



*Academic Affairs Minutes
October 16, 2025 at 9:00am
River Room*

Chair: (Dr. Ian Nicolaides)

Roll Call:

☐	Blake Goforth	☒	Dr. Kristin Shelby	☒	David Black
☒	Danielle Boyd	☒	Ginny Severs	☒	Dr. April Teske
☒	Dr. Ian Nicolaides	☒	Becky Steinmetz	☐	Reece Rutland
☒	Rachael Trotter	☒	Mackenzie Scherer	☒	Jennifer Watkins
☐	Sheryl Ribbing	☐	Teale Betts	☐	

- I. Call to Order** at 9:00 a.m. by Dr. Nicolaides
- II. Approve Minutes of September 8, 2025 Meeting** A motion was made to accept the minutes as presented by Danielle and seconded by Dr. Shelby. All approved.
- III. Additions to the Agenda**
- IV. Reports from Other Shared Governance Meetings**
Student Engagement Team is doing themed athletic events. November 1 is the first one, Trunk or Treat. Other ideas are coming to make sure to include the women's athletics.

Dr. Shelby discussed C&I reviews of new AAS degrees, certificates, and courses. There will be a new Paramedicine degree and certificates and new courses associated with that. Four new APY courses coming to replace the APY offered this semester. There will be some changes to the EDU courses. Band and Choir will have some name changes coming.

Rachael discussed ERT planning the Literary Masquerade on November 5 as a fundraiser for Bernie's place. The plan is a group/department dress up like a book, and buckets will be set up for votes to earn money for Bernie's.

SAAT are reviewing rubrics. The team split faculty into groups as to which rubrics they are using for their classes. They are collecting data and making sure their classes align with their rubrics. SAAT is going to start working with a subset of faculty to work with a proposed rubric. Dr. Shelby adds it may be better served as a co-curricular rubric.

V. Items for Discussion

- Review and provide feedback on Dr. Taylor operating standard: (Discussion)

- a. A1000.20 Shared Governance Manual

The team reviewed this OS. Dr. Teske clarified there is an actual manual for share governance. The council discussed their thoughts and concerns. Dr. Teske recorded recommendations to be taken to Dr. Taylor.

- Review and provide feedback on HR operating standard:

- a. A4100.50 Remote Work

The council reviewed this OS. The council expressed their thoughts and concerns regarding this standard. Dr. Teske recorded any recommendations or concerns to take to Dr. Taylor.

VI. New Business

Danielle informed the council that Becky Hawes has moved to Student Affairs as the Recruiter/Advisor.

Dr. Teske brought the enrollment numbers to everyone's attention. Enrollment is up by almost 10% for Fall.

Becky let everyone know the schedules were almost entered. She needed everyone and their faculty co-workers to take a look for any changes.

VII. Adjournment at 10:01 a.m. A motion was made by Dr. Shelby and seconded by Rachael. All approved.



Operating Standard

Title: Shared Governance Manual Management

Number: A1000.20

Type: Administrative

Responsible: President

Related Policies: [B2005](#), A1000

Linked Operating Standards: A1000.00, A1000.05, A1000.10; A1000.15.

Related Laws: None

Related External Standards: None

HLC Criterion: 1A, 2A, 2B, 2C, 4A, 4C

1.0 Statement

Shawnee Community College affirms that the Shared Governance Manual (SG Manual) is the official reference for the College's Shared Governance framework. Maintaining the SG Manual through clear processes strengthens transparency, accountability, and continuity across Councils, Teams, and governance practices.

The SG Manual is a living document, updated each year to reflect institutional values and ensure alignment between policy, operations, and strategic priorities. While archival snapshots preserve definitions and governance details as published for each fiscal year, the online SG Manual dynamically aligns with the authoritative Master Definitions List (A1000.15) to ensure consistency and prevent conflicts across College policies and standards.

2.0 Purpose & Scope

This standard establishes the process for developing, updating, and maintaining the Shared Governance Manual. It applies to:

- All Councils and Teams documented in the SG Manual.
- The annual update and publication of the SG Manual.
- Archiving and transparency practices related to governance documentation.

This standard operates under the Administrative Policy & Operating Standard Framework ([A1000.00](#)) and is designed to ensure consistency, transparency, and alignment across the governance system.

3.0 Definitions

This OS uses common definitions maintained in the Master Definitions List (see [A1000.15](#)). Definitions are included here for clarity until all terms are fully integrated into the Master List.

- **Shared Governance Manual (SG Manual)** – The official published reference documenting Councils, Teams, charges, membership, calendars, operating standards, and governance procedures. It serves as the authoritative record of the College's shared governance system.
- **Council Charge** – A formally approved statement that defines a Council's mission, scope of authority, areas of policy or operating standard oversight, composition, reporting expectations, and alignment with institutional priorities. A Council Charge establishes what the Council must do, may do, and cannot do, providing both accountability and clarity of role within the governance system.
- **Team Charge** – A formally approved statement that defines a Team's mission, scope of authority, operational responsibilities, membership, and reporting expectations. A Team Charge specifies the team's role in implementing strategic initiatives, addressing operational needs, and supporting Councils where policy implications arise.
- **Annual Governance Calendar** – The published schedule of Council and Team meetings and reporting deadlines for a fiscal/academic year. The calendar serves as both a planning tool and an accountability mechanism to ensure shared governance responsibilities are carried out on time.

4.0 Procedures

4.1 Annual Cycle

- **Initiation (April)** – The President charges the Executive Council (EC) to initiate the annual update process for the SG Manual. EC issues guidance, templates, and deadlines to all Councils and Teams.
- **Drafting, Self-Assessments & Updates (April-June)** – Councils and Teams complete their annual [self-assessment of effectiveness](#) and submit updates to charges, membership, and governance details. Vice Presidents and the Executive Director of Human Resources (EDHR) coordinate review through division SG structures to ensure broad input and awareness.
- **Compilation & EC Review (June-July)** – EC manages the update process, compiles submitted revisions and self-assessment results, and reviews the SG Manual for alignment, consistency, and completeness. EC also evaluates the effectiveness of the shared governance system and may recommend structural or procedural improvements.
- **Presidential Approval & Publication (August)** – The President reviews EC's recommendations, grants final approval, and directs the publication of the updated SG Manual online. An archival PDF snapshot is also published for historical reference.).
- **Board Acceptance (September)** – The President presents the updated SG Manual to the Board of Trustees for formal acceptance. This practice affirms

compliance with Board Policy B2005 and demonstrates adherence to the Board's expectation that the College maintain an effective shared governance structure.

4.2 Change Management

- All proposed changes to the SG Manual must be formally sponsored by a Council and supported by the appropriate Vice President or Executive Director of Human Resources (EDHR), or initiated directly by EC.
- Vice Presidents and EDHR are responsible for:
 - Ensuring proposed changes are circulated through division SG structures for input.
 - Coordinating feedback and resolving concerns within their division before advancing proposals.
 - Assessing potential cross-division, financial, compliance, or HR implications.
- Councils follow First Read/Second Read processes, after which EC reviews and recommends updates to the President.
- Interim updates may be issued by the President in urgent circumstances, with review and appropriate Council action required within one year.

4.3 Archival & Transparency

- The President's Office maintains an archival PDF snapshot of the SG Manual each August.
- Archived versions preserve historical definitions, structures, and charges as published for that fiscal year.
- The online SG Manual always reflects the authoritative Definitions List (A1000.15).
- Both current and archived versions are published on the College website for transparency.

4.4 System Evaluation

- The EC serves as the primary body for evaluating the effectiveness of the shared governance system.
- EC reviews Council/Team self-assessments (facilitated by the Office of Institutional Effectiveness), feedback from the campus community, and evidence generated through SCCES or Monitoring Reports.
- EC identifies areas for improvement and recommends adjustments to the President.
- Adopted changes are incorporated into the next annual update cycle and documented in the SG Manual's Change Log.

5.0 Guidelines

- SG Manual content must align with the College's mission, values, Strategic Plan, and HLC expectations.
- Council and Team charges must:
 - Clearly articulate mission, scope, authority, and boundaries.

- Identify explicit connections to SCCES Key Performance Elements, Areas, or Measures, and/or Board Monitoring Reports where applicable.
- Include membership expectations, covering:
 - Representative composition (faculty, staff, administration, students as appropriate).
 - Appointment process (by position, Faculty Association recommendation, VP appointment, or open call).
 - Term limits (normally two years, renewable once, for a maximum of four continuous years, unless otherwise specified).
 - Succession planning for roles such as Chair and Chair-in-Waiting.
- Faculty membership must reflect the contractual requirement in the Faculty CBA that all faculty members participate in at least two Councils/Teams annually. To ensure compliance and equity:
 - The Faculty Association may recommend appointments to the VPAA, who confirms and records all assignments.
 - If no recommendations are provided by the Faculty Association by the stated deadline, the VPAA will appoint faculty members in consultation with faculty leadership to ensure coverage.
 - Other Vice Presidents identify faculty needs for their Councils/Teams but coordinate requests through the VPAA, who serves as the central administrator for faculty assignments under the CBA.
 - If an appropriate faculty member cannot be identified, the VPAA, in consultation with the Faculty Association and EC, may:
 - Rotate the seat between faculty members by semester.
 - Assign a faculty-at-large to represent the broader faculty perspective.
 - Designate the position as temporarily vacant, with explanation noted in the SG Manual Change Log.
 - Request EC review to recommend structural adjustments if persistent vacancies occur.
 - Teaching overloads do not exempt faculty members from governance service. Faculty members who elect to teach overload remain responsible for meeting their contractual service obligation. Where possible, faculty members with overloads may be assigned to Councils/Teams with lighter meeting schedules.
- Standardized formats provided by EC must be used for all content, including charge templates, governance calendars, and membership rosters.
- Definitions must not be duplicated. Any new terms must route through the Definitions List workflow (A1000.15) to ensure clarity and consistency across institutional documents.
- Transparency practices include publishing agendas, minutes, and Council/Team outputs in accordance with established communication standards, ensuring employees can easily access governance information. Timeliness of publication (e.g., agendas at least 48 hours in advance, minutes within 10 business days) is expected as part of these standards.

- Change Logs must accompany each annual version of the SG Manual to provide accountability, historical tracking, and evidence of continuous improvement.
- Guidelines may be refined annually as part of EC's evaluation of governance system effectiveness, with recommendations forwarded to the President for approval and incorporation into future versions of the SG Manual.

6.0 Roles & Responsibilities

President's Office

- Manages publication, archiving, version control, and ensures transparency of the SG Manual.
- Presents the SG Manual to the Board each September for acceptance as evidence of compliance with Policy B2005.

Executive Assistant to the President (Shared Governance) or designee

- Serves as custodian of the SG Manual.
- Coordinates Council/Team input, maintains the governance calendar, formats and publishes the SG Manual, and manages archival records.
- Maintains the Change Log documenting annual revisions, vacancies, and structural updates.

Councils and Teams

- Draft and review updates to charges, membership, and governance details.
- Complete annual self-assessments of effectiveness.
- Recommend changes through the appropriate Vice President and Faculty Association.
- Ensure agendas, minutes, and outputs are published according to transparency practices.

Council/Team Chairs and Chairs-in-Waiting

- Provide leadership and continuity within Councils/Teams.
- Track member attendance and notify the appropriate Vice President when vacancies arise.
- Ensure recommendations and outputs are reported to EC for alignment and integration.

Vice Presidents

- Ensure draft updates are distributed through divisional SG structures and coordinated college-wide where necessary.
- Identify faculty and staff needs for their Councils/Teams and coordinate requests through the VPAA or EDHR, as appropriate.
- Review and confirm membership assignments to ensure coverage and alignment with institutional priorities.

Vice President of Academic Affairs (VPAA)

- Serves as the primary administrator responsible for coordinating faculty appointments to Councils and Teams under the CBA.

- Works with the Faculty Association to confirm faculty assignments and fills vacancies when no recommendations are made.
- Ensures faculty assignments are equitably distributed and consistent with both the SG Manual and the CBA.

Executive Director of Human Resources (EDHR)

- Coordinates membership and assignments for the HR Council.
- Works with Vice Presidents to ensure staff representation is equitably distributed.
- Ensures governance practices comply with applicable HR policies, labor agreements, and employment law.

Faculty Association

- Recommends faculty appointments to the VPAA consistent with the CBA requirement that faculty members serve on at least two committees annually.
- Works with VPAA to ensure compliance and to maintain a fair distribution of governance responsibilities.
- Collaborates on replacements when faculty cannot serve due to load changes or other constraints.

Office of Institutional Effectiveness (OIE)

- Facilitates the annual Council/Team self-assessment process (e.g., survey administration, data collection, and analysis).
- Provides EC with summary reports of governance effectiveness for use in system evaluation.
- Supports alignment of SG Manual outputs with SCCES and Monitoring Report evidence.

Executive Council (EC)

- Manages the annual update process, compiles revisions, and reviews the SG Manual for alignment, consistency, and completeness.
- Evaluates the effectiveness of the shared governance system using Council/Team self-assessments, campus feedback, and SCCES/Monitoring evidence.
- Recommends the final draft to the President for approval.
- Identifies persistent membership or structural issues and recommends system adjustments.

President

- Grants final approval for the SG Manual.
- Presents the SG Manual to the Board for acceptance each September, affirming compliance with B2005.
- Retains ultimate accountability to the Board for maintaining an effective shared governance structure.

- May issue interim updates in urgent circumstances, with review and appropriate Council action required within one year.

Board of Trustees

- Accepts the SG Manual each September as evidence that the College is complying with Policy B2005 (Participation in Local Decision-Making).
- Relies on the SG Manual as a formal record and as evidence of the College's commitment to transparency and participatory governance.

7.0 Oversight & Review

- The **Shared Governance Manual** is updated and published annually in August, with an archival PDF snapshot preserved for historical record.
- Each September, the **President presents the SG Manual to the Board of Trustees for formal acceptance**, affirming compliance with Board Policy B2005 (Participation in Local Decision-Making) and confirming that the College maintains an effective shared governance structure.
- The **Executive Council** evaluates the governance system annually using Council/Team self-assessments, feedback from the campus community, and evidence drawn from SCCES and Monitoring Reports. Results of this evaluation are provided to the President and form part of the Board transmittal package each September, ensuring that the Board sees both the SG Manual and the evidence base supporting it. Adopted improvements are incorporated into the next update cycle of the SG Manual.
- The **Office of Institutional Effectiveness (OIE)** facilitates the annual self-assessment process and provides EC with summary reports of governance effectiveness, ensuring a consistent evidence base for system review.
- The **online SG Manual**, dynamically aligned with the Master Definitions List (**A1000.15**), serves as the official version of record. Archived PDF snapshots preserve historical definitions, structures, and charges as published for each fiscal year.
- This Operating Standard is subject to formal review at least once **every five years**, consistent with **A1000.05**, and may be revised earlier as needed based on recommendations from EC or changes in institutional or accreditation requirements.
- Oversight emphasizes continuous improvement: Board acceptance, EC evaluation, and OIE assessment together ensure that governance practices remain transparent, effective, and aligned with institutional priorities and accreditation standards.

Change Log		Governance Unit: Executive Council	
Date	Description of Change		
	Initial Adoption		

Shared Governance Council/Team Annual Self-Assessment

Instructions: Please respond based on your experience with this Council/Team during the past academic year. Your responses will be used by the Executive Council and the Office of Institutional Effectiveness to evaluate and strengthen the shared governance system.

Section 1: Operations

1. Our Council/Team met according to its published calendar.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
2. Agendas were provided in advance of meetings.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
3. Minutes were published in a timely manner.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
4. Members consistently attended and participated in meetings.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Section 2: Charge Fulfillment

5. Our Council/Team addressed its defined charge areas effectively.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
6. Recommendations and outputs were delivered on time.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
7. Our work was aligned with institutional priorities (Strategic Plan, SCCES, Monitoring Reports).
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Section 3: Membership & Representation

8. Membership composition ensured diverse perspectives (faculty, staff, administration, students as appropriate).
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
9. The Chair and Chair-in-Waiting provided effective leadership and continuity.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
10. Vacancies were addressed promptly and fairly.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Section 4: Communication & Transparency

11. Information from this Council/Team was communicated effectively to the broader College community.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
12. Agendas, minutes, and outputs were made accessible according to communication standards.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Section 5: Effectiveness & Impact

13. Our Council/Team contributed meaningfully to institutional decision-making.

Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

14. Our work influenced College priorities, policy, or resource allocation.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

15. Participation on this Council/Team was a valuable use of my time.
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Section 6: Open-Ended Questions

16. What is one thing this Council/Team did well this year?

[Open text response]

17. What is one thing this Council/Team should improve next year?

[Open text response]

18. What supports or changes would help strengthen shared governance at SCC?

[Open text response]



Operating Standard

Title: Alternate/Remote Work Assignment

Number: A4100.50

Type: Administrative

Responsible: CHRO; Executive Director, Human Resources

Related Policies: B3001, B3003, B3004, A4000, A4100, A4200, A4300, A4400

Linked Operating Standards:

Related Laws: Title IV, Title VII, FLSA

Related External Standards: None

HLC Criterion: 1C, 2A, 5B

1.0 Statement

Shawnee Community College values adaptability, inclusion, collaboration, and service excellence. When operationally feasible, alternate and remote work arrangements can improve adaptability and stewardship of college resources. This standard ensures these arrangements are applied equitably and consistently, balancing flexibility with accountability to support student success and institutional priorities.

2.0 Purpose & Scope

- **Purpose:** To provide guidance on eligibility, guidelines, and procedures for alternate and remote work assignments.
- **Scope:** This standard applies to all Shawnee Community College employees, unless superseded by law, or by contract, or by another established College policy or operating standard. It aligns with the College's Business Continuity and Emergency Operations Plans.

3.0 Definitions

- **Alternate/Remote Work Assignment:** Performing job duties at a location other than the primary worksite.
- **Primary Work Location:** Official worksite in the employee's job description.
- **Alternate Work Location:** College-owned or -leased site other than the primary worksite.
- **Remote Work Location:** Non-College site (e.g., employee's home) approved for work.
- **Recurring Alternate/Remote Work:** Requests exceeding four consecutive weeks or more than two days per week on an ongoing basis are considered recurring arrangements.
- **Temporary Alternate/Remote Work:** Short-term off-site work, generally lasting more than one day but less than four consecutive weeks, to meet operational needs (e.g., coverage at an extension center, facilities issues at the primary site, or short-term projects requiring off-site focus). Temporary arrangements require supervisor approval and notification to Human Resources for tracking purposes. Human Resources maintains the record but does not separately approve these assignments unless otherwise required.
- **Incidental Alternate/Remote Work:** Short, occasional assignments that usually last less than one workday and are directly tied to operational needs (e.g., working from an extension center after a morning meeting, or completing the day remotely following a college-related appointment). Incidental assignments may be approved at the

supervisor's discretion, provided that expectations for availability and deliverables are maintained, without a formal agreement. The supervisor must notify Human Resources that the employee will be working at an alternate work location.

- **Operational Need:** A job-related requirement for off-site work that directly supports the College's mission, operations, or service delivery, subject to the guidelines noted in Section 6.0. Examples may include, but are not limited to:
 - Coverage of College programs or services at an extension center or other College site.
 - Participation in community, governmental, or industry meetings directly related to college business.
 - Projects or tasks requiring uninterrupted focus than cannot be reasonably accomplished at the primary work location.
 - Situations where temporary conditions at the primary site (e.g., facilities disruption, health/safety concern) make remote work the most effective option.
 - Personal convenience, such as proximity to an employee's residence or avoidance of commuting, is not considered an operational need.
- **Alternate/Remote Work Agreement:** Documented terms and deliverables for off-site work.
- **Deliverables:** Specific measurable tasks or outcomes.
- **Equipment:** Tools/resources provided by the College.
- **IT Security Protocols:** Standards for data protection and secure handling of information.

4.0 Roles & Responsibilities

- **Employees:** Follow all policies, maintain deliverables, safeguard College property, and remain available during work hours.
- **Supervisors:** Evaluate operational needs, review and approve agreements, monitor performance, and provide notice for on-site work. Ensure requests are reviewed fairly and documented in alignment with this operating standard.
- **Human Resources:** Maintain agreements, provide guidance, train supervisors, and review data for institutional reporting. HR also ensures approvals and denials are applied consistently across departments and in compliance with applicable laws and College policy.
- **President:** Serves as the final reviewer for appeals or exceptions to this operating standard. The President may approve or decline arrangements only when they have been escalated beyond the supervisor and Human Resources levels.

5.0 Procedures

1. **Request Submission:** Employee completes an Alternate/Remote Work Agreement specifying location, purpose, frequency, and duration. Requests for alternate or remote work as a reasonable accommodation under the ADA should be submitted directly to Human Resources. These requests will follow the College's established ADA accommodation process and are separate from requests for operational flexibility.
2. **Supervisor Review:** Confirms eligibility, documents deliverables, schedules periodic check-ins, and forwards the request to Human Resources. Deliverables and performance expectations for remote assignments must be integrated into the employee's formal performance evaluation to ensure fairness and transparency. Approval or denial by the supervisor will include a brief written rationale tied to essential job duties and operational needs.

3. **HR Processing:** Human Resources reviews supervisor approvals or denials to ensure compliance, consistency, and equity across departments. Approved agreements are filed by Human Resources for the arrangement's duration plus three years.
4. **Renewal:** Agreements are valid for up to four consecutive weeks and require review for renewal. In the event of a declared emergency or College closure, supervisors may activate or suspend alternate/remote work without the standard notice or renewal process, following the College's Emergency Operations Plan.
5. **Recordkeeping:** Supervisors are responsible for maintaining accurate records of approved recurring, temporary, and incidental alternate/remote work arrangements. Notification to Human Resources is required for temporary assignments.
6. **Termination:** The College may revoke any arrangement at any time based on operational needs, compliance concerns, or violation of college policy or operating standards. While the College will make reasonable efforts to provide at least five (5) business days' notice, arrangements may be revoked immediately in cases of operational emergencies, violations of college policy or operating standards, or risks to institutional interests.
7. **Appeal:** Employees may appeal denied requests. First-level appeals are reviewed by Human Resources to ensure the decision aligns with policy, law, and equity standards. If unresolved, the employee may submit a final appeal to the President within ten business days. The President's decision is final.

6.0 Guidelines

- **Consistency and Equity:** Decisions must be applied equitably and based on operational needs and performance. Decisions will be made without regard to any characteristic protected by federal law or the Illinois Human Rights Act, and in alignment with college policy.
- **Eligibility Requirements:** Satisfactory performance and no active disciplinary action required. Probationary employees may have limited remote options.
- **Uninterrupted Focus Request:** Requests justified by the need for uninterrupted focus may be approved only if: (a) the request specifies the task(s) to be completed, the expected deliverables, and the duration; (b) deliverables are reviewed by the supervisor upon completion; (c) the request does not exceed two days per month unless part of a recurring agreement; and (d) the request excludes routine tasks that can be reasonably be performed at the primary worksite. Focus-based requests are intended for temporary or incidental use and should not be used as the sole justification for recurring alternative or remote work agreements.
- **Return to Campus Requirement:** Employees must return to their primary worksite within 24-48 hours when directed by their supervisor, unless immediate return is required for student service needs, safety reasons, or operational emergencies. Employees who are unable to return as directed must use appropriate leave time.
- **Equipment and Costs:** College will not cover personal technology or furniture costs except for ADA accommodations. Employees are responsible for safeguarding College property and travel expenses unless pre-approved. ADA-related equipment or workspace modifications will be evaluated and provided through the College's accommodation process.
- **IT Security:** Employees must comply with college security protocols, including immediately reporting any suspected or actual security breach to IT Security and HR within 24 hours of discovery. Personal devices used for work must meet College security standards. Employees must protect student education records consistent with FERPA and College policy when working off-site (e.g., no printing to unsecured devices, no family access to screens, locked storage for physical records).

- **Liability:** The College is not liable for injuries to non-employees at alternate or remote work locations. The College is not responsible for costs, damages, or losses resulting from termination of an alternate/remote arrangement. Worker's Compensation benefits apply only to injuries arising out of and in the course of employment, consistent with state law and College operating standards.
- **Safety:** Employees must maintain a safe and ergonomic work environment.
- **Use of Time:** Non-exempt employees must use the College's designated timekeeping system for remote hours to ensure FLSA compliance. Remote employees must accurately record all hours worked in compliance with FLSA and ICCB rules. Overtime or schedule changes must be approved in advance by your supervisor. Employees must ensure that dependent care arrangements do not interfere with work responsibilities during scheduled hours. Personal business during work hours is prohibited.
- **Availability:** Employees must remain reachable by phone, email, or Zoom during scheduled hours.
- **Periodic Review:** Arrangements are reviewed every four weeks to ensure alignment with performance and departmental priorities.

7.0 SCCES Connections

Supports SCCES Key Performance Areas related to operational effectiveness, employee engagement, and resource stewardship.

8.0 Monitoring Report Connections

Provides evidence for Board monitoring of workforce flexibility, operational efficiency, and institutional responsiveness.

9.0 Data Collection & Review

- **Review Cycle:** Human Resources will annually audit approval and denial decisions by department, job level, and demographic group to identify and correct inequities in access to alternate/remote work.
- **Data Collection:** HR tracks usage, service delivery impacts, and employee engagement feedback.

Change Log		Governance Unit: Human Resources Council
Date	Description of Change	
9.25.25	First Read	