior that violates sexual misconduct as outlined by policy 4520, section 6.

New Policy: December 2016

EMPLOYMENT CONTRACTS 6112

Unless otherwise decided by the Board of Trustees, the President, CFO, and Vice Presidents of the College shall be employed pursuant to a written employment contract. All other employees that are not subject to a collective bargaining agreement shall receive written notice of employment from the College that summarizes the terms of employment. The notice of employment is not a written contract between the College and an employee.

A written contract between the President, CFO, and Vice Presidents will define such employee's rights, duties, responsibilities, and incidents of employment that are being extended to such employee by the College. The terms and provisions of any such contract shall control over the statements contained in this policy manual. Only the Board of Trustees may authorize the President to execute a contract of employment. Unless otherwise stated in an employee's written contract and/or a collective bargaining agreement, employees of the college are employed at the sole and exclusive will and discretion of the Board of Trustees. Unless agreed to otherwise in an employment contract or collective bargaining agreement, employment with the Board may be revoked, terminated, changed, or modified from time to time by the Board at its sole discretion or its pleasure, without cause, and without any liability therefore.

Employment contracts shall be developed, issued, and updated annually by the College President with the assistance of the College attorney. A sample copy of the contract is included as an appendix to the Board Policy Manual.

Normal Expectations: Because of the many activities required to keep the college functioning, full-time staff may be called upon to perform a variety of services for the institution apart from those normally considered to be their regular job duties including teaching courses during their regular work hours. Because these situations are considered to fall within the normal operating hours of the college (7:45 a.m. – 4:15 p.m.), they would not constitute grounds for payment of additional compensation.

Revised: October 2012, November 2013, July 2016

MEAL BREAK 6114

All employees working at least a 7.5 hour shift will receive an unpaid lunch period of 30 minutes taken by the 5th hour of beginning their shift. Employee may choose to take a 15 minute morning and afternoon break as well or forego these breaks in order to extend the lunch break.

New Policy: July 2016

CONDUCT AND APPEARANCE 6117

The reputation of Shawnee Community College in the district is reflected by one's attitude toward students, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which SCC is operated. Regardless of the position, it is important to remember that good manners, appropriate dress, and a willing, cooperative attitude are expected as part of the job.

An individual's personal appearance on the job reflects the image of Shawnee Community College. Employees are expected to care enough about themselves and their position to be neat and well-groomed at all times on the job. Inappropriate or unclean clothes detract from SCC's image and cannot be allowed. Employees should dress in a manner appropriate to their position or job category. Jeans and shorts are not acceptable dress unless approved by the President for a special purpose or event.

New Policy: July 2016

PROFESSIONAL DEVELOPMENT COURSES 6120

At the beginning of each academic year, the President will distribute a listing of courses that may be taken for professional development.

Full-time professional staff who wish to enroll in these classes may do so with the written permission obtained in advance of their immediate supervisor and at times outside of time assigned for professional duties and responsibilities.

Full-time professional staff will be compensated $50.00 for the successful completion of each course from the list of courses identified as eligible for professional development. Payment will be made within a month following the successful completion of the course(s) with a grade of "C" or better or "P".

Employees can take college courses during work hours as long as it is during their lunch break between the hours of 11 a.m. – 1 p.m., or during evenings or weekends.

Revised: July 2016

IN-HOUSE PROFESSIONAL DEVELOPMENT 6121

In-house Professional Development Units (PDU) will be offered to full-time employees various times throughout each semester. All in-house professional development opportunities that qualify for a PDU will be pre-approved through the Professional Development Committee and have the final approval of the President.

Full-time employees participating in in-house professional development will be responsible for maintaining an individual In-House Professional Development Training Sheet. The sheet will be used for comparison with attendance sheets from each training event.

An attendance sheet will be available at all approved PDU events. Opportunities for In-House Professional Development Units will generally be available in one (1) contact hour increments. One (1) PDU is equal to one (1) contact hour.

Full-time employees will receive a $50 stipend for successful completion of seven (7) PDUs within a semester, with a fourteen (14) PDU maximum per semester. Completion of seven (7) PDUs will be verified by submitting an enrollment for IND 195 In-House Professional Development. The enrollment form will be signed and verified by the Chairperson of the Professional Development Committee. Payment will be made within a month following the successful completion of seven (7) PDUs.

HOLIDAYS 6130

It is the policy of the Board of Trustees that Shawnee Community College recognize the following holidays as official holidays of the College:

Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Day Before Thanksgiving
Through Day After Thanksgiving
Christmas Eve Day Through
New Year's Day

1. Holidays that fall on Saturday or Sunday may, at the President's discretion and based on the best interests of the College, be observed on Friday or Monday.
2. In case of emergency or if it should be in the best interest of the College, the President may declare holidays in addition to those established by the Board and notify faculty, staff, and students accordingly.
3. In case of emergency during which the campus is inaccessible for instruction for periods longer than the emergency make-up days identified on the annual academic calendar, the President may convert official holidays to emergency make-up days according to Systems Rules Manual of the Illinois Community College Board (ICCB) Section 1501.303 e. 6.
4. The Board of Trustees may, for a special and significant purpose, declare an additional holiday.

Non-exempt employees: work done by non-exempt employees who are asked to work on holidays will be paid double time. Non-exempt employees that work on a day that falls on a day that others have off (Monday through Friday) will be paid at one and one-half time the normal rate of pay.
Revised: November 2004 effective Spring 2006 calendar, July 2016, May 2020

STATE UNIVERSITY RETIREMENT SYSTEM PARTICIPATION 6145

Participation in the State University Retirement System (SURS) is mandatory on the first day of employment for all new full- and part-time College employees. New employees should contact the Business Office to complete the necessary SURS forms to assure that proper retirement deductions are made beginning with the first day of employment. Only students, retirees from the system, and those persons whose employment is irregular, intermittent, or temporary (less than a semester) are exempt from this state requirement.

PERSONNEL RECORDS 6150

All employees shall have the right, upon request to Human Resources, to review the contents of his/her own personnel file. Such review shall be available by appointment during normal office business hours. The file will be available for review within seven (7) days of the request. No employee shall remove any material from a personnel file; however, an employee shall have the right to a copy of the material available under this section at a cost of 0.10 per page and to have the copies made by College Human Resource personnel. A designated representative of the Board must be present when the employee examines his/her file. Confidential material, such as recommendations or evaluations from previous employers or colleges or universities attended shall not be deemed to be a part of the employee personnel file described in this section. An employee shall be afforded an opportunity to have inserted in his/her file a written response or explanation to any material in said personnel file.
Revised: July 2016

RESIGNATION 6190

If an employee resigns he/she should give the College as much advance notice of his/her departure as possible so that satisfactory arrangements for a replacement can be made. As a courtesy, please submit resignation in writing at least two (2) weeks in advance of termination of employment through the proper channels to the President.
Revised: July 2016

TERMINATION OF EMPLOYMENT 6192

When employees terminate their employment with Shawnee Community College, Human Resources will notify accounting, bookstore, Registrar, IT and library. If outstanding debts exist, arrangements must be made by the employee for debts with SCC. Contact Human Resources to set up a time to go through this clearance process and to return all keys issued on the last day of employment.
New Policy: July 2016

GRIEVANCE PROCEDURE 6195

Unless otherwise stated in the employee's notice of employment, the following will apply. Nothing stated herein shall be construed to grant an employee the right to file a grievance based on any action taken by the Board concerning matters such as employee discipline, suspension, and dismissal.

Definition

A grievance shall mean a complaint by an employee that there has been as to him/her a misapplication or misinterpretation of this policy manual.

Informal Resolution

The parties are encouraged to resolve through informal discussions any grievance as defined herein. Such informal discussions are not to be construed as a part of the grievance procedure.

Procedure

If such informal discussions do not lead to a satisfactory resolution of a grievance as defined herein, the grievance shall be processed according to the following procedure. The term "days" as used in the following procedure refers to days the College is open (i.e., when administrative offices are open), unless otherwise indicated.

First Step:

(1) If the employee is unable to resolve a grievance informally, a written statement of the grievance shall be prepared, signed, and delivered to the appropriate Vice-President within five (5) calendar days after the first event giving rise to the grievance. The written grievance shall specify the section or sections of the policy manual that are allegedly violated, misinterpreted, or misapplied, the full facts on which the grievance is based and the specific relief requested.

(2) Within five (5) days after the written grievance is submitted, a meeting shall be held with the grievant's Vice-President or his/her designee to resolve the grievance at a time mutually agreed to by all parties concerned.

(3) The Vice-President or his/her designee will answer the grievance in writing within five (5) days after such meeting.

Second Step:

(1) If the employee is not satisfied with the first step decision, the grievance may be referred to the College President within five (5) days after the first step answer is provided.

(2) Within five (5) days thereafter, a meeting shall be held between the employee, the President or his/her designee and other appropriate administrative personnel. The College President shall deliver an answer in writing to the grievant within five (5) days after such meeting with said answer to contain the decision of the College President and the reasons therefore.

Third Step:

If the employee is not satisfied with the second step decisions, that Board will consider the grievance at the next regular Board meeting. The Board, in its sole discretion, has the option of either summarily affirming the college President's decision or setting the grievance down for a hearing on a subsequent date. In either option, the decision of the Board of Trustees is final and conclusive. The grievant will be notified by the college President of the Board's decision within five days after the meeting of the Board of Trustees that disposes of the grievance.

OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST 6196

Full-time employees shall not at any time engage in any employment that would affect their usefulness as employees, would make time and/or energy demands upon the individuals which could interfere with their effectiveness in performing their regular assigned duties, would compromise or embarrass the College, would adversely affect their employment status or professional standing, or would in any way conflict with assigned duties.

Employees shall not engage in any other employment or any private business during the hours necessary to fulfill appropriate assigned duties.

RELEASE OF CREDIT INFORMATION 6197

When a request for credit information about a College employee is received in writing, the following information will be released: date of employment, position, current status.

Credit information will only be released if the request is accompanied by a signed release from the individual about whom information is requested.

Telephone requests for credit information will not be provided.

PUBLIC COMPLAINTS ABOUT PERSONNEL 6198

No citizen shall be denied the right to present a complaint about College personnel to the Board of Trustees. The preferred method of filing a complaint is to complete the online complaint report form. The resolution of such complaints will first be referred to the College administration for study and solution.

The College places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints. If feasible, the complainant shall be encouraged to first bring a complaint to the individual concerned.

Grievance Procedures

When any person shall have a complaint relating to any College personnel member or to any form of discrimination, the following steps shall be utilized.

Step I
(a) Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed and delivered to the Vice President responsible for the area of concern.
(b) Complaints of employees shall be first brought to the attention of the immediate supervisor for efforts toward resolution.
(c) Complaints of students, parents, and other persons having affiliation with the College shall be first brought to the attention of the appropriate supervisor for efforts to resolution.

Lack of resolution shall lead to:

Step II Complaints shall be immediately forwarded to the Vice-President of Student and Administrative Services.

Lack of resolution shall lead to:

Step III Complaints shall as soon as possible be forwarded to the College President.

If the above steps do not resolve the concern of the complaint, he/she may request an executive session of the Board of Trustees for the purpose of reviewing the President's decision. If the employee is not satisfied with the second step decisions, the Board will consider the complaint at the next regular Board meeting. The Board, in its sole discretion, has the option of either summarily affirming the college President's decision or setting the complaint down for a hearing on a subsequent date. In either option, the decision of the Board of Trustees is final and conclusive. The complainant will be notified by the college President of the Board's decision within five days after the meeting of the Board of Trustees that disposes of the grievance.
Revised: June 2014

POLICIES GOVERNING NON-FACULTY PROFESSIONAL STAFF 6200

STAFF SALARY GUIDELINES 6220

Salaries for college employees shall be established by:

1. Negotiated agreement for faculty represented by the Shawnee College Education Association.
2. The College Board of Trustees for all exempt, non-exempt, and part-time employees. Current salary level schedules are maintained in the appendix of the Board Policy Manual.

New employees must have worked nine (9) months in order to receive a raise in the beginning of the new fiscal year.

Normal Expectations: Because of the many activities required to keep the college functioning, full-time exempt staff may be called upon to perform a variety of services for the institution apart from those normally considered to be their regular job duties including teaching courses during their regular work hours. Because these situations are considered to fall within the normal operating hours of the college (7:45 a.m. – 4:15 p.m.), they would not constitute grounds for payment of additional compensation.

Revised November 4, 2013, July 2016

EMPLOYEE EVALUATIONS 6230

The purposes for staff assessment at Shawnee Community College are for improving skills and to provide a basis for retention of staff.

The primary evaluator will be each employee's immediate supervisor. The employee, besides being evaluated, will participate in the evaluation process by completing a self-evaluation.

The immediate supervisor will evaluate the employee's effectiveness according to the job description approved by the Board of Trustees. To describe the effectiveness of the employee, the supervisor will prepare an evaluation summary form based upon the observations of the supervisor and the employee. There will be two evaluation forms – (1) administrative/supervisory; and (2) classified/support.

The supervisor will complete the evaluation and present it to the appropriate vice-president for review and approval. The employee and the supervisor will **then** discuss, in a face-to-face conference, the employee's strengths and weaknesses noted in the evaluation. The employee and the supervisor will identify major goals for the next evaluation cycle. The employee will sign the evaluation. If there is a disagreement about the evaluation, the employee may request a review of the evaluation with the next highest line administrative officer.

It will also be the responsibility of the employee to serve as a self-evaluator and to develop professional job goals. Each employee may maintain personal files documenting work done toward completion of assignments. Personal files may include scholarly activities, community service work, and college work.

These files will not be included as part of the regular personnel files, personnel files being governed by the Personnel and Records Act of the State of Illinois. Each employee will share in the responsibility of discussing with his/her supervisor the evaluation document that notes the employee's strengths and weaknesses.

Revised: May 2003, June 2008

Evaluation Procedure

The following procedure and schedule will be used in conducting evaluations of administrative, supervisory, professional/technical, secretarial/clerical, and custodial/maintenance personnel.

1. A written job description will be kept on file for each position. This job description will be reviewed and will be the primary basis for establishing job objectives and performance indicators.
2. Job descriptions will be reviewed annually by the supervisor and the employee and brought up-to-date prior to recommendations for continued employment. All job descriptions must be forwarded to the College President for approval and recommendation to the Board of Trustees.
3. The evaluation schedule will run from January to December of each calendar year. During the period, the following activities will take place.

   December – The supervisor completes evaluation forms.

   January – **The supervisor will present employee evaluations to the vice-president for review and approval by signature**.

   February – The supervisor and employee conference will be held. The evaluation report that the supervisor has completed will be discussed, the job description updated if necessary, and the plan of action approved. In cases where evaluations indicate non-re-employment or a significant deficiency, the employee will be given sixty (60) days to correct deficiency.

   The employee will have the right to appeal the evaluation, and to do so, the employee may request a meeting with the next highest line administrator within seven (7) days of the evaluation conference. Written files will be maintained which identify the required remediation and note the final disposition of the evaluation conferences.

Based upon the evaluation conference and the evaluation report, recommendation will be made to the line administrative officers, and, subsequently, to the President of the College regarding re-employment. Further, progress reports will be filed with the College President regarding the status and progress of any remediation that is required.

March – Recommendations for re-employment will be made to the Board of Trustees by the President of the College.

For non-exempt employees: At the end of each month during the orientation period (90 days), an evaluation will be made by the immediate supervisor and submitted through the appropriate Vice-President to the President. After the orientation period, annual evaluations will be conducted by the immediate supervisor.

New employees not falling within the normal evaluation cycle will be evaluated after ninety (90) days of employment.

Evaluation Forms

There will be two (2) evaluation forms: the exempt form and the non-exempt form.

Determination of Annual Wage Increase

On an annual basis, the Board of Trustees will set aside funds for wage and salary increases, if funds are available. Employee eligibility for salary increase is based upon receiving an acceptable evaluation.

Remediation Procedure

Employees who do not receive a satisfactory evaluation shall be counseled and a plan to improve performance will be developed. A re-evaluation shall be completed after 30 days to document improvement, and if performance is not acceptable after 60 days, employment will be terminated.

Revised: July 2016

DISCIPLINE 6235

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. For other types of misconduct which are less serious, the employee's director may, at his/her discretion, choose to utilize progressive disciplinary action to give the errant employee a chance to correct his/her behavior. A manager may skip steps or repeat steps depending on the circumstances but the basic progressive disciplinary process includes:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Demotion or Dismissal

All disciplinary action should be in consultation with the Human Resources Director. Actions resulting in demotion or dismissal would then be taken to the President and Board for approval.

New Policy: July 2016

VACATION 6260

A. A full-time twelve-month employee will be granted vacation days. The number of vacation days granted will be based on length of FT service with the College.

Vacation Schedule:

Years of Service	Annual Vacation Days	Monthly Accrual Earned
Hire to 1 year	12	8 hours
1-2 years	13	8.66 hours
2-3 years	14	9.33 hours
3-4 years	15	10 hours
4-5 years	16	10.66 hours
5-6 years	17	11.33 hours
6-7 years	18	12 hours
7-8 years	19	12.66 hours
8+ years	20	13.33 hours

B. Vacation days which accrue during an employment period must be used during that period or within six months from the annual expiration of that period. Any accrued vacation days not used within the prescribed time will be forfeited. See Section D.

C. Vacation requests should be submitted to the employee's immediate supervisor at least one (1) week prior to the day(s) being requested. Vacation can be taken in hourly increments. Please note that efforts will consistently be made to accommodate all vacation requests for all employees. However, the College reserves the right to deny vacation requests if such requests will jeopardize the work of the College or place a severe handicap on other College employees. Absolutely no vacations will be allowed, except in cases of emergency, during the peak registration times prior to or during the first week of fall, spring, and summer semesters.

D. Any unused vacation hours up to a maximum of 50% of the vacation hours earned for the fiscal year may be converted to accumulated sick days, placed in a separate rollover bank, not recognized by SURS. Upon an employee's severance of employment with the college, for any reason, all accrued vacation hours will be expended or compensated.

E. Newly hired employees at the level of Vice President or above may be granted credit for years of service in an equivalent position at a previous employer for accrual purposes only.

Revised: July 2016, July 2017, September 2019

LEAVES 6270

SICK LEAVE 6272

Sick leave shall be interpreted to mean illness or injury of the employee or immediate family or household as required by law. The immediate family, for the purposes of this section, shall include the spouse, civil union partner, domestic partner, children, stepchildren, parents, stepparents, sisters, brothers, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Sick leave shall be granted at the rate of eighteen (18) days per year for all full-time employees not covered by the SCC/SCEA Collective Bargaining Agreement. Sick leave beyond the annual number of days granted shall not be expended except in cases of medical emergency of the individual or any member of the household.

If applicable, sick leave shall be accumulated without limit, and, in accordance with applicable statutory provisions. Employees will not be reimbursed for unused sick leave upon termination of his/her employment. Unused sick leave shall be applied toward service credit for retirement in accordance with the State Universities Retirement System (SURS). Full-time employees can see their balance by the Leave Plan link on their time card.

Sick leave can be taken in one hour increments for those not covered by the Collective Bargaining Agreement.

The Board and administration reserves the right to require a certification from a physician for the use of sick leave.

Revised: June 2015, October 2015, July 2016, July 2017, October 2019

SICK LEAVE TRANSFER PROCEDURE 6273

A full-time employee who has been employed for at least two years and who will expend all his or her sick leave, may request the transfer of up to twelve days of sick leave from the sick leave accounts of other full-time staff to his or her sick leave account. This sick leave may be used to cover absence as defined institutionally. With the approval of the President, the sick days may be established in advance of the staff member exhausting his or her available sick days by following this procedure. Employees may request the transfer of sick leave days one (1) time during their tenure with the college.

1. The employee shall inform his or her immediate supervisor in writing of the possible need to acquire additional sick days. Upon initial approval by the President, the employee shall proceed to submit a list of full- time employees and the days they are transferring to the immediate supervisor. Each employee shall initial the days they are contributing to the employee's account.
2. Once a list of staff and the days they are contributing has been approved, the employee and the immediate supervisor shall complete a schedule for all days requested specifying coverage of the missing person's duties and responsibilities for each day by the individual. This completed schedule must also then be approved by the President. Employees contributing sick days and consenting to provide coverage agree not to be paid overtime or overload for these additional duty assignments.
3. A record of all such transfers shall be kept in the employee's sick leave record. Individuals applying to have sick days transferred to their account under this procedure will be advised of the availability and appropriateness of other available leave options.

PERSONAL LEAVE 6274

Each academic or fiscal year, two (2) days will be given for all full-time employees not covered by the SCC/SCEA Collective Bargaining Agreement. Written application for such leave shall be made to the appropriate supervisor or his/her designee without reasons stated at least two (2) work days prior to the desired onset of such leave, provided, in an emergency, such application may be made at a later time with an explanation of such an emergency.

Personal leave may not be taken on commencement day, or immediately preceding or following a vacation period, or the first five (5) working days of each semester, unless the employee receives permission from his/her immediate supervisor due to the existence of extraordinary or emergency circumstances.

Personal leave can be taken in ¼ day (2 hours), ½ day (4 hours), ¾ day (6 hours), or full-day (8 hours) increments.

Revised: June 2015, October 2015, July 2016

FUNERAL LEAVE 6275

The Board shall grant each employee two (2) funeral days per college year without loss of pay. Leave shall be non-cumulative. The leave is applicable to the immediate family of the employee, which shall include the spouse, civil union partner, children, parents, sisters, brothers, grandparents, grandparents-in-law, grandchildren,

parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. One of these days is not restricted to the immediate family as defined above.
Revised: July 2016

UNPAID LEAVE OF ABSENCE 6276

An employee with at least six (6) months of service can request from Human Resources an unpaid leave for up to six (6) weeks for a qualifying medical situation which would otherwise meet guidelines of FMLA if only had enough time in position. This leave can only be granted if business demands allow and all vacation and sick/personal time have been exhausted. Insurance deductions would remain a responsibility of the employee.

Effective January 1, 2015, P.A. 98-1050 creates additional protections for pregnant employees. See posting on Administration bulletin board or Human Resources for details.

A leave of absence without pay for a period not to exceed one (1) year may be granted to exempt employees with at least three (3) years of consecutive full-time employment with Shawnee College for reasons which are deemed acceptable by the College Board. Such leaves may be granted for travel, professional study, parenting or other personal reasons.
Revised: July 2016

JURY DUTY 6277

Personnel subpoenaed as witnesses or as jurors in matters in which they have no personal or pecuniary interest shall receive time off with pay, provided that proper notice is given to their supervisor as soon as possible after being subpoenaed. Personnel will receive the difference between the daily rate of pay received for jury or court duty and his/her regular rate of pay, provided his/her daily rate of pay is more than received from court duty. Any expenses (mileage, meals, etc.) paid by the court to the faculty member shall be retained by him/her. Personnel will return to their working assignments during workdays, or any portion thereof, when their presence is not required for the legal proceedings.

FAMILY AND MEDICAL LEAVE 6278

Each employee with at least one year of service at Shawnee Community College that worked a minimum of 1,250 hours over the previous 12 months will be eligible to take up to 12 workweeks of unpaid, job-protected leave a fiscal year for certain family and medical reasons. Spouses employed by the same employer are jointly entitled to a combined and total of 12 workweeks. Written application for such leave shall be made 30 days in advance when foreseeable or as soon as practicable.

Family and medical leave for the purpose of this section, shall include the care of the employee's child (birth or placement for adoption or foster care), the care of the employee's spouse, civil union partner, son, daughter, or parent who has a serious health condition, or for a serious health condition that makes the employee unable to perform the job. Family and medical leave also includes leave for certain qualifying events arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation and shall also apply to a situation when an employee is caring for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty.

The 12 workweeks allowed hereunder shall be extended to up to 26 weeks of leave in a single 12 month period when an employee is caring for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12 months period.

The Board and Administration reserve the right to require medical certification to support a request of leave because of a serious health condition.

Subject to certain conditions, employees or employers may choose to use or require the use of accrued paid leave (such as sick or vacation leave) to cover some or all of the otherwise unpaid FMLA leave. The employee on family and medical leave will be entitled to medical benefits as though the employee was still on the job. The employee is to make the usual payment for the employee shared benefits while on family and medical leave.

The board and administration will follow all other provisions of the Family and Medical Leave Act as are adopted and which are considered current law. It shall be the responsibility of the employee seeking FMLA leave to know of such requirements and to speak with administration regarding any additional requirements under the law before exercising or requesting FMLA leave.

Revised: December 2009, July 2016

ABSENCE DUE TO INCLEMENT WEATHER 6279

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed: If the college is closed because of weather, the non-exempt, full-time employee's time card will designate the date as "College Closing" and will be given credit for eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather, the full-time employees time in attendance system would show "College closing" with a credit of eight (8) hours worked.

An employee who is unable to report due to inclement weather during the ours or portions of days that SCC is open will have the following options:

- Vacation, personal leave or comp time may be used.
- Employees who don't have any available time to use stated above, would take the time unpaid.

New Policy: July 2016

AMERICANS WITH DISABILITY (ADA) 6280

Shawnee Community College has a policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Consequently, Shawnee Community College intends to comply with the Americans with Disabilities Act (ADA) as now in effect or as may be amended.

Any individuals seeking a "reasonable accommodation" under the ADA should submit their request to Human Resources on the form requested by Human Resources for "reasonable accommodation" and shall include such information as requested by Human Resources. A determination on the requesting individual's request for "reasonable accommodation" shall then be made by the President and conveyed to the requesting individual.

Revised: July 2016

FREEDOM FROM UNLAWFUL DISCRIMINATION AND HARASSMENT 6281

Shawnee Community College has a policy not to discriminate against qualified individuals because of his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

Shawnee Community College has a policy to protect employees from any form of harassment, including but not limited to sexual harassment and to further protect against unfounded charges of unlawful discriminations, harassment or any other unfounded charges that may arise in the workplace.

It is the policy of Shawnee Community College to ensure Equal Opportunity and to promote affirmative action in the workplace. Shawnee Community College's policy is to give all protections available to its employees under applicable State and Federal laws.

New policy: December 2014

GROUP INSURANCE 6290

Employees who on average, over a 12-month period, work 30+ hours, will be offered health insurance. Insurance would be effective on the first day of the month following thirty (30) days of eligible employment.

FLOWERS AND MEMORIALS 6292

If the President's office is notified, appropriate flowers/plants for funerals will be purchased to memorialize the contributions of staff members and their immediate family members. The President's office will make arrangements for the purchase and delivery of the flower/plant. Memorials will be sent for the following when notified: Active and retired staff members or spouses, civil union partners, children, father (step and in-law), mother (step and in-law), and active and retired Board members. Under special circumstances, the President may choose to send to an individual not listed above. The flowers/plant sent will officially acknowledge the sorrow of SCC as a whole, the President, and the Board.

New Policy: July 2016

ARTICLE VI - EMPLOYEES Section 6000

AT-WILL EMPLOYMENT STATUS FOR NON-EXEMPT PERSONNEL 6296

Illinois is an "employment at-will" state, meaning that an employer or employee may terminate the relationship at any time, without any reason or cause. The employer, however, cannot discriminate based on race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental handicap, military service or unfavorable military discharge. The Board reserves the right, at its sole and exclusive discretion, to change, modify, add to, or decrease job assignments and duties of an Employee of the College to ensure the College functions as the Board desires.

Revised: July 2016

POLICIES GOVERNING FACULTY 6300

DEFINITION OF FACULTY 6310

Section 103B-1 Et Seq. of Chapter 122 of Illinois Revised Statutes, a portion of the Illinois Public Community College Act, outlines how "faculty members" of a community college may obtain tenure, how they may be dismissed from their service with a college and how a reduction in their numbers may be achieved by the College. Naturally, Shawnee Community College intends to follow the dictates of that statute. There are, however, certain terms contained in said statute that require further definition in order to permit a clear understanding and application of the statute.

The aforementioned statute, inter alia, provides that a "faculty member" employed by the district for a period of three (3) consecutive years shall enter upon tenure unless dismissed as further provided in the statute. Section 103B-1 defines a "faculty member" as follows:

> "Faculty member" means a full-time employee of the district regularly engaged in teaching or academic support service, but excluding supervisors, administrators and clerical employees."

Some of the terms in the foregoing definition of "faculty member" need clarification. Accordingly, the Board of Trustees of Shawnee Community College shall adopt the following definitions in regard to its application of the aforesaid portion of the Illinois Public Community College Act to faculty members of Shawnee Community College.

1. Full-time employees (not part-time employees)

"Full-time employees", which excludes part-time employees, shall, for any school year, mean and include any employee who meets with any of the following conditions:

A. Such employee is engaged exclusively in teaching and services directly related thereto consisting of at least 30 equated credit hours per school year and performs primarily on-campus services directly related to such teaching for an additional 10 clock hours each week during the school year including, but not limited to, maintaining office hours for students, tutoring students, preparing for class, grading, academic advising, and serving on academic or faculty committees.

2. Regularly Engaged.

"Regularly engaged" shall, for purposes hereof, mean and require that the faculty member be engaged in teaching or academic support services, or a combination thereof, more than fifty percent of the time. In determining time devoted, actual hours will be considered. An employee will not be considered regularly engaged in teaching, for example, if such employee teaches a one-half course load and supervisory or administrative duties are otherwise performed.

3. Academic Support Services.

"Academic Support Services" shall mean and include those services performed by professional staff members required to exercise professional judgment and discretion rather than managerial, classified, or clerical employees, which directly and specifically support the teaching or academic activities of the community college.

4. Supervisor.

"Supervisor" means and includes any individuals having:

A. The duty, responsibility, or authority to recommend the employment, transfer, suspension, dismissal, promotion, assignment, reward, discipline or other matters regarding the employment of other individuals; or,

B. To adjust or attempt to adjust the grievances of such other individuals; or

C. To direct such other individuals and their activities.

Any such duty, responsibility, or authority shall not be of a merely routine or clerical nature, but requiring the use of independent judgment.

5. Administrator.

"Administrator" means and includes any individuals who manage, conduct, direct or superintend the execution, application or conduct of persons, things or operations of the Board of Trustees of the community college. The term shall be deemed to include personnel assisting administrators in such administrative activities as their principal function. Administrators shall include but not be limited to the following positions: Vice-President of Instructional Services and Vice-President of Student and Administrative Services, Chief Financial Officer, Dean of Instructional Services, Dean of Adult Education and Alternative Instruction, Dean of Student Administrative Services.

6. Administrative Support Services

“Administrative Support Services” shall mean and include those services performed by professional staff members who are required to exercise professional judgment and discretion and administrative support assistance rather than managerial or supervisory, which directly and specifically supports the key administrative positions of the community college. The minimum education level required for these positions will be a bachelor’s degree.

7. Classified/Support Employees.

"Classified/Support Employees" means and includes every full and part-time employee who is not regularly engaged in teaching or academic support services, and is neither a supervisor nor administrator. Clerical employees shall include, but not be limited to, the following positions: clerks, receptionists, executive secretary I & II, lab assistants, bookstore assistants, executive assistants, administrative assistants, administrative support services staff, and maintenance assistants.

8. The foregoing definitions shall yield to the express declarations or definitions contained in an employee's individual notice of employment.

9. Tenure.

Any full-time faculty member employed for a period of three consecutive years shall enter into tenure unless dismissed by the Board sixty days prior to the end of the school year and as is otherwise provided by the Tenure Act Chapter 122, Section 103B-2.

Revised: July 2007, July 2016

TENURE DEFINITIONS 6315

Article IIIB of the Illinois Community College Act provides tenure for any full-time faculty member of community colleges (excluding supervisors, administrators and clerical employees) who have been employed for three (3) consecutive years.

The Shawnee Community College Board of Trustees Policy Manual sets forth definitions to clarify employee eligibility for tenure with District Number 531.

Shawnee Community College personnel not eligible for tenure status as per policy definitions are as follows:

A. Administrators (shall include, but not be limited to, the following positions)
   1. President
   2. Vice-President of Instructional Services
   3. Vice-President of Student and Administrative Services
   4. Chief Financial Officer

B. Supervisors (shall include, but not be limited to, the following positions)
   1. Dean of Instructional Services
   2. Dean of Adult Education and Alternative Instruction
   3. Dean of Student Administrative Services
   4. Director of Information Technology
   5. Director of Financial Aid/Coordinator of Veterans and Military Personnel
   6. Director of Anna Extension Center/Recruiter
   7. Director of Cairo Extension Center
   8. Director of Metropolis Regional Education and Training Center
   9. Director of Student Support Services
   10. Director of Business Services
   11. Director of Educational Talent Search
   12. Director of Learning Resources and Instructional Technology
   13. Director of Institutional Research
   14. Director of Human Resources
   15. Facilities Director

C. Grant Support Staff (shall include, but not be limited to, the following positions)
   1. Accessibility and Resource Coordinator
   2. SSS Academic/Retention Specialist
   3. SSS Career/Transfer Advisor
   4. Talent Search Academic Specialist

D. Other Support Staff (shall include, but not be limited to, the following positions)

   1. Accountant
   2. Admission Specialist/Advisor/Baseball
   3. Advisor/Admission Specialist
   4. Advisor/Recruiter
   5. Advising Specialist
   6. Advising Specialist/Women's Basketball Coach
   7. Adult Education Coordinator
   8. Agriculture Coordinator/Instructor
   9. Alternative High School Coordinator
   10. Bookstore Manager
   11. Business and Industry Training Coordinator
   12. Career Services Coordinator
   13. Coordinator of Community and Economic Development
   14. Coordinator of Career Services
   15. Educational Opportunity Specialist
   16. Educational Technology Specialist
   17. Computer Services Specialist
   18. Executive Administrative Assistant to President/Human Recourses
   19. Fitness Center Coordinator/Men's Basketball Coach/Asst. Intramural Coordinator/P.E.
   20. Financial Aid Specialist

21. Health Training Specialist
22. Information Technology Support Specialist
23. Librarian
24. Local Network Administrator
25. Marketing Coordinator
26. Payroll Specialist
27. Recruiter/Softball Coach
28. Registrar
29. Marketing Coordinator
30. Small Business Counselor
31. Student Success Center Coordinator
32. Student Counselor

33. Student Information System Specialist
34. Traffic Safety Coordinator
35. Truck Driving Coordinator

E. Administrative Support Services (shall include, but not be limited to, the following positions)
1. Instructional Services Program Assistant
2. Student Success Center Assistant
3. Lab Assistant/Lab Safety Officer
4. SSS Learning Skills Specialist/Tutor Coordinator

F. Operational Personnel (shall include, but not be limited to, the following positions)
1. Secretaries/Executive Assistants/Administrative Assistants/Clerks/Receptionists
2. Bursar/Accounts Receivables
3. Accounts Payables
4. Buildings, Grounds, and Maintenance Personnel
5. Computer Lab Assistants

G. Part-Time Faculty

Revised: July 2007, August 2015, October 2015, July 2016

FACULTY ASSESSMENT PROGRAM 6320

I. INSTRUCTIONAL ASSESSMENT

1. The purposes for instructional assessment at Shawnee Community College are primarily for improvement of instruction and secondarily to provide a basis for promotion and retention of instructors.

A. Frequency of Assessment.
1. Tenured faculty shall be formally evaluated once every three (3) years.
2. Non-tenured faculty shall be formally evaluated each year.

B. Assessment Instruments and Techniques.
1. Student Assessment.
a) Each instructor shall be assessed each semester by the students in all classes. The evaluation instrument will be available to students in the start of final's week. The instructor shall keep and use these assessments for instructional improvement purposes as he/she deems appropriate. These assessments will be shared with the appropriate Vice-President at the summary assessment conference. All student assessments are to be returned to instructors following this conference. Each instructor will use the standard assessment instrument provided. The instructor may add additional items to the form if he/she so desires. Additional forms may also be used if desired by the instructor. (See Student Assessment Form)
2. Self-Assessment.
a) Each instructor will complete a self-assessment of his/her teaching during

spring semester of each year he/she is to be formally evaluated. This self-assessment will then be discussed with the Vice-President of Instructional Services or his/her designee at a summary assessment conference near the end of spring semester.

b) During the spring semester of each year in which the instructor will not be formally evaluated, the instructor shall formulate goals he/she wishes to accomplish during the following academic year. These goals shall then be discussed with the Vice-President of Instructional Services or his/her designee at an informal planning conference. No set number of goals or specific format for goal setting is required. The purpose of this activity is to provide information for developing staff development activities for the College.

3. Administrative Assessment

Administrative Assessment will be based on:

a) Jointly planned (instructor-administrator) classroom evaluations.

b) Periodic classroom visits for the purpose of allowing administrators to keep abreast of the instructional process.

c) Direct observation by the administrator of instructional related activities. (Example: instructor reports, student advisement)

Administrative Identification of Teaching Strengths and Suggested Areas of Improvement shall be the reporting instrument for administrative assessment of faculty. (See Appendix)

4. Summary Assessment Conference

Each instructor shall meet with the Vice-President of Instructional Services or his/her designee during spring semester of the formal evaluation year following the completion of the above assessment. The purpose of this conference will be to review and summarize the assessment results and plan an individualized program of professional development based on identified strengths and weaknesses. Before the conference, the instructor should develop a proposed plan for professional growth and for the improvement of his/her instruction. The results of this plan will be reviewed by the instructor and the Vice-President the following year. Since the emphasis of the evaluation program is on the positive effects evaluation can have on instruction, each instructor should devote time in order to make his/her courses better each year.

CONTRACT BETWEEN SHAWNEE COMMUNITY COLLEGE BOARD OF TRUSTEES AND SHAWNEE COMMUNITY COLLEGE EDUCATION ASSOCIATION 6330

The provisions of the negotiated contract between Shawnee Community College Board of Trustees and Shawnee Community College Education Association shall constitute the terms of employment of all full-time on-campus day teachers. A copy of the current contract shall be maintained in the appendix section of this document.

GENERAL POLICIES 6340

Definition and Explanation of Part-Time Faculty Status

Part-time faculty are those faculty who teach twelve (12) equated hours or less each fall and spring semester, six (6) equated hours or less each summer semester on a non-continuing basis or, in the case of adult education, public service and special training instructors, those who teach less than thirty (30) contact hours per week. Appointments are for a limited and specified period of time one semester or less only and any hours taught under the category of part-time faculty will not apply toward any permanent status with the College. Instructional assignments of part-time faculty depend on sufficient enrollment that will not be verified until registration is completed.

Faculty and adjunct faculty members have the expectation that for every hour spent teaching in the classroom, an additional 1.25 hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, and working with students, etc.

Qualifications

1. Baccalaureate Courses: Master's degree with eighteen (18) graduate hours appropriate to the academic field of study or discipline in which they are teaching is required. A master's degree in the appropriate discipline is preferred.
2. Career and Technical Courses: A bachelor's degree with preparation in a specific career field or a combination of education, training, and experience with a minimum of 2,000 hours of work experience is required.
3. Acceptable Coursework: All undergraduate coursework must be earned from a regionally accredited institution in courses associated with the discipline in which the instructor will teach. All graduate coursework must be earned from a regionally accredited institution in courses at the graduate level in either the specific discipline or professional education studies.

ARTICLE VI - EMPLOYEES **Section 6000**

Duties and Responsibilities

Part-time faculty are directly responsible to the Vice-President of Instructional Services or his/her designee. Duties and responsibilities are as follows:

1. To teach classes assigned by the appropriate Vice-President or the President consistent with stated course objectives and to meet all classes in accordance with the published times for said classes.
2. To observe, support, and enforce the regulations, policies, and programs of the College.
3. To represent the College creditably with respect to any of its activities.
4. To fulfill all terms of the notice of employment unless, through mutual agreement between the College and the individual, an exception is arranged.
5. To perform other professional duties as assigned by the appropriate Vice-President or the President.

Employment Rights and Limitations

Full-time teaching employees have, in addition to their classroom instruction, other teaching duties and responsibilities that are not required of part-time faculty such as the responsibility to prepare standard course outlines and duties related to standing and special committee assignments.

Part-time instructors are not entitled to the same employment rights granted full-time teaching faculty. They shall serve at the pleasure of the Board of Trustees under terms of their individual employment contract.

Part-Time Faculty Teaching Salary

Unless otherwise approved by the Board of Trustees, all part-time adult education, public service, and training instructors will be paid on a per contact basis at a rate approved by the Board of Trustees. A schedule of current pay rates is included in the appendix to the Board Policy Manual.

Absences

When a part-time academic, vocational or continuing education instructor is absent from a teaching assignment because of illness or other causes, he/she will not be compensated for the instruction missed, unless the circumstances prohibit the College from employing a substitute to replace the instructor.

Pay for Substitute Teaching

Substitute teachers for baccalaureate, vocational and/or continuing education classes will be paid on a pro-rated amount based upon the part-time salary rate that is determined annually by the Board of Trustees.

Contracts

All contracts for part-time teaching assignments will be issued at the time assignments are made and prior to the first class meeting. The contract will be for only a limited and specified time period and the College assumes no contractual obligation for subsequent employment beyond the dates indicated on the contract as issued. Part-time contracts must be signed and returned before the first scheduled class meeting. If the College decides to cancel all of the tentative scheduled classes on the contract, the contractual obligation will be determined by the contract between the College and the instructor. (See Sample Contract in Appendix)

Class Assignments

Tentative assignments of part-time faculty shall be made by the Vice-President of Instructional Services.

The instructor shall meet all scheduled class(es). The Vice-President of Instructional Services shall decide if sufficient enrollment exists to justify offering the course before or after the first class meeting.

Part-Time Teaching Load

Part-time faculty at Shawnee Community College may teach no more than twelve (12) equated hours per semester or, if employed on a per-contact hour basis, no more than twenty-nine (29) hours per week.

Revised: July 2005, September 2009, August 2014, June 2015, July 2016, January 2018

EVALUATION OF PART-TIME FACULTY 6360

Part-time instructors will be evaluated according to Policy 6320. The same provisions apply.

Revised: January 2014

DISMISSAL OF PART-TIME FACULTY 6370

Part-time faculty shall be dismissed as per terms of the individual's notice of employment with the College.

REQUIRED CLASS SIZE POLICY FOR COMMUNITY EDUCATION CLASSES 6390

A second-class meeting enrollment sufficient to cover the direct instructional costs will be required for all community education classes. The minimum enrollment levels will be determined by the Vice President of Instructional Services.

Part-time community education instructors are not entitled to sick leave, vacation, group insurance or other fringe benefits provided other employees of the College.

Community education instructors must make up all absences by extending class periods or holding an alternate class period.

Instructors are responsible for assisting with the registration of students. Students may register at the first or second meeting of the class. Special permission may be granted for late enrollments if approved by the Dean of Instruction and the instructor.

All instructors teaching community education courses will prepare and distribute course syllabi to their students at the first class meeting in an effort to adequately inform each student of the course content, course requirements and materials needed and the basis for evaluating student progress. This will allow each student sufficient time to adequately examine the nature of the course and initiate a withdrawal if the course does not meet the student's needs.

Revised: August 2014

BUSINESS OPERATIONS OF THE COLLEGE

FINANCIAL OPERATION 7100

FISCAL YEAR 7110

July 1 through June 30 shall be the official fiscal year for Shawnee Community College. This fiscal year will be used in preparing budgets and annual reports.

BUDGET DEVELOPMENT AND ADOPTION 7120

In conjunction with annual planning, the President during November of each year will initiate a college-wide budgeting process based on projected revenue and appropriate administrative guidelines. Each college Vice-President will submit his/her department budget to the President no later than March 1 for the next fiscal year. The Chief Financial Officer will assemble the budgets and coordinate with the College President. The CFO will also assemble long range financial projections to be used in the budget development process. The President, with assistance from the Chief Financial Officer, will review all budgets and make adjustments where appropriate and necessary. The College President will finalize a formal budget recommendation within projected resources and submit this recommendation to the Board of Trustees for its consideration during June of each year. Following Board adoption of a tentative budget during June, the budget will be made available for public inspection and comment for a 30-day period. The Board of Trustees will then formally adopt a final budget following the 30-day period during the month of July.

Revised: January 2009, July 2014

BUDGET TRANSFERS 7121

All budget transfers within and between divisional budgets shall be approved by the Chief Financial Officer and/or President. Transfers of funds affecting the adopted budget shall be approved by the College President subject to Board ratification on a monthly basis in conjunction with the monthly financial report. This report will include a comparison of the original budget and the budget as amended to insure the legal limit of 10% is not exceeded.

AUDIT OF COLLEGE ACCOUNTS 7130

The Board shall cause an audit to be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois. The report is due to the Board no later than November 15 after the end of the fiscal year.

The auditor shall perform his examination in accordance with generally accepted auditing standards, the Single Audit Act of 1984, and regulations prescribed by the Illinois Community College Board. The report shall be in accordance with generally accepted accounting principles and shall include a report on internal controls and compliance with laws and regulations.

The examination and report will include a verification of student enrollment and any other figures upon which claims are filed with the Illinois Community College Board. The report will also contain a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied, the auditor will set forth the reasons for the denial. The Board will not limit the scope of the examination so as to cause a qualification of the professional opinion.

Copies of the audit report shall be filed with the Illinois Community College Board in accordance with its regulations and shall be filed with the official records of the Board.

Revised: July 2016

TREASURER OF THE BOARD 7140

The Chief Financial Officer shall serve as Treasurer of the Board unless otherwise designated by the Board of Trustees. The Chief Financial Officer's duties shall be to receive and deposit all College monies and to authorize payments for approved expenditures that conform to the legal budget and College policies.

CHECK SIGNATURES AUTHORIZED ON COLLEGE BANK ACCOUNTS 7141

Co-signatures are required of the College Chief Financial Officer and the President on the following accounts:

General Fund
Working Cash Fund
Payroll Fund

Revised: July 2016

RAMP 7142

On an annual basis, the Board of Trustees approves State-funded capital building requests contained within the Resource Allocation Management Plan. This document specifically delineates the capital building needs of the institution for inclusion in the capital building budget requests of the Illinois Community College Board to the Illinois Board of Higher Education. If the State of Illinois makes funds available, the College shall be entitled to file a claim with the Illinois Community College Board in a sum not exceeding seventy-five percent (75%) of the costs of approved projects.

New Policy: July 2016

CERTIFICATE OF TAX LEVY 7143

The Board shall ascertain, as near as practicable annually, how much money must be raised by taxation for educational purposes, for operation and maintenance purposes, for Tort liability insurance purposes, for financial audit purposes, for foundation tax for education purposes, for Social Security and Medicare insurance, and for protection, health and safety purposes for the next ensuing year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually. The certificate shall be signed by the Chairman and the Secretary of the Board of Trustees on the form prescribed by law. The Certificate of Tax Levy also will be filed with the Illinois Community College Board by January 31 of each year.

New Policy: July 2016

BONDS AND INDEBTEDNESS 7144

The Board of Trustees is authorized to borrow money and issue, or cause to be issued, bonds for the purpose and in the manner provided in State Statute.

Examples of such bonds would include working cash bonds to create, maintain, or increase a working cash fund; bonds for the purpose of constructing or equipping buildings or for purchasing sites; bonds for the purpose of paying orders for the wages of teachers and claims; and for other lawful purposes.

New Policy: July 2016

INTERNAL BUSINESS PRACTICES 7145

The College will follow all accounting systems mandated by the *Fiscal Management Manual* for Illinois Community Colleges and will comply with requirements for record keeping as prescribed by federal agencies. Additionally, the College will follow generally acceptable accounting principles and procedures.

There shall be a division of work responsibility between persons receiving funds and persons disbursing funds to ensure the fiscal integrity of the business services operations.

Changes and modifications of the accounting system recommended in the annual audit (including the Management Letter) will be given consideration by the Board of Trustees.

New Policy: July 2016

FINANCIAL STATEMENT 7146

On an annual basis, the College will publish a financial statement in accordance with the rules and regulations issued by the Illinois Community College Board. Such statement shall be published at least once in a newspaper of general circulation in the community college district.
New Policy: July 2016

INTER-FUND LOANS 7147

The Board of Trustees may authorize the Treasurer by resolution to make inter-fund loans from any fund to any other fund maintained by the Board and to make necessary transfers therefore, but each such loan must be repaid and re-transferred to the proper fund at the close of the fiscal year.
New Policy: July 2016

WORKING CASH FUND 7148

The Board may by resolution establish a working cash fund which shall be maintained and administered for the purpose of enabling the College to have at all times sufficient money to meet demands for ordinary and necessary expenditures.

In order to create the fund or to increase the fund, the Board may incur an indebtedness in an amount or amounts not exceeding in the aggregate at any one time outstanding 75% of the taxes permitted to be levied for educational purposes and for operation and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum education tax rate and the maximum operation and maintenance tax rate applicable to the district by the last assessed valuation as determined at the time of the issue of bonds plus 75% of the last known entitlement of such districts to the taxes as by law enacted or amended to replace revenue lost by units of local government as a result of the abolition of the *ad volarem* personal property taxes. The bonds may be issued without submitting the question of issuance to the voters of the Shawnee Community College district for approval. Before issuing the bonds, however, the Board shall adopt a resolution designating the purpose and fixing the amount of the bonds proposed to be issued, the maturity, the rate of interest, and the amount of taxes to be levied annually for the purpose of paying the principal and interest. The bonds shall be issued in the corporate name of Shawnee Community College and will be signed by the Chairperson and Secretary of the Shawnee Community College Board of Trustees.

The Board, by resolution before or at the time of issuing the bonds, shall provide for the levy and collection of a direct annual tax upon the taxable property within Shawnee community College's district sufficient to pay the principal at maturity and to pay the interest as it falls due.

All monies derived from this tax, when received by the Shawnee Community College treasurer, shall be set apart in a fund specified for working cash purposes. The monies in the fund account shall not be regarded as current assets available for appropriations and may not be appropriated by the Board in the annual budget.

Monies may be transferred from the working cash fund to the educational fund or operation and maintenance fund of the College upon the authority of the Board of Trustees, which shall be a resolution directing the Treasurer to make such transfers. The particulars of this resolution are set by State statute.

Monies earned as interest from the investment of the working cash fund or any portion thereof may be transferred from the working cash fund to the educational fund or operations and maintenance fund of the College without any requirement of repayment to the working cash fund when authorized by a separate resolution of the Board of Trustees.
New Policy: July 2016

PROTECTION/HEALTH/SAFETY TAX LEVY/BONDS 7149

Tax Levy

The College Board of Trustees may provide for alterations or repairs which it deems necessary for health, safety, environmental protection, handicapped accessibility, or energy conservation purposes through the issuance of a levy upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05% per year for a period sufficient to finance such alterations and repairs upon the following conditions:

1. When in the judgment of the Board of Trustees, there are not sufficient funds available in the operations and maintenance funds of the district to permanently pay for such alterations or repairs so ordered or determined as necessary.
2. When a certified estimate of a licensed architect or engineer stating the estimated amount of not less than $25,000 that is necessary to make the alterations or repairs so ordered or determined as necessary has been secured by the community college district and the project and estimated amounts have been approved by the President and CEO of the Illinois Community College Board.

The filing of a certified copy of the resolution or ordinance levying the tax, when accompanied by the certificate of approval of the President and CEO of the Illinois Community College Board, shall be the authority of the County Clerk or Clerks to extend such tax; provided, however, that in no event shall the extension for the current and preceding years, if any, under this section of law be greater than the amount so approved and interest on bonds issued pursuant to this section of law, and in the event such current extension and preceding extension exceeded such approval in interest, which shall be reduced proportionately.

Bonds

The College Board of Trustees is also authorized under this section of law to levy or, in the alternative by proper resolution or ordinance, borrow money for such specifically identified purposes not in the excess of four million five hundred thousand dollars ($4,500,000) in the aggregate at any one time when, in the judgment of the College Board of Trustees, there are not sufficient funds available in the operations and maintenance funds of the district to permanently pay for such alterations or repairs so ordered or determined as necessary and a certified estimate of a licensed architect or engineer stating the estimated amount of not less than twenty-five thousand dollars ($25,000) has been secured by the Board of Trustees and the project and the estimated amount have been approved by the Illinois Community College Board, and as evidence of such indebtedness may issue bonds without referendum.

In order to authorize and issue such bonds, the Board of Trustees shall adopt a resolution fixing the amount of bonds, the date thereof, the maturities thereof and rates of interest thereof, and the board, by such resolution, shall provide for the levy and the collection of a direct annual tax upon the taxable property of the district sufficient to pay the principal and interest on such bonds to maturity.

New Policy: July 2016

AGREEMENTS WHICH OBLIGATE THE INSTITUTION 7149A

Except as stated in Board Policy, staff members of the College are not authorized to sign contracts in the name of the College or to make agreements which obligate the institution. This includes accepting gifts or services to the College and making agreements with private organizations or profit-making and nonprofit-making organizations. Grants and agreements which require the approval of the President or Chairperson must be handwritten, electronically sent, or stamped with the personal signature as authorized by them.

New Policy: July 2016

EXPENDITURES 7150

CONFLICT OF INTEREST 7151

The College will not enter into business arrangements where a conflict of interest exists. A conflict of interest exists where there is a purchase of goods or services from an employee, a member of the Board, or his/her spouse. (see Section 3170)

All Board members, department heads, and administrators who fall within the appropriated legal state guidelines based on salary shall annually file statements of economic interest in the county in which they live and a receipted copy shall be maintained in the office of the President.

BUSINESS CONTRACTS 7152

The College President is authorized to approve and sign contracts with external agencies on behalf of the Board of Trustees of Shawnee Community College providing the total financial commitment does not exceed $25,000. All written contracts are housed in the office of the President.

Revised: July 2014

EXPENDITURE AUTHORIZATION 7153

All expenditures at the College over $25,000 must be approved by the Board of Trustees.

All expenditures must be within the scope of the approved budget. Individuals authorized to approve expenditures are as follows:

President	-- Up to $25,000
Vice-Presidents	-- Up to $3,500

All expenditure approvals must be by written signature or electronic signature.

All capital outlay expenditures and budget transfers require written approval by the College President subject to Board ratification or approval.

Revised: January 2009, February 2017, August 2017

PURCHASING AND BIDDING 7154

The Board of Trustees, with a view toward maintaining integrity in purchases and meeting the needs of the College as well as providing safeguards to the tax dollars, does hereby establish the following policies:

Purchasing:

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Business Office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies, and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on duly authorized Purchase Orders or College Credit Cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Shawnee Community College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request form signed by the appropriate supervisor must be submitted to the Business office. The Business office will review the transfer before final approval and forward the transfer to the Chief Financial Officer/President for approval.

Bid Requirements

Formal bids will be required for all items costing in excess of $25,000 for goods and services and $50,000 for construction. When a bid is required, the Chief Financial Officer will assist supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration.

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a department should not be denied equipment that is needed to further the functioning of that department. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the department making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications, like construction projects. Specifications will contain a statement relative to payment, which, as a general rule, will be net 90 days. Invoices will be ratified after payment is made. Payment should be made in 45 to 60 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

Bid Process Exemptions

Goods and services exempt from the formal bid process include:

1. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
2. Contracts for the printing of Finance Committee reports and departmental reports.
3. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
4. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
5. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.
6. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.
7. Contracts for duplicating machines and supplies.
8. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
9. Purchases of equipment previously owned by some entity other than the District itself.
10. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $15,000 and not involving a change or increase in the size, type, or extent of an existing facility.
11. Contracts for goods or services procured from another governmental agency.
12. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.

13. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Revised: January 2009, May 2015, July 2016

EMERGENCY PURCHASES 7154A

The President may approve any emergency purchase necessary to restore or maintain vital College services. Such expenditures exceeding ten thousand dollars ($10,000) for goods and services or fifteen thousand dollars ($15,000) for construction will also require the approval of the Chair and the Secretary of the Board of Trustees, or the Vice Chair in the absence of either the Chair or the Secretary, and must be reported to the Board and approved by three-fourths (3/4) of the members of the Board at the next regular scheduled meeting.

New Policy: July 2016

BUSINESS ENTERPRISE FOR MINORITIES FEMALES, AND PERSONS WITH DISABILITIES 7154B

Pursuant to 30 ILCS 575/1 *et seq* Shawnee Community College will act in such a way to promote and encourage the continuing economic development of minority, female owned, and persons with disabilities operated businesses. As a way of measuring our efforts and commitments to this purpose, the College sets the following as aspirational goals for the awarding of construction, professional service, and state contracts:

Type of Business	Total % of MFD Contracts (Measured in dollar amounts not the number of contracts)	Minority Owned Businesses	Female Owned Businesses	Persons With Disabilities Owned Businesses
State Contracts	20%	11%	7%	2%
Construction Contracts	20%	At least 50% of the total minority & female owned		
Professional Services Contracts	20% collectively			

The College directs the participation of all departments in seeking out and taking necessary steps to ensure that minority, female, and persons with disabilities owned businesses are afforded economic opportunities provided by the college.

Pursuant to 110 ILCS 805/3-27.1, contracts for the purchase of supplies, materials, or work exceeding $25,000 must be awarded to the lowest responsible bidder. In an effort to balance our commitment to this purpose with the need to be good stewards of local taxpayer monies, the College will evaluate bids based upon financial concerns first and foremost but will make consideration for qualified businesses.

Coordination of this policy will be vested in the college's purchasing/AP department; however, the commitment to this program is college-wide and all departments shall contribute to its success.

New Policy: January 2017

DISBURSEMENTS 7155

The Chief Financial Officer is authorized to make payments on invoices and contract commitments received from vendors for approved expenditures as necessary, with review and ratification of these disbursements to be made by the Board of Trustees at its next regular meeting.

This disbursement shall be made only upon express authorization by the Board:

1. Expenditures which, in the judgment of the President, should be made only upon authorization by the Board.

Other disbursements for approved expenditures, including budgeted payroll obligations for Board approved employees, may be made by the Chief Financial Officer. Such disbursements must conform to the legal budget and College policies and have supporting documentation.

Revised: July 2016

ACCOUNTS PAYABLE 7155A

Checks, credit cards, or electronic transfers of funds to vendors for expenditures will be processed on a timely basis. All inquiries by vendors with respect to accounts payable are to be directed to the Business Office. Supervisors cannot make commitments regarding payments for the College. Checks, credit card payments, or electronic transfers of funds to vendors will be processed from invoices only. An approved purchase order must be in the Business Office before a check or an electronic transfer of funds will be issued to a vendor. In the case of capital expenditures, a purchase order is recommended and must have prior approval of the Business Office. The College is not obligated for purchases made outside this policy.

Request for Payment

All expenditures of the College must be fully supported by appropriate documents and must be paid with a credit card or secured with a purchase order. The supportive documents should explain the item for which the payment is requested. Except for those instances where the authority for limited purchases has been previously designated by the Board of Trustees, the responsibility and authority for procurement is vested in the Business Office. No person may make a purchase or a commitment for services involving the use of College funds unless he/she is authorized to do so and then only through established College procedures. Any individual making such a purchase without using a College credit card or a Purchase Order will be held personally liable prior to such validation.

New Policy: July 2016

IMPREST FUND 7156

Imprest funds are available for the express purpose of payments of the following types of college obligations:

1. SCC Bookstore Buybacks
2. Post Office
3. Bookstore Refunds

4. Scholarship Deposit Refunds

All imprest expenditures are to be subsequently approved by the Board of Trustees at their next regular meeting.

Revised: July 2016

INSURANCE COVERAGE – PROPERTY, CASUALTY, LIABILITY AND EMPLOYEE BENEFIT PROGRAM 7157

The College shall procure fire and extended coverage insurance on the buildings, furnishings, machinery, equipment and other personal property used for community college purposes.

The College will procure comprehensive liability coverage to protect employees, volunteers, and Board members against negligent or wrongful acts for all areas of activities, i.e., premises, transportation, business travel, professional errors and omissions, and workers' compensation exposures.

Employees shall be bonded on a personal basis where necessary; a blanket employee dishonesty bond shall be procured to encompass all employee exposures.

The College shall also procure and manage the employee benefits programs, including but not limited to health, dental, life and accidental death and dismemberment policies.

All insurance will be purchased from a company or companies authorized to write such insurance in the state of Illinois.

The Board may, from time to time, employ an insurance consultant to determine risk, recommend coverage, and assist in securing such coverage.

New Policy: July 2016

PURCHASE OR LEASE OF SITES 7158

The Board of Trustees is authorized to buy one or more sites for college purposes, with necessary ground, and to take and purchase the site for a college site either with or without the owner's consent, by condemnation or otherwise; to pay the amount of any award made by a jury in a condemnation proceeding; and to select and purchase all sites without the submission of the questions to any referendum. No such purchase may be made without the prior approval of the Illinois Community College Board. Purchase under this section of the law may be made by contract for deed when the Board considers the use of such a contract to be advantageous to the district, but a contract for deed may not provide for interest or unpaid balance of purchase price at a rate in excess of six percent (6%) per year not for a period of more than ten (10) years in which that price is to be paid. Title to all real estate shall be taken and held in the name of the Board of Shawnee Community College.
New Policy: July 2016

LEASE OF EQUIPMENT, MACHINERY, VEHICLES, AND BUILDNGS 7159

The Board of Trustees is authorized to lease, with or without an option to purchase, for a period not to exceed five (5) years or purchase under an installment contract extending over a period of not more than five (5) years with interest at a rate not to exceed six percent (6%) per year on the unpaid principal, such apparatus, equipment, machinery, or other personal property as may be required when authorized by the affirmative vote of two-thirds (2/3) of the members of the Board, and to lease for a period not to exceed twenty (20) years such rooms, buildings, and land or any one or more such items as may be required, when authorized by the affirmative vote of two-thirds (2/3) of the Board. Any lease for rooms, buildings, or land for a period exceeding five (5) years must have the prior approval of the Illinois Community College Board. This action does not apply to guaranteed energy savings contracts.
New Policy: July 2016

TITLE TO LAND 7159A

Title to all real estate shall be taken and held in the name of the Shawnee Community College Board of Trustees.
New Policy: July 2016

INVESTMENTS 7160

Scope of Policy

This investment policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Anything in this policy notwithstanding, the mandates of the Illinois Compiled Statues shall take precedence over this policy except where this policy is more restrictive. (Legal Ref.:30 ILCS 235/1 (1992); 110 ILCS 805/3-47 (1992)).

This procedure applies to all funds of the College. These funds are accounted for in the College's annual financial report and include 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."

Objectives

The purpose of this College's Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds that are under the jurisdiction of the College. The specific objectives of this policy are:

1. Safety – The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
2. Liquidity – The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.
3. Return – To the extent consistent with safety and the restriction imposed by this policy, The Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.

4. Local Considerations – The Treasurer shall use sound federally insured depositories located within the College District provided that the afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

Guidelines

To assist in attaining the stated objectives, the following guidelines shall be observed.

1. Investments shall be undertaken in a manner that seek to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 75% of the College's invested funds at any one time.
2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flows shall be reviewed quarterly.
3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.
4. All funds shall be deposited/invested within three working days.
5. When appropriate, investments shall be selected on the basis of competitive bids.

Diversification

Diversification of the investment portfolio shall be consistent with the objectives described in the Objectives above.

Responsibility

Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

Performance Measures

The use of U. S. Treasury bills, average Fed Fund rate, Illinois Funds, or other stable markets can be used to determine whether market yields are being achieved.

Periodic Review

The Treasurer should establish annual independent review for internal control, which assures compliance within the investment policy. This will be accomplished with the College's external auditors.

Reporting

All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary will be submitted at least quarterly to the board.

Investment Vehicles

Except as may be further limited by these policies, the treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes 30 ILCS 235/2. A summary of allowable securities follows:

a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America;
b) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;
c) Interest bearing accounts, 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.
d) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding $500,000,000 if such obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services and which mature not later than 270 days from the date of purchase, and such purchases do not exceed 10% of the corporation's outstanding obligations, or in money market mutual funds registered under the Investment Company Act of 1940.

Financial Institutions

The Board of Trustees, with the advice of the treasurer, shall select which financial institutions will be eligible depositories for the College district. Any financial institution, upon meeting the requirements of the Illinois Compiled Statues and of this Investment Policy, may request to become a depository for the College funds. The

Board of Trustees will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

Collateralization of Deposits

1. To meet the objective of safety of capital, the treasurer will always require deposits in excess of the federally insured amount to be appropriately collateralized to the extent of One Hundred and Ten Percent (110%) and such collateralization shall be evidenced by an approved written agreement.
2. Eligible collateral instruments and collateral rates (market value divided by deposit) are as follows:
    a. Negotiable obligations of the United States Government = 110%
    b. Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government = 110%
    c. Negotiable obligations of the State of Illinois which are rated A or better by Moody or Standard and Poor = 110%
    d. Negotiable obligations of the College which are rated A or better by Moody or Standard and Poor = 110%
3. Maturity of acceptable collateral shall not exceed 120 months.
4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested when the ratio declines below the level required.
5. Safekeeping of Collateral: Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the treasurer. Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.

Safekeeping of Securities

Unless held physically by the treasurer, all securities shall be kept in appropriate third-party safekeeping. The treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

Indemnification

Investments shall be made with judgment 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 possible income to be derived.

In maintaining its investment portfolio, the treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

Treasurer and employees of the treasurer acting in accordance with the investment policy and 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.

Security Controls

Only the treasurer, with Board of Trustees approval, is authorized to establish financial accounts for the College. The Board of Trustees will designate the necessary signatory requirements when a College account is established. Facsimile signatures may be authorized by the Board of Trustees. Individuals who are authorized as signatories on College accounts will not be permitted to reconcile bank accounts at any time.

The Corrupt Practice Act

The Illinois Compiled Statutes governs ethics.

Bonding

The treasurer shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.

Revised: December 2014

GRANTS ADMINISTRATION 7170

The Business Office is responsible for monitoring public and private grant projects in close coordination and cooperation with all appropriate persons at the College. All grants and projects from governmental and private sources shall be applied for, accepted, and administered according to College policies.

The President of the College is the only person authorized to commit the College to any grant or project or to accept a grant award on behalf of the Board.

All grant funds must conform to agency/program guidelines, College policy, and the agency's grants administration handbook. Funds from private or foundation sources must conform to guidelines of the particular organization and with College policy. Funds shall be spent so that there is neither an overexpenditure nor underexpenditure of the grant award.

The grant application and approval process must conform to the guidelines in the agency's grants administration handbook. All grant applications and approvals must be on file in the Business Office.

The Business Office is responsible for monitoring the progress and status of all grants in close coordination with the College Vice-Presidents, Deans, and directors who have direct responsibility for specific grants. He/she shall maintain copies of all grant guidelines and reports that are required for an audit.

Each Grant Administrator is responsible for insuring all of the necessary financial information to the Accounting Office on a timely basis. Line items in federal grants must not be overspent. All purchase requests, purchase orders, and invoices must be coded with the grant budget number. Grant administrators will be furnished with up-to-date budget information. Financial reporting for federal grants is a cooperative venture between the grant administrators and the Accounting Office.

Revised: July 2016

POLICIES FOR PERSONNEL IN GRANT PROJECTS 7171

These policies alone will apply to all personnel (exempt, faculty, and non-exempt) employed in grant projects.

Project personnel will be compensated through the regular college payroll system.

Project personnel will have no implied or guaranteed employment beyond the period provided by the grant funding.

Exempt Employees

1. Project personnel will be compensated according to the salary classification for the position in effect at the time the proposal was submitted, providing grant funds are available and unless otherwise approved by the College President and the Board of Trustees.
2. Project personnel must take earned vacation time within the period of the grant. No payment will be made for accrued vacation days after the end of the grant.
3. Full-time grant employees are required to participate in the retirement system (SURS). The current rate of deduction to fund his/her membership shall be deducted from his/her salary.
4. Sick leave may be accumulated only on multi-year or continuation grants. No payment will be made for accumulated sick leave.

Faculty

1. Compensation will be determined by the master contract with the Board of Trustees, provided sufficient grant funds are available, unless otherwise approved by the College President and Board of Trustees.
2. Full-time faculty employees with nine-month contracts will be paid semi-monthly.
3. Faculty project employees are required to participate in the retirement system (SURS). The current rate of deduction to fund his/her membership shall be deducted from his/her salary.
4. Sick leave may be accumulated only on multi-year or continuation grants. No payment will be made for accumulated sick leave.

Non-Exempt Employees

1. Compensation will be paid according to the salary classification for the position in effect at the time the proposal was submitted, provided grant funds are available, and unless otherwise approved by the College President and Board of Trustees.

2. Project personnel must take earned vacation time within the period of the grant. No payment will be made for accrued vacation days after the end of the grant.
3. Project personnel are required to participate in the retirement system (SURS). The current rate of deduction to fund his/her membership shall be deducted from his/her salary.
4. Sick leave may be accumulated only on multi-year or continuation grants. No payment will be made for accumulated sick leave.

Revised: July 2016

DEBT COLLECTION 7180

The Chief Financial Officer should make all efforts possible to collect debts owed to the College by any person. After reasonable attempts have been made to collect a debt, the Business Office should use all methods available to it, including a collection agency if necessary. Regardless of assignment, ultimate authority for all debt collection will remain with the Chief Financial Officer.

The Board of Trustees authorizes the College Treasurer to allow qualifying Pell eligible students to carry forward prior balances as allowed by the Department of Education in the Federal Student Aid (FSA) handbook. The Board of Trustees also authorizes the College Treasurer to write-off any balances. The Treasurer is also authorized to write-off balances due to bankruptcy proceedings.

Unless approved as stated above, students in debt to Shawnee Community College for any amount will not be allowed to register and retain scheduled classes. Transcripts will be withheld.

Revised: July 2016, March 2017

PAYROLL 7190

PAY PERIOD (Payroll Check Distribution) 7191

Personnel shall be paid twice a month, on the fifteenth (15th) day of the month and on the last working day of the month. If the fifteenth (15th) day of the month falls on a non-working day, personnel shall be paid on the working day that immediately precedes the fifteenth. (Exception: All December payroll will be made on the fifteenth.)

PAYROLL DEDUCTIONS FOR OTHER INSURANCE 7192

Provided insurance companies, agents, and/or employees meet the guidelines as specified below, additional insurance may be purchased by employees, and premiums may be paid by payroll deductions. The entire premium must be paid by the employee.

1. Insurance not a part of the College's fringe benefit package will be allowed under this policy (i.e., life, dental, accident, disability and cancer)
2. The company must maintain an agent who is readily accessible to service College participants for whose benefit that company holds insurance.
3. The company may lose its privilege of participation for any failure to meet College requirements.
4. Each company participating under these provisions must designate one agent to serve as the company's representative with the College and the employees and keep the name, address, and telephone number of that agent updated in the office of the Payroll Specialist at Shawnee Community College. The representative must provide proof of company representation and be licensed to sell the type of insurance in force with College employees.
5. Any participating company(s) must be authorized by the Director of Insurance of the State of Illinois to issue the type of insurance contracts which he sells, under these provisions, to College employees.
6. The insurance company must be willing to accept the College transmittal each month as the evidence upon which their account will be paid by the College.

7. All requests to initiate or terminate payroll deductions must be presented to the Business Office at the College in writing and signed by the employee making the request. Such authorization by the employee must state the beginning and/or ending dates of the deduction and the amount to be deducted.
8. A minimum of 10 employees must indicate participation with a particular company before payroll deductions will be established for that company.

Revised: July 2016

COLLEGE FACILITIES AND EQUIPMENT 7200

UNAUTHORIZED PERSONS ON CAMPUS 7205

Only currently enrolled students, employees, members of the Board of Trustees, the College attorney, auditor, other agents of the College, and authorized visitors and guests are permitted on the various campus locations which are owned, rented, or otherwise leased by the College or any of its representatives.

Any unauthorized person may be asked to leave the campus by an authorized representative of the College or a law enforcement officer acting on authority of the College.

SECURITY 7207

Shawnee Community College places a high priority on providing a safe environment for students, staff, and visitors and to that end has retained the services of various security officers. Pursuant to the Illinois Compiled Statutes, Shawnee Community College does hereby identify security officers as a position requiring the completion of a criminal background investigation prior to their employment.

Any security officer shall be either directly employed by the College or subject to an independent contractor agreement with the College. Any person identified as a security officer of the College shall be bound by all policies and procedures adopted by the College, including any restrictions on using, possessing or carrying firearms or weapons on or about any property owned or controlled by the College. Any designated security officer shall also be subject to riles, regulations and policies as those pertain to other staff, faculty and employees of the College. Notwithstanding anything to the contrary, the Board of Trustees of the College reserves the right to discipline, suspend and/or terminate any security officer at the Board of Trustees' sole and exclusive discretion. The President of the College is authorized to suspend or remove a securirty officer of the College from any property owned or controlled by the College if the President determine necessary and in the best interests of the College. The President will promptly bring the matter to the Board of Trustees for a final determination as to discipline, suspension or termination of a security officer of the College.

The Security Policy does not extend to any security officer and/or company any employee benefit, payment, or fringe benefit, collectively referred to as "Benefits." Any such Benefits, if agreed to, will be subject to a separate contract or agreement with such security officer and/or company if offered by the College.

Revised: March 2019

FACILITY POLICY 7210

Shawnee Community College will attempt to make its facilities available for use by individuals and community groups in the district when possible. The following policies will be used in regulating the use of the College facilities.

Guidelines to be used for request approval

1. The order of priority of use of College facilities shall be:
   - A. College instructional purposes as regularly scheduled.
   - B. Non-regularly scheduled College learning activities.
   - C. Activities sponsored by the College.
   - D. Activities sponsored by College organizations (including regional, state, or national activities).

E. Activities sponsored by other non-profit educational or governmental institutions.
F. Activities sponsored by local non-educational, public community service agencies or organizations.
G. Activities sponsored by local non-educational, non-public community service agencies or organizations.
H. Activities sponsored by not-for-profit community groups.
I. Activities sponsored by for-profit community organizations.
J. Other activities.

2. The President of the college has final approval authority on facility requests.
3. A fee shall be assessed to cover the cost of required maintenance, custodial, and security services provided to organizations in categories F-J.
4. Requests to use the facilities shall be submitted to the President's Office of the College or his/her designated representative.
5. All requests should be submitted to the College at least two (2) weeks in advance of the date requested. A signed facility-use agreement must be signed by the authorized organizational representative and returned to the College at least one (1) week in advance of the event
6. Special consideration will be given a request if the use requested is of an educational or community service nature.
7. If the activity for which the facilities are being requested could lead to a riot or civil disorder, divisiveness or undue controversy in the College community, the request shall be denied as determined by the President or his/her designee.
8. No activity shall violate any local, state, or federal laws.
9. College facilities may be used for religious meetings in accordance with applicable College policies and state laws not to exceed two requests per fiscal year per religious organization. (Fiscal Year = July 1, xxxx – June 30, xxxx)
10. No approval will be given for any activity that would advocate the violent overthrow of the government of the United States.
11. The group using the facility must adhere to the same policies governing the use of the facility as the students, faculty, and staff. This means that alcoholic beverages and illegal drugs will be neither sold nor consumed on the campus.
12. Shawnee Community College prohibits the use of tobacco products inside college facilities (owned, leased, or occupied by Shawnee Community College), college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.
13. At the College's request, it shall be the obligation of a user to obtain any insurance protection beyond the public liability protection carried by the College.
14. Any changes in the number of people attending or the cancellation of this activity must be made to the Executive Office, extension 3260, at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College, and/or a charge of $35.00.
15. No dancing will be allowed without the use of a dance floor which can be rented from the college.
16. If requested by the College, to name Shawnee Community College in all advertising and promotional notices for the activity/event.

Special Facility Considerations

1. Outdoor facilities may be open to use by the general public at all times when specific use is not being made of that facility by the College. Such use must conform to the general use for which the facility was constructed or maintained. The varsity baseball field, softball field, and pond are not for general use by the public.
2. There shall be no hunting, collection, destruction, or removal of wildlife, plant or animal life, on or from the campus of the College except during special student/staff activities with the written approval of the College President.

EDUCATIONAL CENTER

Specific Policies

1. No food, drinks, or candy are permitted in the education center.

2. Only qualified personnel may be permitted to operate the stage lighting and sound reinforcement systems. Requests for a sound, light, or spotlight technician should be made through the Executive Office.
3. All stage lighting instruments are to remain on the lighting bar.
4. All props, scenery, costumes, etc. brought into the educational center for a production should be removed from the building immediately after the last show.
5. Sandbags or weights must be used to brace props.
6. Set construction: (a) painting should be done outside the stage area and drop cloths must be used. (b) sawing. Do as much sawing as possible outside. No power sawing allowed inside facility.
7. Sponsors and/or facility users are responsible for supervising children attending auditions, set construction, rehearsals, etc.
8. Ticket printing: (a) There are 492 fixed seats in the Educational Center. (b) Do not print more than 492 tickets.
9. The use of candles or other open flames while using the facility will not be allowed.
10. All scheduling of events for the Educational Center shall be scheduled no later than four (4) weeks prior to the event.
11. The college shall have priority for Educational Center usage.
12. The building usage policy of Shawnee Community College applies to the usage of this building, although an additional usage fee shall be assessed when special theatrical equipment is used.
13. The Humanities Department shall make every effort to schedule all major events (concerts, plays, etc) no less than one (1) semester in advance of usage.
14. Any changes in the number of people attending or the cancellation of this activity must be made to the Executive Office, extension 3260, at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College, and/or a charge of $35.00.

Equipment Usage

1. All equipment (power or otherwise) shall be turned off and locked when not in use.
2. College trained personnel shall operate special equipment used.
3. No unauthorized person shall handle lights, lift, batten, sound, or set construction equipment.
4. All tools shall be locked up and are the responsibility of the person or persons in charge.
5. Any alteration of the basic Educational Center setup shall be only by college personnel.
6. Whenever the sound setup in the Educational Center must be altered, a college audio/visual technician must be present prior to any alterations in the system.
7. The control booth must be kept locked when not in use and only authorized personnel will occupy the control booth.

Catering Agreement

1. Rentee/User hereby agrees that any third party that Rentee/User engages to provide catering services will be selected from the college's listing of approved caterers.
   Catering Service Provider:
   a. Catering Service Provider Name_____
   b. Address: _____
      Phone:_____
   c. Contact Person: _____
2. Caterer must be self sustaining in all aspects of catering as the college's kitchen facilities ARE NOT available for use.
3. Caterer must remove all catering supplies and clean serving area or Rentee/User may be charged an additional clean up fee.
4. All fire and safety regulations shall be strictly adhered to.
5. No alcoholic beverages are allowed to be supplied for Rentee/User by Caterer.
6. The use of candles will not be allowed by the Caterer.

General Guidelines

1. A 24-hour period for clearing of the Educational Center area shall be adhered to for all events.
2. The Educational Center area shall be kept locked at all times with keys readily available for authorized personnel.
3. Flown scenery shall be changed only by college personnel and: only with person or persons in charge present; only in hard hats; only persons directly involved with counterbalancing shall be on stage.

4. Outside groups shall either satisfactorily clean the Educational Center area of debris or pay an equitable cleanup fee. Weekend usage of the Educational Center may necessitate an extra janitorial charge.
5. All fire and safety regulations shall be strictly adhered to.
6. The person or persons in charge shall be responsible for any damage to building or equipment.

The above statements of policy are to make the Educational Center available on fair and equitable basis and to provide the maximum safety and security for personnel and equipment while maintaining the facility in excellent condition.

FACILITY / TECHNICAL FEES

The following fees per use will be assessed to groups identified in items F-J above for room usage during the academic year and adjusted thereafter:

River Room (maximum seating 54 w/tables & chairs – 75 chairs only)	$ 50.00
Founders Room (maximum seating 20)	$ 25.00
H2090 (maximum seating 25)	$ 25.00
Cafeteria	$150.00
Education Center (maximum seating 492)	$150.00
Atrium (K Atrium or L Atrium)	$150.00
Observation Deck	$ 50.00
Gymnasium	$150.00
Classrooms (maximum seating – varies up to 35)	$ 25.00
Sound Technician	$15.00 per hour
Lighting Technician	$15.00 per hour
Spotlight Technician	$15.00 per hour
Teleconference Setup Fee	$ 25.00
Cancellation Failure Fee	$ 35.00
Janitorial/Clean-up Fee (if required)	$15.00/hour
Pavilion	no fee
Dance Floor Rental	$100.00

The Board of Trustees can at any time rescind the right of any group to use the facilities if the Board determines that it is in the best interest of the College to do so. Organizations and individuals using the facilities for events or activities may also be required to provide a certificate of insurance to cover perceived risks.
Revised: July 2010, May 2014, May 2015, July 2016

USE OF COLLEGE EQUIPMENT 7211

College equipment is intended for the use of College-related purposes. Under exceptional circumstances, private or personal use of said equipment may be authorized by the appropriate administrator. The borrower must be informed of the liability for the damages and/or loss assumed when equipment is loaned. Multi-media presentational equipment may be loaned as long as usage does not hinder the daily operations or distribution services for instructional purposes. Such loans will be on a short-term, contractual basis. If excessive use of equipment warrants a nominal charge covering maintenance, costs will be projected at the discretion of the appropriate administrator with the approval of the Chief Financial Officer.
New Policy: July 2016

RECYCLING 7212

In compliance with the spirit of Public Act 86-1360, the Recycling Act of Illinois, the College is committed to the overall improvement of the environment. The College's comprehensive ten-year plan for waste reduction will be reviewed on an annual basis, and needed changes in policy will be recommended to the Board of Trustees. Forty percent (40%) of all campus solid waste must be recycled. The College will maintain adequate recycling bins located at strategic points on campus to ensure easy access for depositing of waste by students and staff.

The recycling program will be administered through the office of the Chief Financial Officer. The CFO will not discriminate against the procurement of recycled-content products. Products with recycled content shall be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled content.

New Policy: July 2016

COLLEGE KEYS 7213

Employees are provided keys appropriate to their responsibilities at the College. In general, staff will be provided keys to their office and classroom and support assignment space. Security is available 24/7 to let individuals in other areas as needed. The Chief Financial Officer or President will approve the distribution of all keys, and each employee must verify the receipt of his/her key(s). Upon leaving employment at the College, employees must verify the return of all keys as part of the check-out procedure.

The grand master keys for the campus will be limited. With the exception of the President, Chief Financial Officer, Security, and Director of Facilities, all requests for master keys must be made in writing with supporting rationale for need to the Chief Financial Officer or President. He/she will maintain control and records for all master keys issued.

Employees are responsible for the keys issued to them. They are not to be loaned to family members or others which would enable non-staff access to College facilities. Appropriate disciplinary measures may be taken against employees for misuse of College keys.

New Policy: July 2016

STORAGE 7214

Utilization of storage space as well as designation and disposal of surplus materials is a College-wide concern. The Chief Financial Officer is responsible for designating storage areas on the main campus. The disposal of surplus materials will be in accordance with Board Policy 8246.

New Policy: July 2016

PHOTOCOPIERS AND NETWORK PRINTERS 7215

1. Photocopy machines for College business are located at various pre-approved locations on campus.
2. The approval for the renting of photocopy machines rests with the Chief Financial Officer. The CFO will approve the rental or purchase of additional copy machines for student use.
3. Employees should be respectful of others' printing/copying requirements in their area when printing or copying. No user should monopolize the printing/copying machines when others have the need to utilize this shared equipment.
4. In using copy machines, employees are personally responsible for any violation of copyright laws arising therefrom.
5. Students no employed as student workers may not use the college copy machines for any reason. Coin-operated machines are located in the Learning Resource Center for students to make personal copies at a nominal fee.
6. Copiers/printers are for business use only. The coin-operated machines in the Learning Resource Center are available for personal use.
7. College employees will not copy, in its entirety, any book, magazine, pamphlet, sheet music, tests, workbooks, or other separate published work which is still in copyright and available through normal trade channels without permission of the publisher.
8. Each department will be assigned an account number for making photo copies and for printing on network printers.

New Policy: July 2016

MAIL 7216

Each full-time employee will have a designated mail box. Mail is collected and distributed on campus on a daily basis. Use of the College's interoffice mail system and mail process is restricted to official College business. Distribution of materials through the interoffice mail process must receive approval of the Chief Financial Officer. Use of the College mail postage machine is for official College correspondence.

LOCK-OUT/TAG-OUT 7220

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use the machine or equipment

SEQUENCE OF LOCKOUT

1. Notify all affected students and/or employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

   Maintenance Staff

   Employees affected by the shut down or lock out of equipment to perform the servicing or maintenance will be notified by memo at least one day in advance of service. The authorized employee shall utilize a 2-way radio immediately prior to locking out the equipment as a reminder to employees affected by the lockout when emergency situations develop.
2. The authorized employee shall refer to the College's procedures to identify the type and magnitude of the energy that the machine utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

Method to Control the Energy

1. If the machine or equipment is operating, shut it down by the normal stopping procedure.
2. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
3. Lockout the energy isolating devise(s) with assigned individual lock(s).
4. Stored or residual energy (such as that in capacitors, springs, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods of such a grounding, repositioning, blocking, bleeding down, etc.
5. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. The operating control MUST be returned to the neutral or off position after verifying the isolation of the equipment.
6. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating conditions, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Revised: July 2016

TEMPORARY INDOOR SIGNAGE AND THE DISTRIBUTION OF MATERIALS 7221

The policy and guidelines for temporary indoor signage and the distribution of materials are applicable for both students, as individuals or groups, and the College staff at the main campus with the following exception: Employees' office doors are not included in this policy and guidelines, for office occupants are responsible for all materials which may be displayed on their respective doors.

Temporary Indoor Signage

1. Approval of all materials to be posted will be indicated by the date stamp and signature stamp affixed in the office of the Vice President of Student and Administrative Services and/or the Director of the extension center location.
2. Community or commercial related advertising, subject to official approval, may be posted only on the designated community bulletin board. Permission to post materials will be granted by the Vice President of Student and Administrative Services, which in no way implies endorsement by the College.
3. The bulletin boards in the respective classrooms are for the exclusive use of instructional staff. These bulletin boards will be monitored by the Division Chairs, and materials to be posted there do not required an approval stamp.
4. Publicity or display materials are prohibited from placement in any locations or on any surface not specifically designated for that purpose.
5. The posting organization or individual shall remove the materials no later than the date stamped on the poster. All publicity items remaining after this date will be discarded. The removal of notices, announcements, and publicity materials shall be the responsibility of the posting groups or individuals.
6. Notices posted on classroom doors will be limited to those indicating instructor absences or temporary class relocation.

Distribution of Materials

1. Individuals and organizations responsible for distribution of materials or literature must be identified and the materials registered with the Vice President of Student and Administrative Services. The materials to be distributed must bear the name of the issuing person or organization. Distribution privileges are granted on a daily basis, and the area and method of approval for distribution will be designated by the Vice President for Student and Administrative Services.
2. Permission to distribute materials in no way implies endorsement by the College.
3. Distribution of materials through institutional mailboxes must receive approval through the office of the Chief Financial Officer.

New Policy: July 2016

CONDUCT REGULATIONS 7230

Rules of conduct for the public will be in accord with State law and ordinances of the County of Pulaski.

Student conduct will be in accord with the rules set out in the Student Handbook and the College catalog.

No consumption of alcoholic beverages or other types of drugs will be permitted on the campus of Shawnee Community College, including any extension facilities which are owned, leased, or operated by the College, College field trips or other college-related travel involving students or College employees.

Shawnee Community College prohibits the use of tobacco products inside college facilities (owned, leased, or occupied by Shawnee Community College), college vehicles, and on all college property. This includes the

burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.
Revised: May 2015, July 2016

BLOODBORNE PATHOGENS EXPOSURE CONTROL 7242

Shawnee Community College is committed to providing a safe environment for all students and staff. The college developed an exposure control plan in accordance with the Occupational Safety and Health Administration Bloodborne Pathogens Standard (29CFR 1910.1030). This plan includes the following:

1. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination lists all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. The job classifications detailing staff which may incur occupational exposure to blood or other potentially infectious materials are outlined below:

Job Classification	Task/Procedure
Maintenance Staff	Bloodborne Pathogen Clean-Up
Coaching Staff	Bloodborne Pathogen Clean-Up
Laboratory Instructors	Bloodborne Pathogen Clean-Up

All contracted employees will have training directly from their employer. (Security, custodial, etc.)

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

Compliance Methods:

Universal Precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate or minimize exposure to employees. Where occupational exposure remains after implementing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be used:

- Handwash facilities
- Eyewash stations
- Biohazard labels
- Step-on containers with biohazard bags

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Handwash facilities	Daily
Eyewash stations	Weekly/Monthly
Step-on containers with biohazard bags (K1113 Lab)	Daily

Handwashing facilities are readily available to the employees who incur exposure to blood or other potentially infectious materials. Handwashing facilities are located:

- Athletic training room
- Food preparation area
- Custodial storage rooms
- Biology storage
- Chemistry laboratory
- Nursing laboratory
- All restrooms
- Cosmetology laboratory

In situations where handwashing facilities are not feasible (athletic fields), an antiseptic cleanser in conjunction with clean cloth/paper towels are provided. If the alternatives are used then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate or as soon as feasible.

All sharps shall be disposed of in a labeled container.

Personal Protective Equipment:

All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

Personal Protective Equipment	Task
Non-Latex Gloves	Treating cuts, abrasions, etc.
Protective Eyewear (with solid side shield)	Cleaning up chemical spills or vomit
Disposable Barrier Apron	Cleaning up chemical spills or vomit
Surgical Mask	Cleaning up chemical spills or vomit

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed before leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area:

All equipment will be disposed of in containers labeled biohazardous receptacles.

Gloves shall be worn where it is reasonably anticipated that employees may have contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from the athletic training room, athletic medicine kits, food preparation area, custodial storage areas, biology lab, chemistry lab, nursing lab, and cosmetology lab.

Disposable gloves used at the facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Situations at this facility that would require such protection are as follows:

Cleaning up blood or any unidentifiable body fluids.

This facility will be cleaned and decontaminated according to the following schedule:

Any area contaminated with blood or other potentially infectious materials will be cleaned immediately to prevent further contamination.

Decontamination will be accomplished by using the following materials:

A solution which includes 10% bleach and 90% water and/or other approved solution.

All contaminated work surfaces will be decontaminated after completion of procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if surfaces may have become contaminated since the last cleaning.

All bins, pails, cans, or similar receptacles shall be inspected and decontaminated each week by the custodian assigned to the respective area.

Bio-hazard Regulated Waste Disposal:

Regulated waste shall be placed in labeled containers. Such containers are located in the nursing lab.

Hepatitis B Vaccine:

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing that shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver.

Employees who initially decline the vaccine but who later wish to have it while still covered under standard may then have the vaccine provided at no cost.

The Human Resource Officer will make certain annual training regarding bloodborne pathogens is provided whenever applicable. The Hepatitis B vaccine will be administered by Southern Seven Health Department.

Post-Exposure Evaluation and Follow-Up:

When the employee incurs an exposure incident, it should be reported to the Human Resource Officer.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained for HIV/HBV infectivity).
3. Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
4. The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides before that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
5. The employee will be offered post-exposure prophylaxis .

Revised June 2, 2014

INVENTORY 7245

Equipment

An inventory of all College equipment will be maintained by the Information Technology Department with the cooperation and assistance of the College administration. This inventory will be updated annually and will be detailed enough to provide identification of the item, location, and condition.

Supplies

An inventory shall be taken on June 30, of each fiscal year of items for resale in the Bookstore, or any other department that maintains items for resale. The physical counts shall be detailed enough to indicate quantities, description, cost, and total value of each description item.

Inventory Tagging

Capital equipment items will be tagged with an inventory number by the Information Technology Department. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, tool, machine, apparatus, or a set of articles which has the following characteristics:

A. It retains its original shape and appearance with use.
B. It is nonexpendable.
C. It has a life expectancy of at least three (3) years.
D. It does not lose its identity through incorporations into a different or more complex unit or substance.
E. It is not a building or a permanent component of a building.
F. The unit cost is five thousand dollars ($5,000) or more.

Deleting Equipment from Inventory

All capital equipment to be deleted from the inventory listing will be reported to the Office of the Chief Financial Officer (CFO) and processed after signatory approval is received on Request to Surplus College Property form. The CFO then will prepare a list of capital equipment to be declared surplus at appropriate intervals and request that the Board of Trustees declare that capital equipment to be no longer of value to the College. The CFO then will dispose of surplus equipment in a manner most beneficial to the College.

Revised: July 2016

DISPOSAL OF SURPLUS EQUIPMENT 7246

Any individual who wishes to dispose of obsolete equipment shall complete a "request for disposing of Shawnee Community College equipment" (a supply of forms is available in the Business Office) and submit it to the supervisor.

The request must be approved by the appropriate persons before being submitted to the Business Office. Approval of the President is required for disposal of equipment having an original purchase price of $2,500 or less. Any equipment having an original purchase price of $2,500 or less which the President authorized for disposal shall be reported to the Board of Trustees. Board approval is required for those items costing more than $2,500.

Items which are no longer of value to the College will be offered for sale by the Business Office at either an auction or sealed bid sale. Such items will be listed on a photocopied sheet and distributed to the faculty, staff, board, students, and general public who are interested in bidding on surplus equipment. Such items will also be advertised in the local newspaper for two (2) consecutive weeks. Any person wishing to bid on surplus equipment may inspect the equipment. The President shall have the right to reject any or all bids if he feels the bids received are not in the best interest of the College.

Computers, typewriters, dictating units, or other machines which may be used for trade-in value on new equipment will not be sold if it is determined that more value could be realized on this basis.

Equipment on which no bids are received may be given to charitable or educational organizations within the district. Under no circumstances shall any property belonging to the College be given to any employee of the College.

Proceeds from the sale of the equipment will be promptly deposited in total with the Business Office. A copy of the "Request for Disposal" will also be turned in to the Business Office.

Equipment that has been purchased using federal or state funds requires authorization from the appropriate agency before any equipment is sold or abandoned. Authorization must be in writing.

BOOKSTORE 7250

The bookstore is organized to sell books and supplies to students, faculty, and staff.

BORROWING PRIVILEGES 7260

The Learning Resource Center may issue a borrower's card to any resident of the Shawnee Community College District at no charge for the purpose of using materials in the Learning Resource Center.

TUITION, FEES, AND OTHER CHARGES 7300

TUITION 7310

In-District Tuition

The Board of Trustees will set the tuition rates for in-district residents including variable rates for each of its programs as prescribed in Section 6-2 of the Illinois Community College Act.

Out-of-District Tuition

1. The college will use the calculation for out-of-district tuition for chargeback purposes as prescribed in Section 6-2 of the Illinois Community College Act. The depreciation rate used in the out-of-district tuition calculation for capital expenditures for equipment and temporary buildings shall be 12.5 percent each year for eight years and for permanent facilities 2 percent each year for 50 years.
2. The college will use the variable tuition provision in Section 6-4 of the Illinois Community College Act to set market-driven, out-of-district tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
3. The college will set the out-of-district tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
4. The college will charge in-district tuition to a student who is an out-of-district resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services.
5. The college will enter into cooperative agreements for instruction with its neighboring districts for any or all other programs to provide increased access to education for their students and may charge in-district tuition rates for students from any district within the cooperative agreement.
6. The college will set the out-of-district tuition rate for all other credit instruction offered by the college at a minimum of 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts.

Out-of-State Tuition

1. The college will use the variable tuition provision specified in Section 6-4 of the Illinois Community College Act to set market-driven, out-of-state tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
2. The college will set the out-of-state tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
3. The college will charge in-district tuition to a student who is an out-of-state resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.
4. The college will set out-of-state tuition rates within interstate agreements for instruction with out-of-state institutions in accordance with the agreement, subject to approval by the ICCB.
5. The college will set out-of-state tuition rates for all other credit instruction offered by the college at a minimum of 1.67 times its in-district tuition rate.

Out-of-Country Tuition

The Board of Trustees will set the tuition rates for out-of-country residents using the same policies as for out-of-state residents described in subsection (c) of this Section.

SHAWNEE COMMUNITY COLLEGE RESIDENCY FOR TUITION PURPOSES 7311

In-District Resident

Students who have occupied a dwelling in the Shawnee Community College District #531 for at least 30 days prior to the start of the semester will be classified as in-district residents. Verification is made by the address listed on the Admission Information form. The student signature serves as the affidavit that the information provided is correct.

Acceptable Forms of Residency Verification:

1. Property Tax statement showing that taxes were paid to Shawnee Community College District #531
2. Voter Registration Card with in-district address

3. Driver's License with in-district address
4. Rent receipt for an in-district address (if U.S. mail is undeliverable, said residency will be rescinded and student will be moved to out-of-district)

Cities and towns in Shawnee Community College District #531:

Alto Pass	Elco	Metropolis	Pulaski
Anna	Goreville	Mill Creek	Simpson
Belknap	Grand Chain	Miller City	Tamms
Boles	Grand Tower*	Mound City	Thebes
Brookport	Grantsburg	Mounds	Tunnel Hill
Buncombe	Jonesboro	New Burnside*	Ullin
Cache	Joppa	Olive Branch	Unity
Cairo	Karnak	Olmsted	Villa Ridge
Cobden	Makanda*	Ozark*	Vienna
Cypress	McClure	Perks	Wolf Lake
Dongola			

*Towns with asterisks must be verified by Tax Statement or Voter Registration Card showing District #531 because some parts of the town are in the Shawnee Community College District #531 and some are not.

Out-of-District Resident

A student whose residency is not within the District of Shawnee Community College #531, but is within the State of Illinois will be considered as out-of-district students.

Special Residency

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district if they are employed at least 35 hours per week by an entity located in the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college. Students must produce a letter from an in-district employer stating that the student does meet the guidelines.

Changing from Out-of-District to In-District

If changing from out-of-district status, verification and a signed affidavit stating intention of establishing permanent residency are required 30 days prior to the start of the semester.

ESTABLISHMENT OF FEES 7315

Based on the cost of materials and services and for the smooth functioning of the College, the President shall recommend all fees, and fee charges to the Board of Trustees for ratification prior to March 30 to be effective with the fall semester.

Fees for new courses and programs which are established during the course of the year may be approved by the President and subject to annual ratification by the Board of Trustees.

THIRD PARTY BILLING/REFUND 7316

Student tuition may be paid by a third party in two different ways. If tuition payment is made by a company, institution, or benefactor, the third party will be billed for tuition and fees or for the agreed amount; any refund will be returned to the third party; and Shawnee Community College's refund policy applies to all third parties. If a third party reimburses a student, the student is responsible for paying tuition and fees; refunds will be returned to the student; and Shawnee Community College's refund policy applies to all students, regardless of payment plan.

If third party payments are not received, the payment is ultimately the responsibility of the student.

New Policy: July 2016

REFUND POLICY 7320

The following schedule and conditions govern the refund of tuition and fees at Shawnee Community College:

Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the counselor determines the official date of withdrawal.

Tuition and fee charges will be refunded 100 percent under the following conditions:

a) Class is cancelled by a college official
b) A student drops a class(es) meeting 12 weeks or longer within the first ten (10) instructional days of the semester
c) A student drops a class(es) meeting 8-11 weeks within the first five (5) instructional days of the semester/course
d) A student drops a class(es) meeting 3-7 weeks within the first instructional day of the course
e) A student drops a class(es) meeting less than three (3) weeks prior to the first instructional day of the course

No refund/payment will be authorized for withdrawals or changes made after the respective drop period.

Additionally, no refund/payment will be issued if:

a) A student is withdrawn by the college for disciplinary reasons
b) A student is withdrawn by the college for non-attendance
c) A student has financial obligations to the college

Refunds will be made thirty (30) days from the date of complete withdrawal.

If a student has a monetary obligation to the college, the student will not be allowed to re-enroll for future semesters. In addition, official transcripts will be withheld.

Note: The refund policy is subject to change without notice by the Board of Trustees.

Revised: May 2015, March 2017

STUDENT DEBT TO THE COLLEGE 7330

When any student owes money to the College for any reason, including, but not limited to tuition, laboratory fees, library charges (overdue books, and other use charges) and that student does not pay the debt by the prescribed time, his/her permanent transcripts will be withheld until all such obligations have been met.

Financial obligations are to be paid in the College Business Office.

Students who leave the College with an outstanding debt of any kind will not be allowed to register for future semesters until all obligations have been met.

Revised: July 2016, March 2017

AUDIT POLICY 7340

Students must receive approval from the Vice President of Instructional Services prior to enrolling to audit a course. Audited courses are subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his or her transcript. Regular tuition and fees will be assessed for audited courses. A student may elect to take a course for credit which was previously audited.

CHARGE-BACK POLICY 7350

A resident of Shawnee Community College District No. 531 who wants to enroll in an educational program which is not available at Shawnee Community College may apply for charge-back tuition if he/she enrolls in such a program at another public community college in Illinois.

The student must notify Shawnee Community College 30 days before the beginning of the semester that he/she will be attending another college in a program not offered at Shawnee Community College in order to receive this charge-back. The President or his/her designee is authorized to sign the necessary forms on behalf of the College.

TUITION WAIVERS 7370

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received. Community education courses have no tuition charge, but appropriate fees are charged.

Tuition waivers provided shall apply only to those courses offered by the Board which are approved for State credit hour funding. Courses that are taken with tuition waived may not be counted for purposes of advancement on the salary schedule.

1. **Disabled Veterans/Senior Citizens**: In-district tuition waivers shall be given to disabled veterans and persons 60 years of age and older who reside in the State of Illinois. Non-credit and credit course fees are not waived.
2. **Full-time Employees/SURS Qualified Retirees**: Tuition and fees shall be waived for all full-time employees and SURS qualified retirees and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside with either one or both parents, one of which is a full-time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. In the event of a full-time employee's death during their active employment with SCC, their dependents will be given a tuition waiver to be used during their college career if they are under 24 years of age and not married. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

   For full-time employees, textbooks required for courses eligible for tuition and fee waivers shall be loaned to the aforementioned persons without charge if said textbooks are returned to the bookstore in the same condition in which they were received during the time they are due. After the deadline, only textbooks still being used by the college will be taken back. All other books will have to be paid for. Required workbooks and other consumables must be purchased.

   Employees can take college courses during work hours as long as it is during their lunch break between the hours of 11 a.m. – 1 p.m., or during evenings or weekends.
3. **Adjunct Faculty**: Up to four hours of college credit for currently employed adjunct faculty members who have taught a minimum of five (5) years, their spouses, and their dependent children. Dependent children are defined as unmarried children under the age of twenty-four (24) living in the household of the eligible employee.
4. **Dual Credit**: Students enrolled in courses for dual credit when the course is taught on the premises of an accredited high school within the college district and taught by a qualified teacher employed by the school district. To qualify for the tuition and fee waiver, the student must meet admission criteria and eligibility requirements for the course prescribed by the college.
5. **Special programs and courses**: Special programs and courses for governmental or community-based agencies that are offered in agency facilities using agency equipment at no cost to the College and which deal with matters of public safety or community welfare providing the value of the facility and equipment usage fees being waived by the agency is roughly equivalent to the value of the tuition and/or fees to be waived by the College.

6. **Discretionary tuition waivers**: Other types of tuition waivers may be granted for academic and athletic scholarships, special educational programs, partial tuition waivers and workshops, at the recommendation of the President of the College and Chief Financial Officer.

Revised: July 2005, July 2007, September 2011, July 2016, March 2017

TRANSPORTATION 7400

TRAVEL ON COLLEGE BUSINESS 7410

1. General Guidelines

   A. Travel should always be arranged to find the most economical combination of expense, time and convenience.
   B. To be authorized for official college travel, an individual must file an application for attendance at professional meetings form with the appropriate supervisor for approval.
   C. Travel by an employee of the college must be consistent with budgeted funds for travel purposes.
   D. A Divisional Administrative Assistant will be responsible for making flight, train, and hotel arrangements using the college credit card. After an employee is given permission to travel, he/she should contact the divisional Administrative Assistant to complete travel arrangements. The maximum cost for transportation expenses will be at the most reasonable and cost effective rate. Once travel arrangements have been made, the employee will be instructed to create a requisition/purchase order for the cost of the transportation and/or hotel. All travel is approved through the President's Office.
   E. Upon return from authorized travel, the employee must complete the travel reimbursement/repayment form and submit it to the appropriate supervisor(s), who will then forward it to the business office so the reimbursement can be processed. Expenses are to be reported on the college travel expense voucher, which must be filed within 30 days of the travel.
   F. Detailed receipts are required for lodging, food, public transportation, and conference registration expenses. These expenditures will not be recognized or be reimbursed without appropriate receipt.
   G. Types of official business for which travel, meal, and lodging expenses are allowed include but are not limited to:
      1. A meeting, conference, or program which requires representation by the college
      2. A visitation, conference, or convention for the purpose of professional improvement which has a direct relationship to the employee's responsibilities at the college.

2. Allowable Travel Expenses

   A. Transportation - Employees shall utilize the mode of transportation, whether it is college vehicle, public transportation or private automobile, which will result in the least expense to the college. Exception can be made with the authority of the President for long distance travel or where time is of extreme essence. Employees will be reimbursed for approved travel for personal use of their automobile at the current IRS mileage rate, reimbursed for traveling tax exempt by public transportation with receipts and reimbursed for rental vehicles for actual charges from receipts. Parking charges, taxi and tolls will be reimbursed upon submission of receipts. Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law.
   B. Lodging – The maximum allowable expense without board approval for lodging is based on the IRS High-Low cost method or the conference rate when travel is for the purpose of a conference. The Administrative Assistant to the President will have a current list of the high-low costs and the locations associated with those costs.
   C. Registration and Enrollment Fees – Registration/enrollment fees for meetings, conferences, courses, seminars, workshops, or similar events are reimbursed when the college employee or representative is authorized to attend when supported by receipts.
   Meals and Incidental Expenditures – The maximum allowable expense without board approval for meals is based on the IRS High-Low cost method which is updated annually on the IRS website in

October. The Administrative Assistant to the President will have a current list of the high-low costs and the locations associated with those costs.

Per Diem value schedule:

Breakfast 1/6 of the per diem rate, to the nearest 50 cents
Lunch 1/3 of the per diem rate, to the nearest 50 cents
Dinner 1/2 of the per diem rate, to the nearest 50 cents

Per Diem rules for meals are as follows:

Breakfast – Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 7:00 a.m.

Lunch – Payable when an employee is on travel status and leaves the college at or before 10:30 a.m.

Dinner – Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from the destination) at or after 7:00 p.m.

(The established meal and incidental allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ship.

No per diem meal is allowed if the meal is included in a conference registration fee. Per diem allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes per the Internal Revenue Service guidelines.

In the event an employee requests reimbursement for meals during a meeting with a client(s) (recruits, community members, campus visitors, etc.) reimbursements will be based upon actual charges and an itemized receipt showing what was purchased must be submitted for payment.

The maximum allowable amounts for reimbursement of travel expenses will be determined according to these established procedures.

3. Travel advances will be authorized in accordance with these guidelines:

   A. The total cost must exceed $500.00 for in-state or out-of-state travel before an advance will be made except when the travel involves students.
   B. Advances should not be given except to prevent hardship on the traveler.
   C. Upon return the travel reimbursement/repayment form must be completed and returned with any remaining travel advance funds. Any remaining funds need to be returned to the business office on the next work day after the trip and the receipt needs to be attached to the travel reimbursement/repayment form.

4. The following items are strictly prohibited:

   a. Entertainment (including, but not limited to, shows, amusements, theaters, circuses, sporting events or another place of public or private entertainment or amusement unless ancillary to the purpose of the program or event)
   b. Alcoholic beverages
   c. Personal telephone calls
   d. Any expense related to guest's accompaniment without express written approval of the appropriate Vice-President or the President.

5. Electronic devices while driving

   A. Employees are prohibited from conducting college business using electronic devices while driving.
   B. Employees shall not use college-owned or employee-owned electronic devices, including, but not limited to, cell phones and computers, to conduct college business while driving. This policy includes talking, texting, and e-mailing with an electronic device while driving a motor vehicle for college purposes.

C. Should an employee need to make/answer a college-related business call while driving, he/she should locate a lawfully designated area to park before placing or accepting a call. Employees are not expected to make calls and do other college work while driving.
D. Under no circumstances are employees allowed to place themselves at risk while driving to fulfill college business needs.

Revised: July 2012, July 2016, February 2017, October 2019

PARKING 7421

Parking and traffic regulations as contained in the Student Handbook are approved as official College policy. Copies will be distributed annually to students, faculty, staff, and other appropriate persons.

All students and College employees are responsible for compliance with all College parking and traffic regulations and other State and federal regulations related to the operation of vehicles.

USE OF COLLEGE VEHICLES 7430

College-owned and College-rented vehicles are available to provide authorized transportation for College employees and students. The Security Office is responsible for the scheduling of College-owned vehicles. The Director of Facilities is responsible for the maintenance and upkeep of college-owned vehicles. The vehicles are not to be loaned out or rented to non-college or local groups or agencies. Passengers in college vehicles are limited to staff members, students, or guests of the college.

Employees must be properly licensed to drive in his/her home state before being approved to operate a college vehicle. A copy of the staff member's license detailing the appropriate classification and restrictions, if any, must be on file in the Human Resource Office prior to him/her being assigned a college vehicle. Each employee is required to submit an updated copy of their driver's license to the Human Resource Office each year. Motor vehicle record checks will be made annually by Human Resources on all employees who operate a vehicle to conduct college business.

Requests for vehicles, with the proper authorization, shall be made by the appropriate supervisor.

Budgets will be charged the authorized mileage rate. Vehicle keys and the trip ticket must be picked up at the Security Office. The driver of the College-owned vehicle must have in his/her possession a valid Illinois driver's license.

The transportation of students by private vehicle to or from college activities is prohibited without written permission from the appropriate Vice-President or college administrator. Special precautions must be taken to determine that adequate insurance is available for the intended trip and that all reasonable precautions have been taken to ensure the safety of SCC students and employees.

Revised: July 2016

COLLEGE RECORDS 7600

RECORDS RETENTION POLICY 7610

In general, College records will include any document, device or item, created, or received which serves to document the organization, functions, policies, decisions or other activities of the College and its faculty and staff. This will include such records as: correspondence, reports, policy statements, and related items, sent and received.

-- Minutes of all College Board, College Council, committees and other groups.
-- Printed or other reproduced items issued by the College.
-- Sound or video recordings or photographs of College administrators, faculty, staff, groups or events.
-- Personnel records of faculty, administrators, staff, students and alumni.
-- Administrative records such as requisitions, purchase orders, invoices, cancelled checks, bank statements, ledgers, etc.

-- Records recorded on magnetic devices or other mechanical devices.

This policy will be used by College administrators, faculty, and staff in the management of the records of the College. It will specify the records that will be kept, indicate their location and person responsible, and tell when and how they are to be destroyed.

The following criteria for determining status of records will be used for determining record retentions:

Active Records - Records which are used by office personnel at least once each month.

Inactive Records - Records which are used less than once each month.

Obsolete Records - Records which are inactive and are not of sufficient value to warrant their transfer to the College Archives and are eligible for disposal.

Archival Records - Records which are of sufficient research or display value to warrant their being preserved in the College Archives. These records are usually transferred to the Archives when they become inactive; but if it is an item published by the College (bulletins, brochures, reports) one copy should be deposited in the Archives immediately upon publication.

Record Series - Groups of related records which are normally filed and used as a unit and may be considered as such for disposition purposes.

Essential Records - Records which are vital to the operations of the College and require maximum protection from theft or destruction. These records should have multiple copies which are housed in separate areas of the campus or be microfilmed or placed on data processing storage and be stored under maximum security conditions.

Record Retention Schedule

This schedule contains a list of various records retained by the College with an indication of how long the records should be maintained.

The schedule is not to be considered a static document but will be changing as new records come about and as old records become obsolete. Items not included in the schedule cannot be assumed to be items that can be discarded. These should be reviewed for addition to the schedule if appropriate.

Screening Records Prior to Destruction

Some items listed in the schedule provide that the records should be reviewed prior to destruction, removing and destroying those papers that do not have continuing value. This screening should be done by the administrator over the office involved. The records that contain the highest percentage of temporary material are correspondence and subject files, which are found at all levels of the College. The following categories of papers generally may be eliminated from correspondence files without affecting the substantive value of the files:

1. Letters and memorandums of transmittal that do nothing more than forward an enclosure and add nothing to the content of the item transmitted.
2. Acknowledgements.
3. Requests for information and publications which have been received or sent.
4. Reservations and confirmations.
5. Itineraries.
6. Requests to be added to mailing lists.
7. Invitations and announcements of meetings.
8. Materials that do not relate to the function or administration of the office.

How Records are to be Destroyed

Records under jurisdiction of Local Records Commission must be approved for destruction by that office, and the record retention schedules included in this policy must be observed for all other records. Records to be destroyed may be burned, buried or sold as waste paper. Records of confidential matter should be burned or shredded and buried.

RECORDS RETENTION SCHEDULE 7630

Paid Bills and Invoices (Source - Vendor File)	Retain 7 years and destroy if audited.
Purchase Orders and Requisitions (Source - Vendor File)	Retain 7 years and destroy if audited.

Duplicates of Purchase Orders (Source - Numerical Listing)	Retain 3 years and destroy
Miscellaneous Correspondence	Purge files annually of all non-essential correspondence
Miscellaneous Bids Specifications and Proposals	Retain 10 years after acceptance or rejection and destroy.
Budget Records (Source - ICCB Budgets)	Retain 7 years and destroy if audited
Inventory (Source - Bookstore Inventory)	Retain 3 years and destroy if audited
H.E.G.I.S. General Information Survey Records	Retain 3 years and destroy
ICCB Enrollment Survey (Source 10th Day ICCB Reports)	Retain 3 years and destroy
Check Register	Retain 7 years and destroy if audited
Agenda - Board of Trustees	Retain 60 days and destroy
E2 Cards - ICCB	Retain until the ICCB confirms the data is contained on ICCB tape
Employment Application	Retain 1 year and destroy
Application for Employment Classified Employee	Retain 1 year and destroy
Fiscal Operations Report	Retain 3 years and destroy if audited
Cancelled Checks, Bank Statements, and Deposit Slips	Retain 7 years and destroy if audited
Election Records (Source - All Election Records)	Destroy accumulation
Claim for Reimbursement	Retain 7 years and destroy if audited
Retailer's Occupation Tax and Use Tax (Sales and Tax Report)	Retain 7 years and destroy if audited
Vendors Release of Payment (Source Vendor File)	Retain 2 years and destroy if audited
Resource Allocation and Management Plan	Retain 7 years and destroy if audited
Cash Receipts (Bookstore)	Retain 2 years and destroy if audited
Payroll Time Records	Retain 7 years and destroy if audited
Time Sheets (Source - Financial Aid)	Retain 2 years and destroy if audited
Department of Vocational Training and Education Evaluation	Retain 5 years and destroy
Expired Insurance Policies	Retain 7 years after expiration and destroy provided no claims are pending
Vocational Education Files	Retain 5 years and destroy if audited
Equipment Reports	Retain 7 years and destroy
Tuition Billing and Student Fees (Third Party and Non-Third Party) (Source - Agency Billings)	Retain 7 years and destroy if audited
Summary of Vocational Agriculture Monthly Reports	Retain 1 year and then destroy

E.P.A. Records of Chemical Analysis	Retain 10 years and destroy

Revised: July 2016

STUDENTS

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8150

General Admission Requirements

It is the policy of the Board of Trustees that Shawnee Community College maintain an admission policy for all degree and certificate seeking students. If space is limited in programs, preference will be given to students who reside in district #531. In accordance with Public Act 86-0954, Shawnee Community College has in effect minimum entrance requirements comparable to those of state universities.

College credit may be awarded through the through the College Level Examination Program (CLEP).

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8150A

General Admission Requirements

Students, including homeschooled, may be admitted by fulfilling the following:

1. Proof of high school completion via official transcript/GED with graduation date.
2. Completing the Shawnee Community College's placement exam to determine proper course placement.
3. Students with placement and/or admission testing scores that are five years or older must retest or show proof of retest from another institution.
4. Submit a student information form (application for admission).

Admission for Baccalaureate–Oriented Curricula (Associate in Arts and Associate in Science Degrees)

Public Act 86-0954 requires all community colleges providing baccalaureate-oriented degree programs to establish and have in effect minimum entrance requirements comparable to those of state universities.

Shawnee Community College requires that a student's high school transcript must have the following units if he/she is to be admitted to the Associate of Arts or Associate of Science programs.

High School Subjects	**Years of**	**Explanation**
English	4	Written and oral communication, and literature

Social Studies	3	Emphasizing history and government
Mathematics	3	Introductory and advanced algebra, geometry, trigonometry, and computer programming
Science	3	Laboratory Sciences
Electives	2	Foreign language, music, art or vocational education

Effective Fall 1993, students entering Shawnee Community College in a baccalaureate-oriented program are admitted in one of two categories: full admission or provisional admission.

Full Admission

Students will be granted full admission provided they have met at least one of the following requirements:

1. Earned a high school diploma or high school equivalency, met the minimum high school pattern requirements listed above and scored above the minimum levels on the college placement test to show proficiency in math, English, and reading.
2. Earned a high school diploma or high school equivalency and have taken a recognized Shawnee Community College placement exam and/or adhere to the recognized multiple forms of assessment.

Provisional Admission

Students seeking college-level coursework who do not meet the minimum high school subject requirements and do not score at the minimum levels on the college placement test will be allowed to take classes identified by individual course demands.

Provisionally admitted students may move to full admission by fulfilling the following requirements:

Take the designated courses at SCC that will satisfy the high school unit(s) that are deficient within their first 18 credit hours taken at Shawnee Community College:

English deficiency ENG 0047 or 0048

Math deficiency MAT 039

Pending receipt of the high school transcript, students will be admitted on a provisional basis. Students who have transferred from another college or university with fewer than twenty-six (26) semester hours of credit have not met the standards of full admission.

International Student Admission

Shawnee Community College is authorized to admit a limited number of non-immigrant alien students with the following guidelines:

1. Have completed the equivalent of a high school (secondary) education, which normally means the completion of 12 years of schooling, and the applicant is at least 18 years of age.
2. Score of 520 or better on the paper-based TOEFL test, 190 on the computerized TOEFL test, or 68 on

the internet-based TOEFL test.

3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third-party entity as approved by the Dean of Student Success and Services.
5. Provide an affidavit of support stipulating that adequate finances are available for their study in the United States.
6. Live within district #531.
7. Complete an interview with the Dean of Student Success and Services.

Since no scholarships are available for International Students, it is crucial that students from outside the United States be able to cover their expenses while in this country.

International students are admitted based on available space in the selected programs of study.

Early Admission

Shawnee Community College admits high school students while still in high school.

Once college credit is earned, it is on the student's permanent record.

Expectations for early admission students:

1. Must be at least 16 years of age.
2. Students accepted for enrollment in college-level courses must have appropriate academic qualifications and a high level of motivation with adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
3. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they have the same qualifications and preparation as other college students. A Dual Credit course is a college course in all respects.
4. Dual Credit students should be prepared to participate in the same course an instructor teaches on the college campus.
5. All Dual Credit courses are taught at the high school during secondary school hours.
6. The college credit a student receives for successfully completing a dual credit course will always be part of the permanent college record.

Escrow Admission

Shawnee Community College will accept students currently enrolled in high school. High school students planning to enroll shall meet the guidelines outlined below:

1. Be at least 16 years of age and be enrolled in a college preparatory curriculum.

2. Have successfully completed three years of high school English prior to enrolling in an English course.
3. Have successfully completed three years of high school math prior to enrolling in a math course.
4. Have successfully completed the college placement test with the required score to enter ENG 111, MAT 110/113/116, or any other academic class and be performing on the required reading level.
5. Submit a copy of high school transcript along with the Admission Information Form and Escrow Form.
6. No high school student will be allowed to enroll unless his/her application is signed by an official of his/her high school and a parent/guardian.

Students will be allowed to enroll in vocational, personal development, or physical education courses(s) that are not offered by his or her respective high school without meeting the requirements as indicated above.

Students enrolling for college credit must pay the college's standard tuition rate for each course. Consult the Bursar Office, (618) 634-3243, for current rate.

Advanced Honors Program Admission

For a student to be admitted into the Shawnee Community College Advanced Honors Program, he/she must meet all of the guideline requirements for the regular escrow program except:

1. The requirement for a student to be at least 16 years old may be waived if circumstances warrant and the student gets approval from both the high school and community college president.
2. Maximum course loads exceeding the waived nine credit hours are the financial responsibility of the student and must meet the guidelines established under Policy 8151. The maximum course load of nine credit hours per semester may be waived during the summer semester following the student's junior year in high school.

In addition to the regular escrow requirements, the student must also meet the following requirements:

1. Fill out an application for the Advanced Honors Program.
2. Be ranked in the upper 20% of his/her class (using all high school grades assigned up to the time of application).
3. Have a minimum cumulative high school GPA (grade point average) of 3.25, based on the 4.0 scale.
4. Maintain a minimum cumulative Shawnee Community College GPA of 3.0, based on the 4.0 scale.
5. The student's schedule of Shawnee Community College courses is officially approved each semester by the high school official and the Registrar of Shawnee Community College.

Community Education Admission

Enrollment requirements are established by the nature of the particular course. A student who plans to register only for community education courses does not need to apply for regular admission. Students

planning to enroll in both credit and community education courses should follow the regular admissions and registration procedure.

Guidelines for Accepting Transfer Credit

1. Students must produce official transcripts that are sent directly from their college or university to the Shawnee Community College Registrar's Office.
2. Shawnee Community College will only accept credit hours from institutions which are accredited by a regional accrediting association.
3. Credit hours earned from foreign colleges and universities must be translated by an accredited third-party entity as approved by the Dean of Student Success and Services, with the final determination being made by the Vice-President of Student Success and Services.
4. Shawnee Community College will accept a maximum of six (6) credit hours of "D" grades. The college registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.
5. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
6. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
7. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
8. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.
9. Credit hours will be granted for military service according to the recommendation of the American Council on Education.
10. Veterans shall submit an official copy of their DD214 or an official certificate, which documents other credit earned during military training.
11. All military service members receive 2 hours of health and 4 hours of physical education with a copy of their DD214.
12. According to the Army/American Council on Education Registry Transcript System (AARTS), other credit may be accepted as recommended by the American Council on Education Guidelines for awarding higher education credit when an equivalent Shawnee Community College course exists.
13. The decision on the awarding of transfer credit may be appealed by the student in writing to the Vice- President of Academic Affairs and Student Learning and the Vice-President of Student Success and Services.

Guidelines for Credit By Examination

Credit by examination is subject to the following:

1. Credit by examination may not duplicate credit earned at Shawnee Community College or received in

transfer.

2. Credit by examination may not be given for a lower level course when students have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn credit by examination must apply for and complete the examination by the end of the fourth week of classes.
4. A student cannot receive credit by examination and subsequently enroll in the course and earn a grade.
5. A proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by examination will be recorded as "Proficiency Credit' or "CLEP Credit." No transcript record is entered unless the examination is successfully completed. No grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

Advanced Placement

Shawnee Community College accepts credit from Advanced Placement (AP) or International Baccalaureate (IB) examinations. This program allows high school students to earn college credit by successfully completing the AP or IB examinations. To receive Shawnee Community College credit, students must earn a score of 3, 4, or 5, on the College Board Advanced Placement examination or a subject score of 4 or higher for IB Diploma Programme subjects accepted for credit.

Students seeking AP/IB credit must request that an original score report be sent to the Registrar. Credit received from AP/IB examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for AP/IB will appear on the student's transcript.

AP Exam	Min. Score Required	SCC Equivalent	Credit Hours
Art History	3 4-5	ART 117 ART 118	3 6
Music Theory	3 4-5	MUS 113 MUS 114	3 6
Studio Art – 2-D design	3	ART 115	3
Studio Art – 3-D design	3	ART 121	3

Studio Art – Drawing	3 4-5	ART 111 ART 211 (ART-111 & ART-211)	3 6
English Language and Composition	3 5	ENG 111 ENG 112 (ENG-111 & ENG-112)	3 6
English Literature and Composition	3 5	LIT 214 LIT 215 (LIT-214 & LIT-215)	3 6
European History	3 5	HIS 116 HIS 117 (HIS-116 & HIS-117)	3 6
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Psychology	3	PSY 211	3
US Government & Politics	3	GOV 117	3
US History	3 5	HIS 214 HIS 215 (HIS-214 & HIS-215)	3 6
World History	3 5	HIS 121 HIS 122 (HIS-121 & HIS-122)	3 6
AP Calculus AB	3	MAT 209	5
Statistics		MAT 210	4
Biology		BIO 111	4
Chemistry		CHE 114	5
Physics C: Mechanics	4	PHY 216	4
Physics 1: Algebra Based	4	PHY 216	4
Physics 2: Algebra Based	4	PHY 217	4
Spanish Language & culture	3	SPA 111	4
Spanish Language & culture	3	SPA 112	4

College Level Examination Program

Shawnee Community College administers the College Level Examination Program (CLEP) examinations to current and prospective students. All high school graduates (or high school equivalency) are eligible to participate in the CLEP. CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center.

The College awards credits as outlined based on the recommendations from the American Council on Education.

Test	Course	Minimum Score	Credit Hour
English Composition with Essay	ENG 111 & 112	50	6
American Literature	LIT 216 & 217	50	6
Analysis & Interpretation of Literature	Literature electives	50	6
English Literature	LIT 214 & 215	50	6
Humanities	Humanities electives	50	6
French	Elective	50	6
	Elective	62	12
German	Elective	50	6
	Elective	63	12
Spanish	Elective	50	6
	Elective	66	12
American Government	GOV 117	50	3
Intro. To Educational Psychology	Elective	50	3
Human Growth & Development	PSY 218	50	3
History of the US I: Early Coloniz. to 1877	HIS 214	50	3
History of the US II: 1865 to present	HIS 215	50	3
Western Civ. I: Ancient Near East to 1648	HIS 116	50	3
Western Civ. II: 1648 to present	HIS 117	50	3
Principles of Macroeconomics	ECO 211	50	3
Principles of Microeconomics	ECO 212	50	3
Introductory Psychology	PSY 211	50	3
Social Sciences and History	Social Science elective	50	6
Introductory Sociology	SOC 212	50	3
College Algebra	MAT 116	50	3
College Algebra-Trigonometry	Math elective	50	3
Calculus with Elementary Functions	MAT 209	50	6
College Mathematics	Math elective	50	6
Trigonometry	MAT 118	50	3
General Biology	BIO 111	50	6
Natural Sciences	Nat. Science elective	50	6
General Chemistry	CHE 111	50	6
Information Systems & Computer Apps.	Elective	50	3
Principles of Accounting	ACC 111	50	6
Introductory Business Law	BUS 214	50	3
Principles of Management	BUS 210	50	3
Principles of Marketing	BUS 116	50	3

Once Shawnee Community College receives a student's score from the College Board, the Registrar will send written notification informing the student of the credit to be awarded. However, CLEP credit will not be posted to the student's academic transcript until the student has completed 12 credit hours at Shawnee Community College. Credit received from CLEP examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. The credit will appear on the student's transcript as outlined below:

Course	Number	Course	Title	Sem. Hrs. Attempted	Sem. Hrs. Earned	Grade Points
ENG 111		English Comp.		0	3	0

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through formal or informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on-campus advisor to obtain an "Application for Proficiency Examination." The student should then pay the Proficiency Examination Fee at the Bursar's Office. The Division Chair responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Division Chair responsible for the course subject to the approval of the Vice-President of Academic Affairs and Student Learning The Division Chair will assign a full-time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and, therefore, will not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examinations will appear on the student's transcript.

Experiential Credit

Shawnee Community College works cooperatively with third party professional training programs to articulate coursework commensurate with specific training, including:

1. Students who have completed the Police Training Institute will receive 6 credit hours of credit for crime control and criminal behavior.
2. Students who have completed the Department of Corrections Training course will receive 6 hours of credit for criminal behavior and corrections coursework.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8151

Academic Classification and Course Load

It is the policy of the Board of Trustees that a freshman student is one who has earned less than 30 semester hours of college credit. A sophomore student is one who has earned 30 or more semester hours of college credit. A full-time student is one who carries 12 or more credit hours during the fall and spring semesters or six or more credit hours during the summer semester. A part-time student is one who carries less than 12 credit hours in a given semester. A full-time student may enroll for a maximum of 18 credit hours during the fall or spring semesters or 9 hours in the summer. Guidelines for enrolling in more than the maximum number of credit hours are published by Shawnee Community College.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8151A

Academic Classification and Course Load

To enroll in more than the maximum number of credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of 3.20 or more may carry up to 21 hours.
2. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of less than 3.20 or students with less than 30 credit hours earned at Shawnee Community College with a grade point average of 3.20 or more must secure the Vice President of Academic Affairs and Student Learning's signature to carry up to 21 credit hours.
3. Students with less than 30 credit hours earned at Shawnee Community College and with less than a 3.00 grade point average must secure the signature of the Vice President of Academic Affairs and Student Learning to carry up to 21 credit hours.

A full-time student during the summer semester must meet the requirements outlined above to enroll for more than nine semester hours of credit.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8152

Satisfactory Academic Standing, Warning and Probation

It is the policy of the Board of Trustees that all students must maintain minimum academic achievement standards as published by Shawnee Community College. A student who fails to meet these standards will be placed on academic warning or probation.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8152A

Satisfactory Academic Standing, Warning and Probation

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the student will be placed on academic probation. We encourage students to avail themselves of all available Shawnee Community College resources.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8153

Standards of Satisfactory Academic Progress for Financial Aid Recipients

It is the policy of the Board of Trustees to comply with all federal and state laws as it relates to financial aid procedures. The Standards of Satisfactory Academic Progress (SAP) at Shawnee Community College are compliant with U. S. Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Financial Aid Office is responsible for ensuring that all students who receive federal and state student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state laws or regulations are changed. Other amendments to the policies will be considered through Shawnee Community College policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain SAP, according to the policies outlined below, in order to continue to receive financial aid. These policies determine SAP in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, and the Illinois Veteran's Grant, Illinois National Guard, and MIA/POW Scholarship.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters). The summer semester is considered to be part of the previous academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year will be assessed after each semester to determine the progress made for the last semester of attendance. Students~~,~~ who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent formally declared program. Transfer students will be assessed for SAP related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by Shawnee Community College.

Grade Requirements

Each financial aid recipient must be enrolled in an eligible certificate or degree program~~,~~ and maintain at least a 2.00 cumulative grade point average (GPA) (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative GPA is 2.00, regardless of the current GPA, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative GPA drops below 2.00, the student will be placed on financial aid warning for the following semester. During the warning semester, the student must attain a 2.00 cumulative GPA to retain financial aid eligibility.

If the student does not attain a 2.00 cumulative GPA during the warning semester, the student will no longer be eligible, and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

Following the semester in which the cumulative GPA reaches 2.00, the student will be taken off of warning or suspension.

Maximum Time Frame

A student is expected to complete an Associate Degree after attempting no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after attempting no more than 51 credit hours (150% of 34); and to complete a less-than-one-year Certificate program after attempting no more than 24 credit hours (150% of 16). Due to required prerequisites in the LPN/ADN programs before a student will be formally accepted into the programs, an LPN student is expected to complete the Certificate after attempting no more than 77 credit hours (150% of 51) and an ADN student is expected to earn the Associate Degree after attempting no more than 122 credit hours (150% of 81).

Hours Requirement

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid suspension until the appropriate certificate or degree has been completed. To maintain academic progress over time, a student must, by the end of the first full academic year of attendance (one fall and one spring semester), and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid warning for one semester. During the warning semester, the student must enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester. If the student does not attain the 67% level during the warning semester, the student will no longer be eligible and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded to the student until eligibility is reinstated.

When a student is placed on financial aid warning, probation, or suspension, a notification e-mail is sent to the student. SAP information is available on mySCC. However, lack of receipt of a notification email does not nullify the warning or suspension status.

Failures, Incompletes, Withdrawals, Audits, ABE/High School Equivalency, and Community Education courses are not counted as successfully-completed credit hours. Repeated courses are counted in the review of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also counted.

If a student's grade is changed after a designation of financial aid warning, probation, or suspension, it is the student's responsibility to notify the Financial Aid Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will not change the student's SAP standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8153

Monitoring Procedures

Satisfactory progress toward the completion of a degree or certificate, the percentage of hours attempted that have been earned, and the federal requirement for a 2.00 cumulative GPA are monitored by the Financial Aid Office at the end of each semester for all enrolled students.

Appeals

Students not meeting one or more of the SAP standards of SCC will be ineligible for continued financial assistance, as described, unless an appeal that justifies reinstatement is submitted and approved. A student may appeal suspension of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress.

An appeal letter, along with supporting documentation, appeal form, and degree audit should be sent to the Financial Aid Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Appeals Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. If the appeal is approved, the student's status is changed to probationary. The Scholarship Committee decision shall be final.

Reinstatement

Students on probation or warning for grade requirements retain probationary or warning status as long as their current grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of attempting the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree, and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

To reinstate probation or warning financial aid status after having eligibility suspended, the student must have an appeal approved and enroll. The student must earn a minimum of six (6) semester hours and attain a 2.00 current GPA for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative GPA is 2.00 or better.

Revised: July 2016, January 2019 per DOE's Handbook guidelines

Reviewing authority – Shawnee Community College Board of Trustees

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8154

Student Eligibility Code

It is the policy of the Board of Trustees that every student seeking to enroll in a Title IV-eligible post-secondary program at Shawnee Community College must be documented as having the ability to benefit from college coursework in order to be enrolled.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8154A

Student Eligibility Code

Students with a high school diploma (recognized by a state) or a high school equivalency will be assumed to have the ability to benefit from college level work, and will be allowed to register for classes as a regular student in a regular curriculum (program). Proof of the diploma or high school equivalency is required to be on file in the Admissions Office. Students not having a high school diploma or high school equivalency will not be allowed to enroll in a regular curriculum, and, therefore, will not be eligible to receive Title IV financial aid. Every new student enrolling at Shawnee Community College is required to take the college placement test, which measures language usage, reading, and numerical skills. Transfer Students may satisfy Math/English proficiency via transfer credit. Students seeking college-level coursework who do not meet the minimum high school subject requirements and do not score at the minimum levels on the college placement test will be allowed to take classes identified by individual course demands. Financial aid will be paid based on financial aid regulations.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8155

Reporting Potential Fraud and Abuse

It is the policy of the Board of Trustees that whenever, in the course of reviewing a student's information, the Shawnee Community College Financial Aid Office finds that the student may have engaged in fraud or other criminal misconduct in applying for aid, it will be reported to the Inspector General's Office of the U. S. Department of Education.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8155A

Reporting Potential Fraud and Abuse

The student will first be notified of the situation and asked to come in to discuss the problem. If there are findings, they will be reported, in writing, to the Inspector General's Office and a copy of the report will be sent to the student. The College will cooperate in any way with the ensuing investigation by the Inspector General's Office. Fraudulent statements that might affect the student's eligibility for student financial aid may include, but are not limited to: the use of false identities and/or social security numbers; forgery of signatures or certifications; false claims of income, citizenship, or independent student status; and false certifications relating to previous attendance at other post-secondary institutions, defaults, and repayments.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8156

Release of Financial Aid Information

It is the policy of the Board of Trustees that Shawnee Community College complies with the requirements of the Family Educational Rights and Privacy Act of 1974. In accordance with this, certain public directory information may be released without prior consent (unless the student has requested that it not be released).
Release of public directory information is at the discretion of approved staff. Public directory information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of activities and sports, dates of attendance, degrees and awards received by the students, and the most recent previous educational agencies or institutions attended by the student.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8156A

Release of Financial Aid Information

The following specific policies and procedures relate to the disclosure of information from a student's financial aid record.

1. All current student financial aid records are kept in files located in the Financial Aid Office. Access to the financial aid files are restricted to employees of the division of Financial Aid. All employees in the division are instructed by the Director of Financial Aid/Veterans regarding these procedures and the need for confidentiality. Historical records are stored in the Shawnee Community College Records Room. The same restrictions to access noted above apply to these records.
2. A student may review his/her financial aid records (except for the financial records provided by the student's parents) during regular office hours, within the Financial Aid Office. At the request of the student, one copy of such information will be made for the student. A copy fee of ten cents per page may be charged if the file is extensive (more than 15 pages) or multiple copies are requested.
3. Under no circumstances will an unauthorized third party be allowed to see a student's record, or be provided with information from a student's record, except for public directory information at the staff

person's discretion. No information, other than public directory information, will be provided over the phone unless the caller verifies himself/herself as the student, or a person authorized to receive such information, and the student's correct social security number is provided.

4. Student financial aid information may be released without the student's specific and prior consent to an official of Shawnee Community College with a legitimate educational interest, to school officials at a college to which the student intends to transfer, and to persons or organizations determining financial aid decisions, or who are enforcing the terms of a student's financial aid. These include, but are not limited to:
   a. federal and state educational agencies
   b. programs providing the student with federal or state financial aid (e.g. PELL, JTPA, ISAC, Dislocated Workers, TRA, etc.)
   c. agencies or institutions guaranteeing, lending, or collecting a student's guaranteed student loan
5. Personally identifiable information, other than public directory information, will not be provided to other persons or organizations (e.g. the Department of Public Aid, police, probation officers, employers, etc.) without the written consent of the student, or a court order.
6. Whenever information that is not public directory information is released to a third party, a copy of the release, which identifies the date, party, and the reasons for release, will be filed in the student's record. The release of such information should be accompanied by the following statement: "This information is covered by the Family Educational Rights and Privacy Act of 1974, and may not be disclosed to others without the written consent of the student."

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8157

Special Circumstances

It is the policy of the Board of Trustees that Shawnee Community College complies with federal legislation that permits the Financial Aid Administrator, in certain circumstances, to review a student's file and utilize professional judgment in determining financial aid eligibility.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8157A

Special Circumstances

Special Circumstances cases will be considered only at the request of the student and at the discretion of the Director of Financial Aid/Veterans, if the student meets one of the outlined criteria for review~~,~~ and provides proper documentation. In all such cases, eligibility decisions will be made based upon the particular circumstances of each individual student. All unusual circumstances will be documented in the student's file, as well as the decision made and the actions taken.

The Director of Financial Aid/Veterans is designated the Financial Aid Administrator (FAA), and, as such, shall be the individual responsible for determining financial aid eligibility, based upon current Title IV regulations, Shawnee Community College policies and procedures, and required documentation.

No Title IV financial aid disbursements (including federal Pell and FSEOG grants, ISAC MAP grants, and Federal work-study wages) will be approved without a valid Student Aid Report/Institutional Student Information Record on file in the Financial Aid Office.

Once the student initiate a formal request for review by completing a Request for Designation as an Independent Student form or Request for Professional Judgment Consideration form, along with required documentation as detailed on the form or instructed by the FAA, the FAA will begin the individual review.

Dependency Override

Independent Status

The FAA may review the Request for Designation as Independent Student form on a case-by-case basis for students with unusual circumstances. Dependency Overrides do not carry over from one award year to the next. The FAA must reaffirm each year that the unusual circumstances persist and an override is still justified.

Documentation is critical to the dependency override process. The documentation must support, and include the reason for, the decision and should, in almost all cases, originate from a third party with knowledge of the unusual circumstances for the student.

The following are possible special circumstances:

1. Since applying for financial aid, the student's only remaining parent has died.
   Documentation: Death Certificate
2. All normal family contact has been terminated between the student and the natural parents.
   Documentation: Students written, confidential explanation of family circumstances, signed statement of certification of circumstances by related adult or professional counselor
3. The student has lived with a family member other than the natural parent, or another responsible adult, for a minimum of one year prior to the beginning of the academic year in question, and has not been supported by the parents during that time. This could be due to unusual circumstances, such as an abusive family environment that threatens the student's health or safety.
   Documentation: Signed statement from the adult or family member that the student has lived with them on a continuous basis for a minimum of one year, and that the adult or other family member, and not the parents, have been supporting the student during this time. - Signed statement corroborating the circumstances by a professional counselor.
4. The student does not know the specific whereabouts of either natural parent, and/or has not had contact with either natural parent within the past two years, and does not have a legal guardian appointed by the courts.

   Documentation: A statement by the student, and another adult family member or professional counselor certifying to the above circumstances.

If the FAA determines that an override is appropriate, the determination must be made and retained with supporting documentation. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override.

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as dependent for income tax purposes.
   Student demonstrates total self-sufficiency (per FSA Handbook).

Professional Judgment

In unusual circumstances, a student's family base-year income or assets may not accurately reflect the income/assets available to the family for the academic year. The FAA may use Professional Judgement on a case-by-case basis only to adjust the student's cost of attendance. Such circumstances might include, but are not necessarily limited to, those listed below. These and other circumstances may be considered by the FAA on an individual basis. If circumstances warrant, appropriate data changes will be submitted to correct the Student Aid Report to adjust the student's Estimated Family Contribution (EFC).

1. Medical/dental bills paid during the previous year, or to be paid during the current year.
   Documentation: Proof of bills/premiums paid, or an agreement for pay on a regular basis. The FAA will take in account the Income Protection Allowance (IPA) for medical care described in the FSA Handbook.
2. A recent layoff, job termination, or greatly reduced income due to a plant or business closure or downsizing, where the likelihood of comparable re-employment is poor.
   Documentation: Proof of unemployment or reduced hours.
3. Termination or reduction of employee hours in order to attend classes on a full-time basis as required by the student's program of study.
   Documentation: Proof of unemployment or reduced hours, and participation in a curriculum requiring full-time attendance.
4. Loss of Social Security benefits to a family for the student who has attained 18 years of age but will be a full-time college student.
   Documentation: Notice of termination of benefits from Social Security.
5. Loss of other benefits received on a regular basis, such as child support.
   Documentation: Notification of termination of other benefits.
6. A one-time payment of income or benefits in the previous year that will not be repeated in the current year, such as an IRA.
   Documentation: Proof of one-time payment or cessation of payments.
7. Divorce, separation, death or disability of a family member.
   Documentation: Divorce decree, Death Certificate, statement certifying separation, physician's statement of disability.
8. A student or supporting parent/guardian has been the victim of a natural disaster (tornado, flood, fire, etc.) during the past or current year that has reduced available assets or income upon which eligibility was based.

If other circumstances exist, the student must contact the FAA for them to possibly be considered.

(Reviewing authority – Shawnee Community College - College Council)

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8158

Students Entering Classes as "Open Entry and Open Exit" Students

It is the policy of the Shawnee Community College Board of Trustees that students entering classes as "Open Entry and Open Exit" students must comply with Shawnee Community College's admissions policy.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8158A

Students Entering Classes as "Open Entry and Open Exit" Students

Students entering classes as "Open Entry and Open Exit" students must comply with Shawnee Community College's admissions policy. An "Open Entry and Open Exit" course is a mode of delivery that allows a student to enroll in a class throughout the duration or near duration of the class and complete the class at any time throughout the duration of the class. Students are not prescribed a timeframe or number of required hours as criteria for successful completion of the class.

1. A student who has not previously been admitted to Shawnee Community College must follow the same procedures as all students as explained on the student information form.
2. A student that requests "Open Entry" prior to the mid-term of the semester in which he enters will be enrolled and placed on a class list. The student will receive a grade at the end of the semester or an "Incomplete" if the course has not been completed. The course must be completed by the end of the following semester, and a grade will be awarded at the end of the second semester in which he is enrolled.
3. A student that requests "Open Entry" after mid-term will be officially enrolled at the beginning of the next semester, and the grade will be recorded at the end of that semester.
4. All students entering classes as "Open Entry" students must have written approval of the instructor and the Vice-President of Academic Affairs and Student Learning.

(Reviewing authority – Shawnee Community College - College Council)

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8160

Withholding Transcripts for Nonpayment

It is the policy of the Board of Trustees that final grades are posted at the close of each semester. Transcripts will be withheld by Shawnee Community College for such reasons as unpaid obligations, unreturned loaned materials, and incomplete admissions records.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8160A

Withholding Transcripts for Nonpayment

Financial obligations, including, but not limited to tuition, laboratory fees, library charges (overdue books, and other use charges) are to be paid in the Business Office before a transcript will be issued.
Once records are completed, payments are posted to the students account, or loaned materials are returned, a transcript may be obtained by the student.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8161

Grading

It is the policy of the Board of Trustees that students will earn a grade upon completion of a course. A grade of incomplete ("I") may be changed upon completion of all coursework. A grade may also be changed if a grievance procedure is approved.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8161A

Grading

Students are graded according to the following system:

Letter Grade	Definition	Grade Points
A	Excellent Performance	4
B	Good Performance	3
C	Average Performance	2
D	Inferior Performance	1
P	Passing	0
F	Failing Performance	0
*I	Incomplete Work	0
**S	Satisfactory Work	0
***U	Unsatisfactory Work	0
W	Withdrawal from class after mid-term but by the end of academic penalty date	0
AU	Audit	0

Grade Point Average

$$\text{GPA} = \frac{\text{total grade points earned (A,B,C,D, and F grades)}}{\text{total semester hours attempted}}$$

A student's standing in a program is determined by his/her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned. Only A, B, C, D, and F grades will be used in

computing the GPA. An “F” will be computed in the GPA unless the course is later repeated with a satisfactory grade. An “F” grade will not count toward the GPA if the student repeats the course and earns an improved grade. Neither credit hours nor grade points will be computed in those courses where a grade of “I”, “W”, “S”, “P”, or “U” is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (*) will not be used in computing GPA.

Incompletes

A student may receive an incomplete (“I”) grade for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable and approved by the Vice President of Academic Affairs and Student Learning. A copy of the Incomplete Form must be forwarded to the Registrar with the course final grade report.

The student must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. The student will receive an “F” if the course requirements are not completed by the deadline.

Although the grade of “D” is academically viewed as “passing” for some programs/courses as posted in the program guidelines, handbook, or syllabus, a grade of “D” may not be satisfactory to allow the student access to another curriculum within that program/discipline.

Satisfactory/Unsatisfactory

Satisfactory (“S”) or Unsatisfactory (“U”) grades are issued only to students enrolled in Adult and Community Education classes. These grades will not be used in computing the student’s GPA or college credit hours.

Independent Study

Students seeking independent study courses should meet with their academic advisor for possible options. Advisors will communicate with faculty on possibilities.

Pass/Fail

Students may elect to take some courses as Pass/Fail. To take a class pass/fail, the student must make arrangements with their advisor prior to the start of the class. This is usually done during the advisement/registration process.

The maximum hours of P/F that can be taken in any one (1) semester is four (4) hours. The total maximum number of P/F credits that can count toward any degree is 12 semester hours.

No general education core curriculum courses can be taken as P/F. Exceptions may be allowed under special circumstances with the written approval of the Vice President of Academic Affairs and Student Learning.

Courses taken P/F can count only as elective credit.

Grade Review/Appeal

Faculty are responsible for assigning grades for work done in individual courses. Faculty are responsible to determine the evaluation measures of student academic progress in relation to the described content of the course. Students have a right to a grade review if they believe an erroneous grade has been assigned and should be corrected. Also, they have a right to a grade appeal as a remedy if they believe an instructor has assigned a grade

- By using some basis other than academic or behavioral performance in the course;
- By using more exacting or demanding standards than were applied to other students in that course;
- By using standards and/or criteria that are not clearly presented in the course syllabus, course materials, and/or other written communications;
- That is a substantial departure from the instructor's previously announced or written standards in the course.

A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

Grade Review/Appeal Procedure

Step One

1. The student is to present the completed Grade Review/Appeal form to the course instructor via email no later than the midterm date of the following 16-week semester (excluding summer).
2. The instructor must respond to the email within thirty (30) calendar days. The instructor may change grades that are found to be in error during a Grade Review within 30 calendar days of the receipt of the completed request for a Grade Appeal.
3. The instructor may or may not change a grade after a review of the appeal within 30 calendar days of the receipt of the completed request for a Grade Appeal.
4. The instructor is to notify the student of the decision in either instance via email.

Step Two

1. If the student is not satisfied with the outcome of Step One, he/she may forward the emails with the Grade Review/Appeal form and the instructor's response to the appropriate Division Chair within fourteen (14) calendar days of the email with the instructor's decision.
2. The Division Chair has seven (7) calendar days to provide the student with a decision via email.

Step Three

1. If the student is not satisfied with the outcome of Step Two, he/she may forward the three (3) aforementioned emails to the Vice President of Academic Affairs and Student Learning and/or the Vice President of Student Success and Services within fourteen (14) calendar days of the Division Chair's decision.
2. The Vice President of Academic Affairs and Student Learning has fourteen (14) calendar days to provide the student with a decision via email.
3. The decision of the Vice President of Academic Affairs and Student Learning will be considered a sufficient review and will be the terminating step of the Grade Review/Appeal process.

During the Grade review/appeal process, all procedures and meetings, including names and related information, will be confidential unless otherwise mutually agreed upon by all parties involved. The grade Review/Appeal Form and Grade Change Form will be signed by the Vice President of Academic Affairs and Student Learning. All student appeals will be housed in the student file and in the course paperwork file.

(Reviewing authority – Shawnee Community College - College Council)

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8170

Assessment of Student Learning

It is the policy of the Board of Trustees that all employees participate in the assessment process, which allows for continuous quality improvement to course design, programs effectiveness, overall teaching and learning, and relevant co-curricular services in order to continuously pursue ~~our~~ Shawnee Community College's mission.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8170A

Assessment of Student Learning

See the Student Academic Assessment Plan.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8310

Student Rights and Responsibilities

It is the policy of the Board of Trustees to support the College policies that are included in the Student Handbook.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8310A

Student Rights and Responsibilities

All students will be provided access to the Student Handbook and are required to abide by the policies contained therein.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8311

Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Healthcare Facility Rules, Regulations, or Policies

It is the policy of the Board of Trustees to uphold a commitment to a safe clinical experience for students, patients, teaching faculty, and clinical agency personnel.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8311A

Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Healthcare Facility Rules, Regulations, or Policies

I. STATEMENT

Shawnee Community College, through the teaching faculty and the Director of Nursing, has a professional responsibility to suspend a student from his/her clinical experience who demonstrates unsafe clinical practice or jeopardizes the educational process of the remaining students in the clinical group. Further, a student must be suspended from his/her clinical experience when requested by the healthcare facility for having violated the rules, regulations, or policies of the healthcare facility.

II. DEFINITION OF UNSAFE CLINICAL PRACTICE

A. The definitions of unsafe clinical practice which may give rise to suspension, failing grade, or termination from the program are:

1. Displaying a lack of knowledge or skill in the basic care of a patient (or patients) to such a degree that the student's conduct has injured or may, if it continues, injure a patient or jeopardize his recovery.
2. While having the necessary knowledge and skills to participate in the clinical experience, the student's actions, either by intentional conduct or negligence, has injured or may, if it continues, injure a patient or jeopardize his recovery.
3. Where the student's general conduct is such that he/she is an immediate danger to patients, other students, or employees of the healthcare facility.

B. While it is impossible to list all of the circumstances giving rise to unsafe clinical practice, examples of the same include, but are not limited to, the following:

1. Miscalculation of medication
2. Improper preparation of medication
3. Improper administration of medication
4. Improper performance of sterile technique, via dressings, catheterization, etc.
5. Improper usage of equipment
6. Neglect to perform procedures as reported from one shift of nursing staff to the next
7. Improper performance of any common basic nursing skill as taught by a school of Practical Nursing or Associate Degree Nursing and licensed by any state board of nursing as appropriate for an Licensed Practical Nurse (LPN) or Associate Degree Nurse (ADN) to perform
8. Reporting to a clinical experience under the influence of alcohol, drugs, or narcotics
9. Failure to maintain appropriate personal cleanliness and hygiene during a clinical experience

III. SANCTIONS FOR UNSAFE CLINICAL PRACTICE

A. A student may be suspended for up to the remainder of a clinical rotation for demonstrated unsafe clinical practice.
B. A suspension will be treated as an absence for grade purposes.
C. When a student is suspended for an occurrence of unsafe clinical practice, he/she may also receive a failing grade for that course and may further be subject to termination from the program.

IV. PROCEDURE FOR REVIEW OF SANCTIONS

A. Faculty Member Responsibility

1. A faculty member who has evidence of unsafe clinical practice shall immediately notify the student that he/she is being temporarily suspended, and
    a. Provide the student with the basis (reason) on which a determination has been made that an unsafe clinical practice has occurred or is occurring. The student may be instructed to immediately leave the healthcare facility premises. When possible, the initial notification should be in writing, but, if that is not practical, the initial notice of suspension may be verbally communicated.
    b. In the event the notice of suspension is verbal, the faculty member shall, at the first appropriate time, reduce the notice to writing, and mail a copy via certified mail to the student at his/her last known address. Because of the short period for the review process, in addition to the notice by mail, the student shall be given the opportunity to receive the written notice of suspension (and the reason for the same) within forty-eight (48) hours of the action taken by the faculty member. A student may accomplish this early receipt of the notice by contacting the faculty member during regular working hours.
    c. The written notice of suspension shall generally state

(1) The facts giving rise to the determination that an unsafe clinical practice has occurred.
(2) The date and approximate time when the unsafe clinical practice occurred.
(3) The names of any witnesses to the unsafe clinical practice, and the identification of any accompanying/relevant documents.
(4) The length of the suspension - not more than 3 days.
(5) That the suspension and the student's conduct will be reviewed by the Director of Nursing within five (5) calendar days of the offense.
(6) The place and time of the review by the Director of Nursing and the student's rights thereto.

B. Student's Rights and Responsibilities

1. A student shall have the right to be present for the Director's formal review of the action taken and to present any evidence in support of his/her position.
2. The student may, at the formal review by the Director of Nursing, submit any response to the suspension, including the testimony of any witness that is relevant to the basis for the suspension.
3. The conduct of the formal review and admission of evidence at said review will be controlled by the Director of Nursing or his/her designee. At the review, the Director shall review the student's conduct, the facts giving rise to the suspension, the student's response, and any other evidence adduced at the review.
4. The faculty member, or any witness to the unsafe clinical practice, must be present at the review and may present evidence at the review. The faculty member, or other witness, shall be subject to cross-examination by the student.
5. The student is to be notified of the decision of the Director of Nursing and the practical effect the decision has on the student's academic status via email. The student will also be informed that he/she has the right to have the Vice-President of Academic Affairs and Student Learning review the suspension, provided the student makes a written application for review of the suspension to the Vice-President of Academic Affairs and Student Learning within five (5) calendar days of the date of the Director of Nursing's decision.
6. In the case where the Director of Nursing ~~the Program~~ recommends to the Vice-President of Academic Affairs and Student Learning that the student be terminated from the program, the student shall have the right to a hearing to be conducted by the Disciplinary Hearing Committee on said issue within ten (10) calendar days of the date of the Director of Nursing's decision.
7. The decision of the Disciplinary Hearing Committee may be appealed by the student in accordance with the student's right to appeal the disciplinary penalties and sanctions under the Student Handbook now in effect or hereafter amended.

C. Director's Rights and Responsibilities

1. The Director of Nursing may, after considering all relevant information submitted for the review,
   a. Sustain the suspension previously imposed by the faculty member.
   b. Add to or reduce the suspension previously imposed by the faculty member.

c. Require the student to take or perform certain remedial action before the student may return to the clinical experience.
d. Recommend the student's termination from the program to the Vice-President of Academic Affairs and Student Learning.
e. Determine that the suspension imposed was inappropriate and establish a method for making up the academic experience lost as a result of the suspension.
f. The student will be notified of the decision of the Director and the practical effect the decision has on the student's academic status. The student will also be informed that he/she has the right to have the Vice-President of Academic Affairs and Student Learning review the suspension, provided the student makes a written application for review of the suspension to the Vice-President of Academic Affairs and Student Learning within five (5) days of the Director's decision.
g. If the Director of the program recommends to the Vice-President of Academic Affairs and Student Learning that the student be terminated from the program, the student shall have the right to a hearing to be conducted by the Disciplinary Hearing Committee on said issues within ten (10) calendar days.
h. The decision of the Disciplinary Hearing Committee may be appealed by the student in accordance with the student's right to appeal the disciplinary penalties and sanctions under the Student Handbook now in effect or hereafter amended.

V. VIOLATION OF HEALTHCARE FACILITY RULES, REGULATIONS, OR POLICIES

Each healthcare facility where a student may receive his/her clinical experience reserves the right to require suspension of a student nurse for violating the facility's rules, regulations, or policies.

It is the duty and responsibility of the student nurse to become aware of, and to follow, all of the rules, regulations, and policies of the facility where he/she is receiving the clinical experience.

Shawnee Community College shall have no responsibility to locate other healthcare facilities wherein a student may complete his/her clinical requirements. If a student nurse is suspended for violation of the healthcare facility's rules, regulations, or policies, such suspension will be treated as an absence for grade purposes.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8313

Sexual Misconduct – Student Rights

It is the policy of the Board of Trustees to comply with the CLERY Act and to establish an unwavering commitment to prohibit and prevent unlawful sexual misconduct toward any student by any other student or any Shawnee Community College employee at any time, on or off any campus facility.
(Reviewing authority – Shawnee Community College Board of Trustees.)

Shawnee Community College

Operational Procedures

Procedure No. 8313A

Sexual Misconduct – Students Rights

I. STATEMENT

The purpose of this policy is to define sexual misconduct in its various broad forms, define related terms directly affecting sexual misconduct, to set forth the foundational procedures for a student to file a complaint regarding sexual misconduct, and to establish a method for investigating and resolving those complaints of unlawful sexual misconduct.

Sexual harassment of any student by another student, any Shawnee Community College employee or other person on the premises of Shawnee Community College other than an employee (e.g., a visitor or business invitee), or any other person having contact with a student while that person is engaged in the performance of his employment duties will not be tolerated.

Disciplinary action up to and including termination of Shawnee Community College employees will be instituted for any behavior found to constitute sexual misconduct. Any retaliation against a person for filing a sexual misconduct charge or making a sexual misconduct complaint is also prohibited under the Illinois Whistleblower and Human Rights Act, and any person found to be retaliating against a student will also be subject to disciplinary action up to and including termination.

II. DEFINITIONS – SEX OFFENSES

A. Definition of sexual harassment: Unwelcome sexual advances, request for sexual favors (i.e. quid- pro-quo), and other verbal and physical conduct of a sexual nature constitutes sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic studies;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Examples: Sexual harassment includes, but is not limited to:

1. Speech, such as derogatory comments or slurs, lewd propositioning on the basis of sex or sex-orientated comments on appearance, including the dress or physical features of another person.
2. Physical acts, such as offensive touching, pinching, grabbing, patting, propositioning, or leering.
3. Visual insults including derogatory posters, cartoons, or drawings which are related to sex.

B. Definition of Sexual Assault: Sexual assault is any sexual act with another person without their knowledge or consent. Conduct of a sexual nature constitutes sexual assault when

A. An act of sexual penetration by the use of force or threat of force;
B. An act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent;
C. An act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; and/or
D. An act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

Examples: Sexual assault includes any non-consensual contact, and is not limited to

1. Rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts including over clothing.
2. Forced kissing, child sexual abuse, ~~or~~ sexual torture, dating violence, or domestic violence.

C. Definition of Rape: Rape is forcing someone to have sexual intercourse against their will.

Examples: Rape includes any non-consensual sex act with another, and is not limited to: Incest, date rape, statutory rape, or diminished capacity rape.

D. Definition of Sexual Exploitation: Sexual exploitation means taking advantage of another person's sexuality without their knowledge for your personal gratification, profit or gain.

Examples: Excluding consent, sexual exploitation includes, but is not limited to

1. Recording, photographing, viewing or distributing intimate or sexual material.
2. Exposing your genitals or coercing another to expose their genitals.
3. Pornography, prostitution, or voyeurism.

III. DEFINITIONS – RELATED TERMS

A. Definition of Sex/Gender Discrimination: Sex discrimination or gender discrimination is the adverse treatment of an individual based upon his/her sex as opposed to the person's individual attributes.

Examples: Sex/gender discrimination includes, but is not limited to

1. Treating an individual differently due to their gender, such as salary or discipline differentiation, ability to participate in activities.
2. Demeaning an individual.

B. Definition of Consent: Consent is the agreement clearly communicated either verbally or non-verbally to engage in an activity. Note: Consent can only be established if there is no form of coercion, duress, incoherence, or incapacitation at the time of "consent". Anyone giving consent must have the ability and have the understanding of the act (i.e. no mental impairment). Consent is revocable at any time during an activity.

C. Definition of Retaliation: Retaliation is any adverse action taken towards an individual in response to making a good faith report concerning violations.

Examples: Retaliation includes, but is not limited to threats, intimidation, and/or any other adverse actions affecting employment or education.

D. Definition of Aiding or Facilitating: Aiding or Facilitating refers to any individual or group of individuals facilitating an environment that promotes or encourages another individual to violate Shawnee Community College policy.

E. Definition of Unwelcomed or Unwanted Conduct: Unwelcomed or unwanted conduct is action conducted that is neither solicited, nor desired and is offensive.

F. Definition of Stalking: Stalking is any repetitive, unwanted/unwelcomed activity or behavior directed at a specific person on at least two different occasions, causing the targeted person to feel his or her safety or well-being is at risk in some way.

Examples: Stalking includes, but is not limited to

1. Watching, following;
2. Repeated, unsolicited and uninvited visits at the victim's place of business or domicile; and/or
3. Repeatedly sending unwanted messages, emails, or other communications.

IV. INTERIM MEASURES

To ensure the safety and address concerns, interim measures can be taken during the investigation phase. Interim measures include, but are not limited to

- Adjusting academic deadlines, course schedules, withdrawals, without any penalties
- Issuing an on-campus "no contact order"
- Restricting access to specific locations
- Issuing interim warning and/or discipline to the alleged perpetrator
- Adjusting work schedule/location

- Referral to counseling and/or health services
- Providing campus escorts

V. SANCTIONS

Based upon the results of an investigation finding that a student has violated college policy, a sanction or combination of sanctions will be imposed. The Vice President of Student Success and Services, and/or Title IX Task Force determines and issues sanctions, giving consideration to the following:

- The seriousness/severity of the incident;
- The student's understanding of his/her responsibility/involvement;
- The rights of others in the community;
- The disciplinary record of the person(s) involved; and/or
- Any special/mitigating circumstances.

Sanctions and disciplinary actions include, but are not limited to

Disciplinary Warning – The student is given written or verbal warning that further misconduct will result in more severe disciplinary action.

Educational Development – The student is required to attend a program and/or counseling sessions.

Restitution – The student is required to make payment to the College, and/or to person(s) and/or group(s) that incurred damages.

Relocation – The student may be required to move to another class or SCC campus.

Loss/Limitation of Privileges – The student will lose campus privileges for a temporary or permanent period of time.

No Contact – The student will be prevented from addressing or communicating with particular parties and/or individuals.

Probation – The student will be placed on disciplinary probation requiring the student to remain free from any kind of disciplinary trouble during a predetermined time period.

Suspension – The student will be dismissed from the College for a period of time. Return to SCC as a student will be considered if the student requests in writing to the Vice President of Student Success and Services his/her intent to return and why the request should be granted.

Expulsion – The student is permanently dismissed from the College and is banned from all SCC campus sites. *Expelled students are not entitled to any refunds.

Note: More than one (1) sanction may be imposed for any single violation.

VI. COMPLAINT PROCEDURE

A. Step 1:

1. A student who believes he or she has experienced any form of sexual misconduct may make a complaint in writing in writing with the complaint form that can be accessed online or from any SCC campus. The student can submit the complaint form in person, by email, or by mail to any of the following persons:
    a. Vice President of Student Success and Services.
    b. Human Resource Director/Affirmative Action Officer
    c. Any other person designated by the President of Shawnee Community College. Note: The College will take reasonable steps to keep reports as confidential as possible; it cannot guarantee the confidentiality of every report or complaint.
2. Upon receipt of a complaint by any of the above named individuals, that individual shall immediately notify the President of Shawnee Community College and provide the complainant a copy of their written rights.
3. Upon receiving the complaint, the President through the Vice President of Student Success and Services and/or the Human Resource Director/Affirmative Action Officer shall:
    a. Authorize the investigation of the complaint, which will include an interview with the complainant, the respondent, and any other person believed to have any knowledge of the allegations surrounding the complaint. Both the complainant and the respondent shall have the opportunity to have others present during an interview including the opportunity to be accompanied by a representative during investigations.
    b. Gather and review factual documents, including student records.
    c. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including the nature (verbal, physical or visual) of the abuse of the context in which it occurred.
    d. Based upon the "preponderance of the evidence" as the evidentiary standard, the Vice President of Student Success and Services will submit a written report of the findings to appropriate persons, including the complainant and the respondent.
    e. If a violation is found, prompt remedial action will be imposed on the respondent commensurate with the severity of the offense and the Board of Trustees will be notified.
    f. Reasonable steps will be taken to protect the complainant from further misconduct and to protect the complainant from retaliation for making the complaint.

B. Step 2:

1. If the complaint is not resolved in Step 1, the complainant must, within seven (7) college working days of the Step 1 answer, submit a legibly written statement and a copy of the Vice-President of Student Success and Services' decision (from Step 1) to the Vice-President of Student Success and Services to request a hearing.
2. Within ten (10) college working days of receipt of the documents specified in Step 1 above, the Vice-President of Student and Administrative Services shall convene the Title IX Task Force* for a hearing of the complaint. The respondent(s) and any faculty/staff member(s) concerned will be required to attend.
3. The Title IX Task Force* will hear the complaint, render a decision, and submit the decision in writing to the student(s) and concerned faculty/staff member(s) within ten (10) calendar days of said hearing.

* The Title IX Task Force shall be comprised of the Title IX Coordinator, the Associate Title IX Coordinator, and at least three members of the Shawnee Community College faculty and staff.

Note: If a student or third party prefers to confidentially report an incident, the complaint can be made in writing with the complaint form that can be accessed online or from any SCC campus. The form can be submitted anonymously via personal delivery or by mail to any of the following persons: Vice President of Student Success and Services, Human Resource Director/Affirmative Action Officer, or any other person designated by the President of Shawnee Community College.

VII. APPEALS

A. Right to Appeal

1. Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing to the Vice-President of Student Success and Services within five (5) college working days. A hearing must be held within ten (10) college working days of receipt of the request to appeal.
2. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the college has been ordered, shall be held in abeyance, and the student's status on campus shall in no way be affected.
3. As briefly stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee.
4. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the Vice President of Student Success and Services.
5. Final written appeal for the sanctions of expulsion or suspension may be made within five (5) college working days to the President of the College and the Board of Trustees. The President must respond to the appeal within ten (10) college working days. The Board of Trustees may or may not respond within thirty college working days.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8410

Evaluation of Student Academic Performance

It is the policy of the Board of Trustees that Shawnee Community College maintain a system of recording and filing student performance and attendance in courses.

Reviewing Authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8410A

Evaluation of Student Academic Performance

The faculty will maintain student performance and attendance records. The procedure to be used is as follows:

Grades

1. All records relevant to assigned grades will be kept through mid-term the next semester following the beginning of the next 16-week semester.
2. Material relevant to an appeal case will be kept until the student has exhausted all appeal remedies.
3. Faculty will post initial progress, midterm, and final grades.

Attendance

1. All full-time and part-time faculty will check attendance at every session of each class meeting (credit and non-credit), keeping a record by calendar date, course title, section number, and time of class meeting. The record should indicate a student's presence or absence at each session of the class.
2. ~~2.~~ This record will be kept current by the instructor on the Ellucian Colleague attendance site.
3. Faculty members may also keep this record in a grade book or special form provided by the College.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8430

Release of Student Information and Access to Student Records (FERPA)

It is the policy of the Board of Trustees to recognize~~s~~ and adopt~~s~~ as policy those regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

At its discretion, Shawnee Community College may provide directory information in accordance with the provisions of the Act.

Reviewing Authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8430A

Release of Student Information and Access to Student Records (FERPA)

No one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the Shawnee Community College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Admissions and Advisement Office, Financial Aid Office, and academic personnel within the limitation of their need to know.

~~The~~ Shawnee Community College may provide the following information: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Vice-President of Student Success and Services and the Registrar in writing within two weeks after the first day of class for the semester.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8431

Student Optional Disclosure of Private Mental Health Act

It is the policy of the Board of Trustees to recognizes and adopts as policy those regulations as set forth in the Public Act 099-0278: Student Optional Disclosure of Private Mental Health Act.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8431A

Student Optional Disclosure of Private Mental Health Act

In accordance with Public Act 099-0278: Student Optional Disclosure of Private Mental Health Act, Shawnee Community College shall ensure that every new student is given the opportunity to complete and submit an authorization form at or near the time an incoming student enrolls at the institution. Shawnee Community College will provide the student the opportunity to authorize or decline in writing the disclosure of certain private mental health information to a designated person.

In the event that the institution's qualified examiner's evaluation determines that the student poses a clear danger to himself, herself, or others, the examiner shall, as soon as practicable, but in no more than 24 hours, attempt to contact and notify the student's designated person that said determination has been made.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8470

General Graduation Requirements

It is the policy of the Board of Trustees that requirements for graduation shall conform to units of instruction approved by the Illinois Community College Board. The College will publish requirements and guidelines consistent with this Policy.

Reviewing Authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8470A

General Graduation Requirements

1. Successful completion of all degree requirements.
2. Achievement of a cumulative grade point average (GPA) of 2.00 or higher for all credit earned at Shawnee Community College.
3. Earn a minimum of fifteen (15) semester hours at Shawnee Community College for an associate degree.
4. Make application for graduation by the published deadline using the form found online or in the Registrar's office.
5. Payment of all tuition and fees.
6.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8510

Scholarships/Tuition Waivers

It is the policy of the Board of Trustees, with the assistance of the Shawnee Community College Foundation and other charitable or philanthropic organizations or programs, to develop and administer a financial scholarship program to provide support for eligible students. Scholarships provided by Shawnee Community College and/or Foundation are generally merit-based, need-based, and/or further Shawnee Community College's mission. Scholarships have criteria the students must meet in order to receive/maintain the scholarship.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8510A

Scholarships/Tuition Waivers

Students are to refer to the published Shawnee Community College Scholarship Booklet for the current academic year to learn about specific scholarship requirements and application procedures. Students should carefully read and be aware of the requirements to receive/maintain a scholarship. Students can contact the Shawnee Community College Financial Aid Office for more information regarding scholarship opportunities. Scholarships and tuition waivers are subject to change without notice. All scholarships and tuition waivers are dependent on funding availability and students maintaining the obligations of the scholarship.

(Reviewing authority – Shawnee Community College - College Council)

In this regard, the College awards the following scholarships to district students:

GOLD SCHOLARSHIPS

Valedictorian (Awarded annually to the 12 in-district high school Valedictorians)

Salutatorian (Awarded annually to the 12 in-district high schools Salutatorians)

Award of Excellence 8

Intercollegiate Athletic 70

Men's Basketball 15

Men's Baseball 20

Women's Basketball 15

Softball 20

SILVER SCHOLARSHIPS

SCC Scholarship 12

Advanced Honors 8 per school (4 juniors/4 seniors)

12 At-Large (Awarded at Discretion of President)

Trustee up to a maximum of 24 combined with Valedictorian and Salutatorian scholarships

Ambassadors 15

1-70 students in graduating class = 1 per school

71+ students in graduating class = 2 per school

Music (maximum 30 Full Award or 15 Half Award)

Student Trustee 1

Agriculture (maximum 12 Full Award or 15 Half Award)

Intercollegiate (as listed below)

A.D.N. 2 Full-time

L.P.N. 2 Full-time

BRONZE SCHOLARSHIPS

Student Senate 12 half scholarships

Vice-President's Scholarship 9

(2 high school equivalency, 2 adult education & 5 non-traditional)

Music (maximum 30 Half Award or 15 if only one semester has been attended)

Agriculture (maximum 12 Half Award

Intercollegiate (as listed below)

Art 5

Scholastic Bowl 6

Pre-engineering 12

Education 12

English 12

Academic Excellence (SSS) 4

Leadership (SSS) 4

A.D.N. 1 Part-time

L.P.N. 1 Part-time

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8520

Class Withdrawal

It is the policy of the Board of Trustees to allow students to withdraw from a class.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8520A

Class Withdrawal

The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the advisement staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the counselor's/instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. The date of withdrawal will be the date the form is received by the Advisor.
4. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in a failing grade for the semester.
5. Failure to officially withdraw by the financial penalty date will result in financial penalties. This differs from the academic penalty date and the financial aid date.

Note: Please consult the official College Calendar for the final drop dates each semester.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8530

Clubs and Organizations

It is the policy of the Board of Trustees to provide clubs and other student organizations that further the mission of Shawnee Community College. For this reason, the College is committed to the provision of a comprehensive program of student activities of which student clubs and organizations are an important part.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8530A

Clubs and Organizations

The extra-curricular and co-curricular life is as extensive as the students wish to make it.
On-campus art exhibits, dance programs, musical concerts, and other activities are representative of discipline-specific clubs and organizations and the sponsoring departments.

Student Senate

The Student Senate is primarily responsible for promoting the welfare of the student body and the development and guidance of student social and cultural activities. This organization is made up of seven (7) students, including one representative from each extension center, elected by a college-wide referendum.

Three (3) sophomores will be elected during each spring semester, and four (4) freshmen will be elected at the beginning of each fall semester. Students with fewer than thirty (30) credit hours will be considered freshmen; those with 30 or more credit hours will be considered sophomores.

All official Student Senate activities must be pre-approved by the Vice President of Student Success and Services.
Participation requirements

1. Eligibility – to be eligible for the Student Senate, a Shawnee Community College student must
a. Be a full-time student carrying 12 or more hours.

b. Be in good standing with Shawnee Community College (must not be on academic or conduct probation).
c. Have an overall grade point average of 2.50 to gain and maintain membership (does not apply to first semester freshman).
d. Initiate membership in the semester in which the winning election occurs, and it can be maintained for three (3) consecutive semesters (fall, spring, summer).

2. Failure to meet these requirements will result in automatic loss of Student Senate membership.
3. The Shawnee Community College Student Senate meets regularly and is occasionally called into special session upon approval of the Vice President of Student Success and-Services.
4. The Vice President of Student Success and Services or his/her representative must be present for a meeting to be considered official.

Clubs

Representatives for all proposed clubs must file a proposed constitution with the Vice President of Student Success and Services. This document should contain a statement of purposes for that organization. The Vice President of Student Success and Services will then forward the constitution to the President along with a recommendation for approval or denial of club recognition and reasons therefore. The President will review the material submitted and return the material to the Vice-President with approval or indications for revisions to be made. In the event of a controversial issue, it may be brought before the Board of Trustees.

New student organizations may be organized by contacting the Vice President of Student Success and Services who will work with the organizers to help organize the club.

All clubs must have a faculty or professional staff member to serve as the sponsor. All clubs shall operate under the direct control and supervision of the Vice President of Student Success and Services.

Organizations that stand recognized as chartered organizations are listed below:

Ag/Advocates Club	Drama Club	Phi Theta Kappa
Art Club	Esports	Phi Beta Lambda
Book Club	Future Teacher Organization	Scholastic Bowl
Campus Christian Community	History Club	Social Work Club
Cosmetology Club	Math/Science Club	Veterans Club
Cheer/Dance	Music Club	Writers Club
Criminal Justice Club	Nursing Student Association	

When appropriate, all clubs should generate funds through dues and/or fundraising activities, but no fundraising activities will be permitted unless approved by the club sponsor and the Vice President of Student Success and Services. All club funds shall be turned in to the College Business Office and expended via the College

requisition/purchase order process. Club monies may be used in support of an outside group or individual but must be used in support of the club or Shawnee Community College.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8540

Repeat Enrollment in Courses

It is the policy of the Board of Trustees to allow students to repeat a course under certain conditions.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8540A

Repeat Enrollment in Courses

A course in which a student enrolls more than once is considered a repeated course. Approval will be given under the following conditions:

1. If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time; or

2. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will not be computed in the grade point average nor will it be applicable to a degree or certificate.

To check financial aid eligibility for courses, see the Financial Aid Office.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8550

Educational Internships

It is the policy of the Board of Trustees to facilitate workplace experiences for many of its occupational certificate and degree programs.
Information pertaining to educational internships will be published by the College.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8550A

Educational Internships

Internships or other applied learning opportunities provide work experiences related to the student's program and career intentions. Internships act as a bridge from student life to professional life. They are intended to provide new learning experiences aimed at deepening and broadening the student's knowledge and skills, and are helpful in obtaining future employment.

Internships ~~can~~ may be credit or non-credit, part-time or full-time, and paid or unpaid, depending on the employer.

Enrollment Eligibility

- Students must be in good academic standing with an overall GPA of at least 2.0 and enrolled as a full-time or part-time student in a Shawnee degree program.
- Students should begin developing their internship during the semester prior to the semester in which they intend to intern.
- Internships typically last for a semester, but may be extended in some cases depending on employer's need and budget, and student job performance.

A student can use a current employer for an internship if

- it is within their career field, and
- it is their workplace supervisor agrees to provide new learning opportunities outside of the student's current duties.
- their workplace supervisor agrees to allow the student to fulfill the requirements of the course syllabus requirements.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8600

Grievance Procedure

It is the policy of the Board of Trustees to afford students the opportunity to file a grievance in accordance with the grievance procedure.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8600A

Grievance Procedure

A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of Shawnee Community College policy, procedure, or practice has occurred. A student filing a grievance should follow the procedures outlined.

Procedures

Should a condition exist that a student feels is a violation of the rules, procedures, policies, or other standards of the college, it is important that he or she bring it to the attention of the appropriate person or committee.

During the process of a grievance, all procedures, meetings, names, and related information will be confidential unless otherwise mutually agreed upon by all of the parties involved.

Informal Process

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student is expected to meet with the person who he/she believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he/she is able to do that, he/she needs to meet and discuss the incident with the supervisor of the staff or department chair of the faculty member. The informal meeting needs to take place no later than ten (10) college working days after the occurrence that gave rise to the complaint. The Vice President of Student Success and Services is available to give students guidance in the informal process as well as in the formal process.

If a student believes he/she has been discriminated against because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status, marital status, ancestry, disability or sexual orientation in any way by college personnel, it is important that he/she bring the situation to the attention of the Vice President of Student Success and Services, an employee in the Office of Human Resources, or a designee of the Office of Human Resources or the Vice President. If a student believes he/she has been discriminated against because of a disability, it is important that he/she bring the situation to the attention of the Coordinator of Accessibility and Disability Resources.

Formal Process

If the student is not satisfied with the results of the informal process, he/she should initiate the formal process no later than fifteen (15) college working days after the completion of the informal process and no later than twenty (20) college working days after the occurrence that caused the complaint. (College working days are defined as weekdays – Monday through Friday—when classes are in session during the fall and spring semesters and Monday through Thursday in the summer semester if observing a compressed work schedule). Items not resolved prior to the end of the spring semester or during the summer semester may be suspended until the first day of classes of the immediate subsequent fall semester, following the guidelines below.

1. The student must obtain a Grievance form from the Vice President of Student Success and Services or his/her designee who will discuss with the student the procedure for filing a formal grievance.
2. As instructed on the Grievance form, the student must submit the grievance to the supervisor of the person charged. The supervisor will immediately deliver a copy to the charged employee, who must respond in writing to the student within five (5) college working days and provide the supervisor with a copy of the response.
3. The student, if not satisfied by the reply, or if not in receipt of a reply within five (5) college working days, may then appeal, in writing, to the Disciplinary Hearing Committee within five (5) additional college working days. The student appeal goes to the Vice President of Student Success and Services, who will initiate the hearing process. The respondent will be informed. This appeal should include copies of any responses from the respondent and the supervisor. The chair of the Disciplinary Hearing Committee will initiate a hearing within ten (10) college working days of receipt of the appeal request. The chair of the Disciplinary Hearing Committee will submit a written report of the findings to the appropriate person with five (5) college working days.
4. Items not resolved prior to the end of the semester will be suspended until the following semester. The Vice President of Student Success and Services and the Chair of the Disciplinary Hearing Committee may at their discretion continue the grievance process during breaks or summer sessions.
5. A student utilizing the disciplinary hearing process is precluded from using the grade appeal process for the same occurrence.

Disciplinary Hearing Committee Composition

1. The Disciplinary Hearing Committee shall be composed of four members of the Student Services Committee (at least two faculty representative) and one Student Senate member. Disciplinary Hearing Committee members must be present at the hearing in order to vote.
2. No claimant or respondent in a grievance shall serve as a member of the Disciplinary Hearing Committee when the grievance is being considered.

Withdrawal

The student may withdraw the grievance at any time.

Right of Appeal

Within ten (10) college working days after the decision of the Disciplinary Hearing Committee is presented, an appeal may be made in writing by either party to the college President. An appeal shall be limited to the review of the verbatim record and supporting documents of the Grievance Hearing. No new information is to be presented. The decision of the President will be sufficient review and will be the terminating step of the Grievance Procedure

No Reprisals

No reprisals shall be taken by the Board of Trustees, administration, faculty, or staff against any student or faculty because of participation in a grievance.

Grievance Records

Grievance records will be maintained for at least three (3) years-by the Vice President of Student Success and Services.

False Reports

Certain provisions of these student policies and the student handbook permit students to provide information or report specific behavior to the administration of Shawnee Community College. The College expects its Students to truthfully and accurately provide that information and report on that specific behavior. Consequently, any student who falsely provides information or falsely reports specific behavior shall be subject to disciplinary action that may include probation, suspension, reprimand, or expulsion.

Distance/Online Learning Grievance Procedure for Shawnee Community College's Out-of-State Students

Shawnee Community College students residing outside the state of Illinois who desire to resolve a grievance are encouraged to follow the Grievance Procedure published* by Shawnee Community College in the Student Handbook, which can be found on Shawnee Community College website at www.shawneecc.edu. If a student is unable to internally resolve his/her concerns with Shawnee Community College, his/her may also contact his/her home state agency to file a complaint about Shawnee Community College by referring to this list of contact information for state agencies at http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended:

Shawnee Community College

Board of Trustees Policy

Student Section 8000
Policy No. 8660

Athletic Incentive

It is the policy of the Board of Trustees to sponsor~~s~~ intercollegiate athletics in order to provide enhanced opportunities for student development and sportsmanship.

Reviewing authority – Shawnee Community College Board of Trustees

Shawnee Community College

Operational Procedures

Procedure No. 8660A

Intercollegiate Athletics

Intercollegiate athletics are available to male and female students. The number of activities will be governed by the students' needs and interest, by the financial capability of Shawnee Community College, and by the best interest of Shawnee Community College's instructional program.

Intercollegiate athletics play an important role in the educational process of Shawnee Community College students. The College offers a wide range of recreational sports and athletics for students.

Shawnee Community College is a member of the National Junior College Athletic Association. All teams participate in Division I, Region 24 and National Tournaments.

Athletic Incentive

Shawnee Community College maintains a yearly goal of 40% participation by district residents on each team, which shall be reported yearly to the Board of Trustees. In order to recognize the successful recruiting efforts of coaches and college staff, a yearly incentive of up to $1,000 shall be awarded to the supply and travel budget of each team having 40% or more participation by district residents. This incentive award may be used for approved team expenses.

(Reviewing authority – Shawnee Community College - College Council)

Adopted:	Reviewed:	Amended: