

**HEARTLAND  
COMMUNITY COLLEGE**

**BOARD POLICY MANUAL**

Revised 8/18/2020

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## **DISCLAIMER**

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

While many specific references to laws are included in this policy manual, the College recognizes there are many more laws not specifically cited. It is the policy of Heartland Community College to comply with all laws under which Institutions of Higher Education (IHE) are governed. To the extent that there are conflicts between the terms of any College policy and applicable law, such applicable law shall be controlling. Whenever a specific external law, rule, or regulation is referenced in these policies, such reference shall be to the most recent enacted or amended version of such law, rule, or regulation.

Adopted 9/21/93; Revised 4/16/13; Revised 8/19/14; Revised 6/16/15

## HEARTLAND COMMUNITY COLLEGE VISION, MISSION, VALUES, COLLEGE-WIDE PRIORITIES AND GOALS

**Vision:** Leading our community to lifelong learning and success.

**Mission:** Heartland provides accessible, innovative learning opportunities and resources that enrich our community.

### Value Statements:

1. **We are learner-centered, focused on creating a personalized path to success for each holistic learner.** *"Life isn't about finding yourself. Life is about creating yourself." - George Bernard Shaw*
2. **We inspire an upbeat, can-do attitude, empowering our students, our communities, and each other to fully actualize our potential.** *"Start by doing what's necessary; then do what is possible; and suddenly you are doing the impossible." - Francis of Assisi*
3. **We support professional development of all employees so that we may continually adapt and improve.** *"It's where we go, and what we do when we get there, that tells us who we are." - Joyce Carol Oates*
4. **We are all partners in the success of the organization, boldly embracing current and future options that will empower our students and communities.** *"It really boils down to this: that all life is interrelated. We are all caught in an inescapable network of mutuality, tied into a single garment of destiny. Whatever affects one destiny, affects all indirectly." - Dr. Martin Luther King, Jr.*
5. **We respect all individuals; civility, collegiality, and the highest standards of professionalism characterize Heartland's daily environment.** *"What lies behind us and what lies before us are tiny matters compared to what lies within us." - Ralph Waldo Emerson*
6. **We are proud of our College's quality but always seek improvement.** *"How wonderful it is that nobody need wait a single moment before beginning to improve the world." - Anne Frank*
7. **We practice ethical decision-making and responsible use of environmental, financial, and community resources to promote a sustainable future.** *"The more clearly we can focus our attention on the wonders and realities of the universe about us, the less taste we shall have for destruction." - Rachel Carson*

## **Heartland Community College Vision, Mission, Values, College-wide Priorities and Goals (Continued)**

**College-Wide Priorities & Goals:** Heartland Community College strives to foster a culture of data-informed continuous improvement to attain its priorities and goals.

1. **Promote Student Success**
  - Increase percentage of students progressing toward and completing their educational and career goals.
  - Improve student satisfaction.
  - Increase student achievement of the College's Essential Competencies.
2. **Ensure Resource Stewardship**
  - Improve employee satisfaction.
  - Maintain or increase the College's financial health.
  - Maintain or increase value of the College's physical assets.
3. **Serve as a Community Resource**
  - Meet emerging workforce needs through education and training programs.
  - Fulfill unmet community demand for personal enrichment and professional learning.
4. **Model Effective Communication, Collaboration and Transparency**
  - Intentionally obtain and incorporate employee input.
  - Improve internal dissemination of information.
  - Share resources, responsibilities and results to achieve college-wide goals.

Adopted 9/17/91, Revised 12/16/93, Revised 9/20/94, Revised 11/19/02, 10/16/07, 4/16/13, 6/19/18

## **1.0 LEGAL AUTHORITY AND RESPONSIBILITIES**

### **1.1 State**

The Public Community College Act (1965 as amended 110 Illinois Compiled Statutes 805/1 et. seq.) is the principal statute for the establishment and operation of the Illinois public community college system.

Illinois public community colleges are defined by law as public institutions of higher education and by statute (110 Illinois Compiled Statutes 205/1) are made a part of the state system of higher education.

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

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

Adopted 9/17/91; Revised 4/16/13

### **1.2 Local**

Institutional responsibility for governance, operation, and administration of a comprehensive two-year college program is vested in the local board of trustees of each community college district.

While the statutory duties and powers of a local board are stipulated in the Public Community College Act (1965 as amended, 110 Illinois Compiled Statutes 805/3-21 to 60) they may be broadly summarized as follows:

- A. To appoint the president, other administrative personnel, and faculty, and to appoint or delegate the appointment of all other staff;
- B. To establish the principal policies and strategic direction of the institution;
- C. To hold, preserve, and invest the assets of the district;
- D. To represent the institution to the public.

Adopted 9/17/91, Revised 4/16/13

## **2.0 BYLAWS**

### **2.1 Membership of the Board**

#### **2.1.1 Number and Selection**

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

Adopted 9/17/91, Revised 5/17/94, Reviewed 4/16/13 (no revisions)

#### **2.1.2 Election**

The election of members of the Board shall be in accordance with applicable state statutes.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

#### **2.1.3 Term**

Members shall be elected for terms designated by applicable state statutes.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

#### **2.1.4 Qualifications of Members**

Board members shall, on the date of their election, be citizens of the United States, 18 years of age or older, residents of Illinois and District 540 for at least one year immediately preceding the election, and not members of a common school board (110 Illinois Compiled Statues 805/3-7(e)).

Adopted 9/17/91, Revised 4/16/13

#### **2.1.5 Vacancies**

In the event of a vacancy on the Board, the remaining members shall appoint a replacement to the Board to serve until the next regular election, filled in accordance with applicable state statute.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

#### **2.1.6 Student Board Member**

The Board shall contain a non-voting student member as provided by law (110 Illinois Compiled Statutes 805/3-7.24).

The student trustee shall serve a term of one year beginning April 15 of each year.

The non-voting student member shall have all the privileges of membership, including the right to make and second motions and to attend executive sessions. As a non-voting member, the student trustee is not considered in determining a quorum for Board action.

Adopted 9/17/91, Revised 4/16/13

## **2.2 Meetings of the Board**

### **2.2.1 Biennial Organizational Meeting**

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

- A. Call to order by Chair of retiring Board
- B. Roll call
- C. Adjournment of retiring Board sine die
- D. Convening of the new Board by the ranking officer of the old Board
- E. Seating of new member
- F. Roll call
- G. Election of Chair
- H. Election of Vice Chair
- I. Election of Secretary
- J. Appointment of Treasurer
- K. Appointment of Recording Secretary
- L. Establishment of regular meeting date and place

Adopted 9/17/91, Revised 12/11/01, Revised 4/16/13

### **2.2.2 Regular Meetings**

The Board shall meet monthly on the day and at the hour designated by the Board. Meetings shall be held in a designated assembly room at the College. The regular meeting may, however, be set at another time or place or be postponed by the Board.

Adopted 9/17/91, Revised 4/16/13

### **2.2.3 Special Meetings**

Special meetings may be called at any time by the Board Chair. Special meetings also may be called upon written request of three or more members of the Board, presented to the President, Board Chair or Board Secretary.

In all cases of special meetings, written notice stating the time, place and purpose of the meeting shall be given to each Board member 48 hours before the meeting if given by mail or 24 hours before the meeting if given by personal service or electronically. At such special meeting no business shall be transacted other than stated in the call.

Adopted 9/17/91, Revised 4/16/13

### **2.2.4 Attendance by a Means Other than Physical Presence**

If a quorum of the members of the Board is physically present, a majority of the Board may allow a member of the Board to attend the meeting by

other means if the member is prevented from physically attending because of personal illness or disability; employment purposes or the business of the Board; or a family or other emergency. "Other means" is by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the recording secretary before the meeting unless advance notice is impractical (5 Illinois Compiled Statutes 120/7(a)).

Adopted 4/16/13

### **2.2.5 Adjourned Meetings**

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

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

### **2.2.6 Open and Closed Meetings**

The Board shall comply with all provisions of the Open Meetings Act (5 Illinois Compiled Statutes 120) when conducting a meeting as defined by said Act. All newly-elected Board members shall undergo training identified by Heartland Community College regarding compliance with the Open Meetings Act within 45 days of being seated.

Adopted 3/19/13

### **2.2.7 Budget Hearing**

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

Adopted 9/17/91, Revised 4/16/13

### **2.2.8 Quorum**

At all meetings of the Board, whether regular, special, or committee, a majority of the voting membership of the Board or committee shall constitute a quorum to do business.

Adopted 9/17/91, Revised 4/16/13

### **2.2.9 Order of Business**

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

1. Call to Order and Roll Call
2. Consent Agenda (Items on the Consent Agenda are preceded by an asterisk.)
3. \*Approval of Minutes
4. Public Comment
5. President's Report
6. Trustee Reports
7. Non-Personnel Action Items
8. Closed Session

9. Personnel Reports
10. Personnel Action Items
11. Adjournment

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

Adopted 9/17/91, Revised 7/21/91, 11/15/11 4/16/13

#### **2.2.10 Rules of Procedure**

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

Adopted 9/17/91; Revised 3/21/06, 4/16/13

#### **2.2.11 Public Appearances Before the Board**

The Board may at any time recognize members of the public for purposes of making formal presentations to the Board. Formal presentations shall be any presentations that require more than five minutes or include media, such as but not limited to PowerPoint, video, or other electronic or audio presentations. To facilitate such appearances, individuals wishing to appear before the Board are requested to make a written request to the Chair of the Board, the Secretary of the Board, or the President of College at least five working days prior to the Board meeting. All requests by faculty, staff, or students should be directed to the Office of the President of the College. Any such request should include the name, address and position of the individual wishing to speak, the name of the organization or group represented, and a reasonable summary of the presentation. All requests received by the Secretary of the Board or the President of the College shall be forwarded to the Chair of the Board. Such requests will not guarantee permission to speak. The scheduling of such presentations in relation to the meeting agenda shall be at the discretion of the Chair of the Board. While not required, written copies of the presentation prepared in conformity herewith are welcomed by the Board.

Appearances before the Board regarding items on the Board's agenda that do not represent a formal presentation as described above, and are less than five minutes, may be accommodated by submitting a request to the Secretary of the Board not less than 20 minutes before the scheduled start of the meeting. Such comments shall be made at the time allotted on the agenda by the Chair of the Board, and the aggregate of all such comments shall not normally exceed 30 minutes. To facilitate an orderly process, appearance requests should be registered on a Board-provided form and

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

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

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

Adopted 9/17/91, Revised 4/16/13, Revised 4/21/15

### **2.2.12 Meeting Record**

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

The minutes of all non-closed sessions will be open to the inspection of the public at any time during normal business hours. All closed sessions will have a verbatim record in the form of an audio recording as well as written minutes. Minutes of closed sessions will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Open Meetings Act (5 Illinois Compiled Statutes 120/2.06).

Adopted 9/17/91, Revised 4/16/13

## **2.3 Officers**

### **2.3.1 Election of Officers**

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

The three elected Board officers shall serve a term of two years. Service as an elected Board officer is voluntary, rotation of officer positions is wholly at the discretion of the Board, and officers may serve longer as mutually determined by the Board at the next organizational meeting of the Board.

Adopted 9/17/91, Revised 11/20/01, 4/16/13

### **2.3.2 Determination of Duties**

The officers of the Board shall perform the duties expressly enjoined upon them by the laws of the State of Illinois and by the Bylaws and Policies of the Board and such other incidental duties as pertain to their respective offices.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

### **2.3.3 Chair**

The Chair shall:

- A. Preside at all meetings of the Board or meetings held for Board purposes within District 540;
- B. Call, subject to provisions of the Public Community College Act (1965 as amended), regular or special meetings as may be deemed necessary or desirable;
- C. Perform all duties required of the Chair by the laws of the State of Illinois or action of the Board;
- D. Appoint special Board committees;
- E. Sign, when authorized by the Board, all official documents and orders as agent of the Board;
- F. Serve as ex-officio member of all committees.

Adopted 9/17/91, Revised 4/16/13

### **2.3.4 Vice Chair**

The Vice Chair shall:

- A. Preside, in the absence of the Chair, at any meetings of the Board or meetings held for Board purposes within District 540;
- B. Perform all duties required of the Vice Chair by the laws of the State of Illinois or action of the Board;
- C. Serve as the Chair of the Heartland Community College Board of Trustees Finance Committee;
- D. Conduct a systematic review and revision of Board Policies in conjunction with appropriate College administrative personnel.

Adopted 4/16/13

### **2.3.5 Secretary**

The Secretary shall:

- A. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board;

- B. Promptly furnish, or cause to be furnished, a copy of the minutes of each regular or special meeting of the Board to all members of the Board and to the President of the College;
- C. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings;
- D. Keep, or cause to be kept, a record of the names of all members of the Board, the dates of their election, the length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board;
- E. Keep, or cause to be kept, a current and complete record and text of the Bylaws and Policies of the Board and publish the same from time to time as directed by the Board;
- F. Furnish the President of the College and all members of the Board, immediately after change, amendments, or additions to the Bylaws and Policies, a complete, accurate, and official copy of the text thereof;
- G. Perform all duties required of the Secretary by the laws of the State of Illinois or action of the Board.

Adopted 9/17/91, Revised 4/16/13

### **2.3.6 Treasurer**

As provided for in the Public Community College Act (1965 as amended) the Treasurer shall not be a member of the Board and shall serve at the pleasure of the Board. Before duties begin, the Treasurer shall execute a bond in the manner provided for in the Act. The Treasurer shall:

- A. Perform all duties required of the Treasurer by the laws of the State of Illinois or action of the Board;
- B. Keep an accurate record of all functions and transactions appropriate for the office;
- C. Furnish the Board with such reports as may be required;
- D. Serve as custodian for and invest College funds.

Adopted 9/17/91, Revised 12/1/01, 4/16/13

## **2.4 Committees**

Board committees may be appointed from time to time as the Board deems advisable. Except for the Board Finance Committee, each committee shall be discharged automatically at the time of the annual organizational meeting unless the Board takes specific action to extend its life beyond that period.

Adopted 9/17/91, Revised 4/16/13

### **2.4.1 Finance Committee**

- A. Organization

The Finance Committee shall exist as a permanent committee of the Board.

Membership on the Finance committee shall be the Vice Chair of the Board and another member of the Board appointed by the Board

Chair as well as the College Vice President of Business Services and the Controller.

The Vice Chair of the Board shall serve as the Chair of the Finance Committee.

Additional College staff may participate in discussion of particular items.

**B. Meetings and Purpose**

The Committee shall have one regular meeting per month on a day and time determined by the Committee.

Special meetings of the Board Finance Committee may be called as necessary to address specific matters of interest to the Committee.

Review of monthly bills will be the responsibility of the Board Finance Committee and will be a standing agenda item.

The Board Finance Committee shall review and consider pertinent College financial information and documents as well as various financial and policy matters.

No action on behalf of the Board shall be taken by the Board Finance Committee, but the Committee will advise and make recommendations to the Board of Trustees regarding pertinent items discussed and considered by the Finance Committee.

Adopted 4/16/13

**2.5 Board Legislation**

**2.5.1 Classification**

Legislation by the Board shall be classified as Bylaws and Policies.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

**2.5.2 Bylaws**

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

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

**2.5.3 Policies**

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

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

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

#### **2.5.4 Policy Adoption**

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

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

Adopted 9/17/91, Revised 4/16/13

#### **2.5.5 Amendments**

The Bylaws and Policies of the Board may be changed or amended, and additional Bylaws and Policies may be adopted at any regular or special meeting of the Board, provided that notice of the intention to change, amend, or add to the Bylaws and Policies in whole or in part shall have been included in the call for the meeting.

Adopted 9/17/91, Reviewed 4/16/13 (no revisions)

#### **2.5.6 Intent of the Policies**

Administrative rules and procedures for implementation of Policies shall be established as necessary by the Administration to apply Board policy to specific situations. Such administrative rules and procedures shall be made a part of official College publications, handbooks, or manuals, as appropriate.

Adopted 9/17/91, Revised 4/16/13

### **3.0 POLICIES: GENERAL ADMINISTRATION AND OPERATIONS**

#### **3.1 Executive Authority**

The President of the College is the chief executive officer of the College and is responsible for the operation of the College within the framework of the policies of the Board.

The President shall serve as the primary channel of communication between the Board and other administrative officers and personnel of the organization.

In the event of emergency situations not covered by specific policy, the College President shall have the authority to take any necessary or appropriate action required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted 9/17/91; Revised 8/19/14

#### **3.2 Equal Opportunity and Non-Discrimination**

The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, status as a veteran, or any other protected status under federal, state or local laws. This policy applies to all terms and conditions of enrollment and employment. Heartland Community College expressly prohibits any form of harassment in the learning and working environment, including but not limited to, sexual harassment and harassment based on any status or condition protected by applicable law, rule or regulation. The College prohibits discrimination based on any such protected status and shall maintain compliance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and all other laws, rules and regulations that apply to College operations.

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

Adopted 9/17/91; Revised 10/18/05; Revised 8/19/14; Revised 6/16/15

#### **3.3 Freedom of Information**

As a public institution, public access to the records of Heartland Community College is governed by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), the Illinois Local Records Act (50 ILCS 205/ et seq.), and the Illinois Freedom of Information Act (5 ILCS 140/ et seq.). Information which is available for public disclosure shall be made available through the Freedom of Information Officer of the College.

Adopted 9/17/91; Revised 8/19/14

### **3.4 Tobacco/Smoke Free Environment**

Tobacco use in all forms and electronic cigarettes are prohibited in all facilities and vehicles owned or leased by Heartland Community College and are restricted on College property as stated in applicable statute and ordinance.

Adopted 9/17/91; Revised 12/12/06, Revised 8/19/14, Revised 4/21/15

### **3.5 Chronic Communicable Disease**

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

Students are to inform the Dean of Student Success and employees are to notify the Executive Director of Human Resources if they have or are a carrier of a reportable communicable disease as defined by the Illinois Department of Public Health.

Students with a reportable communicable disease may attend the College and participate in programs and activities and employees may retain employment when, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others, as supported by medical documentation.

A student who has or is a carrier of a reportable communicable disease may be denied admission to or may be dismissed from a particular program or course of study if the disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

Such attendance, participation, and employment decisions will be made by the President or designee using this standard and the facts of the specific case, in conjunction with current, available public health department guidelines concerning the disease in question.

The College shall respect the right to privacy of any student or employee who has or is a carrier of a reportable communicable disease. Such medical condition shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The College will consider appropriate public agency guidelines to determine who will be notified to assure the individual is properly cared for and to minimize transmission of the disease to others.

Procedures detailing systematic approaches to prevent and control the risks associated with reportable communicable diseases will be promulgated consistent with this Policy.

Adopted 9/17/91, Revised 5/17/94; Revised 8/19/14

### 3.6 Harassment Policy

Heartland Community College (the “College”) is committed to maintaining a working and learning environment that is free from all forms of harassment, including but not limited to sexual harassment and harassment based on any status or condition protected by federal, state, or local statute, ordinance, or regulation, as more fully set forth in the College’s Employee Handbook and Student Handbook. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College, and at all College-sponsored events.

Adopted 9/17/91, Revised 7/15/97, Revised 5/20/03, Revised 10/18/05; Revised 8/19/14

### 3.7 Code of Ethics

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act (5 ILCS 430/1-1, et seq. (the “Act”), as amended from time to time), Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board and College employees shall subscribe to the following Code of Ethics:

#### A. General Provisions

- (1) *Definitions.* The following terms shall be given the definitions as set forth in Section 1-5 of the Act:
  - (a) Campaign for elective office
  - (b) Candidate
  - (c) Collective bargaining
  - (d) Compensated time
  - (e) Compensatory time off
  - (f) Contribution
  - (g) Gift
  - (h) Leave of absence
  - (i) Political activity
  - (j) Political organization
  - (k) Prohibited political activity
  - (l) Prohibited source

For the purposes of this policy, "officer" shall mean any member of the Board of Trustees and “employee” shall mean any person employed by the Board, whether on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and/or its administrative employees with regard to the material details of the work performed. The term “employee” does not include a volunteer or an independent contractor. “Employer” shall mean the Board of Trustees (sometimes referred to herein as the “Board”).

- (2) Prohibited political activities.
  - (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property

or resources of the Board in connection with any prohibited political activity.

- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment, or during any compensated time off (including holidays, vacations, and personal time off).
  - (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration of that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration of the employee's participation in any prohibited political activity.
  - (d) Nothing in this section shall prohibit activities that are permissible for an officer or employee to engage in as part of such employee's official duties or activities.
- (3) *Gift Ban.* Subject to the exceptions set forth herein, no officer or employee and no spouse or immediate family member living with any officer or employee (collectively referred to herein as "Recipient") shall solicit or accept any gift from any prohibited source or which is otherwise prohibited by law. No prohibited source shall offer or make a gift that violates this provision. The following exceptions shall apply to this section:
- (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
  - (b) Anything for which the Recipient pays fair market value.
  - (c) Any contribution that is lawfully made under the Election Code or activities associated with a fund-raising event in support of a political organization or candidate.
  - (d) Educational materials and missions.
  - (e) Travel expenses in connection with any meeting for business purposes.
  - (f) Any gift from the following relatives of the Recipient: father, mother, son, daughter, brother, sister (including corresponding in-laws, step-relations, and half-relations), uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, spouse, grandparent, grandchild.
  - (g) Any gift from an individual on the basis of a personal friendship unless the Recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the

Recipient shall consider the circumstances under which the gift was offered (such as the history of the relationship between the parties, including any previous exchange of gifts, whether, to the actual knowledge of the Recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and whether, to the actual knowledge of the Recipient, the individual who gave the gift also gave the same or similar gift to other Recipients).

- (h) Food or refreshments not exceeding \$75 per person in value during a single day, provided that the food or refreshments are consumed on the premises where they were purchased or prepared or catered.
- (i) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.
- (j) Intragovernmental and intergovernmental gifts. For the purposes of this section, “intragovernmental gift” means any gift given to an officer or employee from another officer or employee and “intergovernmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (k) Bequests, inheritances, and other transfers at death.
- (l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- (m) Any item provided by the College in support of the employee’s or officer’s discharge of official duties.

There shall be no violation of this provision if the Recipient promptly takes reasonable steps to return a gift from a prohibited source or promptly donates the gift (or makes a monetary contribution equal in value to the gift) to a charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended.

- (4) *Ethics Advisor.* The President may appoint an Ethics Advisor for the College, and in such event shall advise the Board of such appointment. In the absence of such appointment, the attorney serving as general counsel to the College shall serve as Ethics Advisor. The Ethics Advisor shall provide interpretation and guidance to officers and employees of the College concerning compliance with this policy and the Act, and shall perform such other investigative and reporting requirements as the President and/or Board shall authorize from time to time.

(5) *Ethics Commission.* The Board may from time to time appoint and constitute no less than three of its members to serve as an Ethics Commission to investigate any complaints arising under this policy and/or the Act. Such Commission shall discharge its duties in accordance with the Act and shall make recommendations to the full Board as it shall deem appropriate.

- B. Board members and employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.
- C. Board members and employees shall not use College facilities, equipment, or property for personal financial gain.
- D. Board members and employees shall not seek to unduly influence personnel decisions.
- E. Board members and employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.
- F. Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law (110 ILCS 805/3-48).
- G. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.
- H. In the deliberation of any matter to come before it, the Board encourages Trustees to express individual and differing points of view. Once a decision is reached, however, Trustees shall accept such decision as the official Board position on the matter.

Adopted 9/17/91; Revised 2/12/04; 5/18/04; Revised 8/19/14

### **3.8 Campus Crime and Security**

The Board of Trustees of Heartland Community College directs the administration to prepare, publish, and distribute policy statements and statistical reports that comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act, 20 U.S.C. §1092(f) et seq., as amended.

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

Adopted 11/17/92; Revised 8/19/14

### **3.9 Solicitation**

Without written approval from the President (or designee), Heartland Community College prohibits any type of solicitation using College buildings, grounds, communication systems, equipment, or services. Such solicitation includes commercial, charitable, and political purposes.

Adopted: 8/21/07; Reviewed 8/19/14 (no revisions)

### **3.10 Environmental Stewardship**

As reflected in the Heartland Community College Strategic Plan, the College embraces environmental stewardship to support a sustainable future and integrates principles of sustainability into its programs, policies, and practices.

Adopted: 11/20/07; Revised 8/19/14

### **3.11 Concealed Carry of Weapons**

#### **1. Purpose**

To provide a policy for Heartland Community College pursuant to Public Act 98-0063, “The Firearm Concealed Carry Act” (430 ILCS 66/). A concealed firearm is a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public, or is within a vehicle controlled by that person. For purposes of this policy, a Licensee is any person who has been issued a Firearm Concealed Carry Permit by the Illinois State Police.

#### **2. Policy**

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

- a. Any building or portion of a building under the control of the College.
- b. Anywhere on the grounds of the College.
- c. Anywhere on the College’s parking areas, sidewalks, and common areas.
- d. Any property on campus where the College grants permission for a public gathering.

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

### **3. Special Regulations Applicable to College Employees and Students**

- a. No firearm may be carried or transported in any motor vehicle owned, leased or rented by the College.
- b. Subject to prior Cabinet approval, real or simulated firearms may be permitted where such use or possession is part of a course curriculum or other College approved function.

### **4. Special Regulations for Licensees**

A Licensee carrying a weapon while entering the College's Normal campus in a motor vehicle must take one of the following courses of action.

Immediately upon parking the vehicle in any of the College's parking areas, the Licensee must either:

- a. Store their firearm or ammunition in a secure case or a locked container out of plain view within the vehicle, or
- b. Store the firearm within the vehicle's trunk. In the event the Licensee stores the firearm in the vehicle's trunk, the Licensee must ensure that the firearm is unloaded prior to exiting the vehicle.

The College's Lincoln and Pontiac Centers have no College-owned parking areas. Licensees are subject to applicable laws and regulations of the local community.

### **5. Penalties for Violation**

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

### **6. Duty to Report a "Clear and Present Danger"**

If a person is determined to pose a clear and present danger to him/herself or others, that person is to be immediately reported to Safety and Security Services, the College Behavioral Intervention Team, or the Student Counseling Center. A "clear and present danger" for purposes of this policy will be anyone who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other similar mental health behaviors.

If the person has a concealed carry permit, the state will determine the permit status. This should not impact student or staff educational or employment rights. This notification is not a Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) item, item, and it is required under law while falling under the FERPA emergency/public safety exception.

Adopted 2/18/14; Revised 6/16/15

## **4.0 POLICIES: THE EDUCATIONAL PROGRAM**

### **4.1 Curriculum Development**

The Board of Trustees of Heartland Community College recognizes that curriculum development is of central concern to faculty. Faculty are therefore encouraged to propose new courses and programs and to participate in the revision of existing courses and programs.

The approval process for all such additions and revisions will include review by the affected departments or programs, as well as the administration.

Advisory committees composed of professionals and specialists in the field will be established to determine the feasibility of proposed occupational curricula. The Advisory committees will also assist in developing a proposed curriculum before it is recommended to the Board of Trustees.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

### **4.2 Degrees and Certificates**

#### **4.2.1 Degrees Granted**

The College is authorized to grant the following degrees to students who successfully complete the requirements of the prescribed two-year curricula:

Associate in Arts;  
Associate in Science;  
Associate in Applied Science;  
Associate in Engineering Science.

Adopted 9/17/91; Revised 11/18/14

#### **4.2.2 Requirements**

Requirements for the degrees are established by the Board of Trustees and published in appropriate College publications such as the College Catalog.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

#### **4.2.3 Awarding of Degrees**

Earned degrees shall be awarded by the authority of the Board upon completion of requirements for the particular degree to be awarded and upon recommendation to the President by the College faculty.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

#### **4.2.4 Honorary Degrees**

The Board of Trustees may, in its discretion, award honorary degrees to those deemed deserving of such honor. Honorary degrees shall be limited to the associate level.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

#### **4.2.5 Certificates**

Certificates may be issued upon completion of requirements for the short non-degree programs approved by the Board. Such certificates may be issued by the President upon recommendation of the educational unit concerned.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

#### **4.3 Academic Freedom**

All members of the professional staff are entitled to academic freedom. The Board of Trustees believes that academic freedom is necessary for the advancement of truth and is a fundamental protection of the rights of the teacher and the student. However, professional staff must employ restraint, good judgment, and professional ethics in the exercise of this vital freedom.

The Board of Trustees subscribes to the principles of academic freedom as hereby defined:

- A. Instructors are entitled to freedom in the classroom in discussing subject matter but will not introduce controversial matters bearing no relation to the subject.
- B. Instructors are members of a learned profession and of an educational institution. When speaking or writing as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational representatives, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, exercise good judgment, demonstrate appropriate restraint, show respect for the opinions of others, and make a thorough effort to indicate that they are not speaking for the College.

Adopted 9/17/91; Revised 11/18/14

#### **4.4 Selection of Instructional Materials**

The selection of instructional materials and textbooks shall be the right and the duty of the faculty of the College. Faculty shall select such materials in consultation with the appropriate administrative personnel.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

## 5.0 POLICIES: STUDENTS

### 5.1 Admissions

#### 5.1.1 College

Heartland Community College is an open-admission institution, admitting to the College all students who are:

- A. High school graduates, or
- B. High School Equivalency certificate holders, or
- C. Not a high school graduate or High School Equivalency holder and are at least 16 years of age and have severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence; or
- D. Current high school students who are at least 16 years of age and wish to enroll in courses offered outside the regular secondary school day, online, or during a summer session, or
- E. Current high school students who wish to enroll in courses offered during the regular secondary school day and are recommended by an appropriate high school official, or
- F. Transfer students from other colleges and universities.

Adopted 9/17/91; Revised 11/18/14

#### 5.1.2 Program

Admission to the College does not ensure admission to a particular course or program of study.

The College will provide additional means, such as testing, for students to demonstrate adequate preparation for transfer programs.

Admission to certain career programs may be limited and subject to specific requirements. In limited enrollment programs, the College will give preference to residents of District 540.

Adopted 9/17/91; Revised 11/18/14

### 5.2 Assessment and Placement

To increase their likelihood of success at the College, incoming students shall be assessed in English/Language Arts and mathematics.

The results of this assessment will be used to place students in appropriate courses, **not** to determine admission to the College. Categories of students exempt from being assessed, the re-assessment procedure, and other related issues are outlined in appropriate College publications, such as the Catalog and Student Handbook.

Adopted 9/17/91; Revised 11/18/14

### **5.3 Academic Standards**

Heartland Community College requires students to maintain appropriate academic standards both in progressing toward a degree and in receiving financial aid.

These standards shall be developed by the faculty and administration in accordance with applicable rules and regulations and published in official College documents such as the Catalog and Student Handbook.

Adopted 9/17/91; Revised 11/18/14

### **5.4 Student Conduct**

#### **5.4.1 Generally**

Heartland Community College recognizes that students are members of both the academic community and the community at large. As members of the community at large, students have freedom of speech, assembly, association, and press, and the right of petition and due process as guaranteed by the state and federal constitutions. As members of the academic community, students have the right and responsibility to participate in formulating and reviewing all College regulations and policies directly affecting them.

Upon enrolling in the College each student assumes an obligation to comport with generally accepted standards of responsible adult behavior. If this obligation is neglected or ignored, the College must take appropriate disciplinary action in order that it can continue to function effectively.

Adopted 9/17/91; Revised 11/18/14

#### **5.4.2 Categories of Misconduct**

A student may be subject to disciplinary action whenever the student commits or attempts to commit any act of misconduct which occurs on the College campus; in class; at an activity, function, or event sponsored or supervised by the College; or elsewhere if there is a direct relationship between such act and the College. An act of misconduct may include:

- A. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- B. Forgery, alteration, or any misuse of college documents and records;
- C. Conduct, including demonstrations, which significantly interferes with the College's teaching, administration, or other responsibilities;
- D. Violation of specific College rules and regulation disseminated to students, including those regarding campus parking, equipment, and facilities;

- E. Failure to comply with directions of College officials acting within the scope of their duties;
- F. Conduct which endangers the health, safety, or well-being of members of the College community or visitors to the campus, including but not limited to unauthorized and/or illegal possession, use, or distribution of controlled substances, look-alike drugs, or alcohol or unauthorized/illegal use or possession of firearms or any other weapon;
- G. Any conduct which constitutes a violation of a federal, state, or local law.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

### **5.4.3 Sanctions**

Student misconduct may result in disciplinary sanctions, up to and including expulsion from the College. Students remain subject to federal, state, and local laws. Accordingly, violation of these laws may lead to prosecution by agencies or persons in addition to the College.

Adopted 9/17/91; Revised 11/18/14

## **5.5 Student Records**

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. The College defines public directory information as:

- A. Name, addresses, and telephone numbers;
- B. Major field of study;
- C. Dates of attendance;
- D. Enrollment status (part-time, full-time, hours completed);
- E. Degrees, honors, and certificates received or anticipated;
- F. Participation in activities and sports; including athlete pictures and height and weight;
- G. Institutions previously attended.

To suppress the above public information, a student must submit a completed Public Directory Information form to the Enrollment Services office prior to the end of the second week of class. These forms are available in the admissions office.

Adopted 9/17/91; Revised 11/18/14

## **5.6 Chargebacks and Cooperative Agreements**

Chargebacks to other community colleges for applied certificates and degree programs not offered within the district may be granted by permission of the President or the President's designee.

Heartland Community College has entered into a number of Cooperative

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

Adopted 9/17/91, Revised 12/17/91; Revised 11/18/14

## **5.7 Residency**

Heartland Community College was established primarily to serve the residents of District 540.

Residency requirements are published in the Student Handbook.

In-district, out-of-district, out-of-state, and out-of-country tuition shall comply with the Administrative rules of the Illinois Community College Board, specifically Section 1501.505.

Adopted 9/17/91, Revised, 12/17/91, Revised 11/2001, Revised 4/19/05; Revised 11/18/14

## **5.8 Appeals**

Students are encouraged to make every attempt to resolve grievances informally at the point of origin.

The Appeals Process is published in the Student Handbook.

Adopted 9/17/91; Revised 11/18/14

## **5.9 Refunds**

### **5.9.1 Generally**

The Refund Policy is published in the Student Handbook.

Adopted 9/17/91, Revised 5/18/99; Revised 11/18/14

### **5.9.2 Reservists Called into Active Military Duty**

Reservists called to active military duty while enrolled at Heartland Community College shall receive a full refund of tuition or credit against future enrollment.

Adopted 9/17/91, Revised 5/18/99; Reviewed 11/18/14 (no revisions)

## **5.10 Tuition Waiver for Senior Citizens**

District 540 residents who are 65 years of age or older may receive a waiver of tuition upon registration for credit classes having space available. This tuition waiver does not apply to the purchase of textbooks and supplies.

Adopted 9/17/91; Reviewed 11/18/14 (no revisions)

## **6.0 POLICIES: PERSONNEL**

### **6.1 Drugs, Alcohol, and Cannabis**

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

Accordingly, the College prohibits the use, possession and/or distribution of alcohol, cannabis and/or any controlled substance by students, employees, and visitors on premises (including in College vehicles) owned or leased by the College or as part of any College activity. Further, the College prohibits students, employees and visitors from being on College premises or participating in any College activity when impaired due to the use of alcohol, cannabis, and/or any controlled substance. The term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding cannabis, used without a valid prescription issued by a licensed health care professional. This policy is not intended to prohibit the use of lawful products away from College premises so long as such use does not otherwise violate this policy. Notwithstanding the provisions set forth above, the possession and/or use of alcohol on College property or at College-sponsored events may be authorized by the College President or designee.

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

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

Adopted 9/17/91, Revised 4/21/15; Revised 1/21/20

### **6.2 Employee Grievance**

The College shall provide a problem resolution (grievance) procedure to provide prompt and fair handling of employee complaints that are not covered by other College policies and complaint resolution procedures. Grievance procedures and related guidelines shall be set forth in the Employee Handbook and Collective Bargaining Agreements.

Adopted 9/17/91, Revised 4/21/15

### **6.3 Outside Employment**

No employee shall engage in outside or secondary employment which shall conflict with the employee’s performance of professional duties at the College.

Full-time employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest, does not interfere with the performance of their professional duties, does not place the employee in competition with the College, and written notification attesting to these criteria has been made to the supervising administrator. Employees covered under terms of a Collective Bargaining Agreement are subject to guidelines concerning outside employment as set forth in the applicable Collective Bargaining Agreement.

Adopted 9/17/91, Revised 4/21/15

#### **6.4 Oral Proficiency in English**

Pursuant to 110 ILCS 805/3-29.2, all persons providing classroom instruction at Heartland Community College, unless teaching foreign language classes exclusively, must be orally proficient in the English language prior to providing classroom instruction to students and therefore must demonstrate their oral English language proficiency during the hiring process.

Adopted 9/17/91, Revised 4/21/15

#### **6.5 Separation of Service**

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

Adopted 9/17/91; Revised 4/16/13, Revised 4/21/15

##### **6.5.1 Reduction in Forces**

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

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

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

Adopted 4/16/13, Revised 4/21/15

### **6.5.2 Voluntary Separation Agreements**

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

Adopted 4/16/13, Reviewed (no revisions) 4/21/15

### **6.5.3 Incentivized Retirement Programs**

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

Adopted 4/16/13, Reviewed (no revisions) 4/21/15

## **6.6 Disciplinary Sanctions**

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

Adopted 9/17/91; Revised 3/16/04, Revised 4/21/15

## **6.7 Official Holidays**

### **6.7.1 Schedule**

The following days are recognized as official College holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Thanksgiving Friday
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day

8. New Year's Day
9. Dr. Martin Luther King's Birthday
10. Memorial Day
11. Floating Holidays (5)

In addition to the official holidays listed above, the College is closed between December 25 and December 31.

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

Adopted 9/17/91, Revised 3/17/92, Revised 9/21/93, Revised 4/21/15

### **6.7.2 Adjustments**

If a holiday falls on a Saturday or Sunday, the President may adjust the College calendar by declaring the preceding Friday or the following Monday as the day of observance of the holiday.

Adopted 9/17/91, Reviewed (no revisions) 4/21/15

## **6.8 Employment Benefits**

The Board of Trustees of Heartland Community College directs staff to administer employment benefits appropriate to the various classifications of employees. Such employment benefits shall include but are not limited to:

- A. employee insurance, as approved by board;
- B. financial support for higher education (waivers and reimbursement);
- C. employee assistance program;
- D. retirement savings plan

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

Adopted 6/19/18

## **6.9 Leaves**

The Administration shall establish the following types of leave, as appropriate to the various classifications of employee:

- A. Vacation;
- B. Sick leave;
- C. Parental leave;
- D. Special leave, including, but not limited to bereavement, court appearances, jury duty, military service, legal transactions, household emergencies;
- E. Sabbatical leave;
- F. Volunteer leave;
- G. Unpaid leave.

Leave benefits and procedures shall be in compliance with applicable laws and regulations, including the Family and Medical Leave Act of 1993, as amended from

time to time, and as prescribed by any other applicable law or regulation, and shall be set forth in the Employee Handbook and Collective Bargaining Agreements.

Adopted 9/17/91, Revised 7/21/92, Revised 4/21/15, Revised 3/31/20, Revised 8/18/20

#### **6.10 Health Examinations**

The Board and/or the President may require any employee to undergo a health examination to determine the employee's fitness for duty if the employee has exhibited objective indications that he/she is physically or mentally unfit to perform the essential functions of the job. The College will assume the expense not covered by the employee's insurance. The employee may select the physician with the President's approval. In the event that the employee and the President cannot agree on the selection, the President will select a physician.

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

Adopted 9/17/91, Revised 7/21/92, Revised 9/21/99, Revised 4/21/15

#### **6.11 Tax Deferred 403(b) Plans**

Salary reductions for tax deferred 403(b) plans shall be available in accordance with the provisions of all applicable statutes and regulations.

Adopted 9/17/91, Revised 11/16/93; 9/15/98, 5/20/03, 8/19/08, Reviewed (no revisions) 4/21/15

#### **6.12 Tenure**

Full-time faculty members shall be eligible for tenure in accordance with Article IIIB of the Illinois Public Community College Act. Pursuant to the Act, the decision to award or withhold tenure shall reside exclusively with the Board of Trustees.

Adopted 12/20/94, Revised 4/21/15

#### **6.13 Pre-Employment Criminal Background Investigation**

The College shall comply with the Campus Security Enhancement Act (110 ILCS 12/) and will conduct a criminal background investigation prior to the hiring of any employee.

Adopted 2/17/98, Revised 3/25/02, 7/19/05, Revised 4/21/15

#### **6.14 Employee Furlough**

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

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

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

Adopted 4/16/13, Revised 4/21/15

## **6.15 Introductory Employment**

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

The Board of Trustees hereby authorizes such introductory employment period and directs the President to develop appropriate administrative rules and procedures to manage such introductory employment.

Adopted 4/16/13, Revised 4/21/15, Reviewed (no revisions) 4/21/15

## **7.0 POLICIES: BUSINESS**

### **7.1 Annual Budget**

The Board shall annually prepare, adopt and publish a budget as provided in the Public Community College Act.

Adopted 9/17/91, Revised 4/21/15

### **7.2 Audit**

The Board shall contract with a certified public accounting firm for the purposes of conducting an independent annual financial and compliance audit of the college.

The audit shall be conducted in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The financial statements shall be presented in accordance with generally accepted accounting principles and shall be published.

Adopted 9/17/91, Revised 4/21/15

### **7.3 Payment of Bills**

#### **7.3.1 General**

All bills received by the District shall be paid in accordance with this policy.

Reviewed (no revisions) 4/21/15

#### **7.3.2 Payments**

All payments shall first be approved by the Vice President of Business Services, or in the Vice President's absence, the Controller, or in the absence of both, the President.

Reviewed (no revisions) 4/21/15

#### **7.3.3 Presentation, Review and Ratification**

All payments made for material and services on behalf of the District shall be presented to the Board of Trustees for ratification at its next regular meeting. They shall be presented in such summary form as the Vice President of Business Services shall deem appropriate or the Board of Trustees directs, provided that such summary shall, at a minimum, show to whom and for what purpose each payment was made, and to what budgetary account each payment was debited. Prior to the meeting at which ratification is to be considered, the Board Finance Committee shall review all payments to be presented for ratification.

Ratification shall be by roll call vote. (Ill. Rev. Stat., Ch. 122, Par. 103-27)

Revised 6/20/95, Revised 4/21/15

### **7.4 Purchasing**

Heartland Community College shall establish procurement procedures consistent with the provisions of the Illinois Public Community College Act (Ill. Rev. Stat., Ch. 122, Par.103-27.1), and the maximum levels authorized by said statute.

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

Adopted 9/17/91, Revised 9/21/93, Revised 10/21/08, Revised 9/20/2016

## **7.5 Prevailing Wage**

The provisions of Illinois' Prevailing Wage Act shall be complied within all applicable work to be performed in the District.

Adopted 9/17/91, Revised 4/21/15

## **7.6 Investment of College Funds**

Heartland Community College shall establish investment policy and procedures consistent with the provisions of the Public Funds Investment Act and the Illinois Public Community College Act.

Adopted 3/17/92, Revised 10/19/99, Revised 4/20/04, Revised 4/21/15

## **7.7 Fixed Assets**

Heartland Community College shall establish fixed asset policy and procedures in compliance with the provisions of the Illinois Public Community College Act, the Federal Education Department General Administrative Regulations and generally accepted accounting principles.

Adopted 2/19/02; Revised 4/18/06, Revised 4/21/15

## **7.8 Travel, Meal and Lodging Expenses**

Heartland shall establish procedures for reimbursement of travel, meal and lodging expenses for officers and employees consistent with Illinois' Local Government Travel Expense Control Act (Public Act 99-0604).

These procedures will include, at a minimum, the provisions set forth herein for the reimbursement of all College Board member and employee travel expenses.

### **7.8.1 Definitions**

- a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. "Travel" means any expenditure directly incident to official College business travel by Board members or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

### **7.8.2 Travel Request, Evaluation and Expense Report**

The College shall only approve reimbursement of expenses if the Board member or employee submits said expenses on the College's standard (1) Travel Request, Evaluation and Expense Report form or (2) Mileage

Reimbursement Worksheet. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act.

### **7.8.3 Entertainment Expenses**

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

### **7.8.4 Board Approval of Certain Reimbursable Expenses**

The following expenses for travel, meals, and lodging must be approved by a roll call vote at an open meeting of the Board of Trustees of the College:

- a. Any reimbursable expenses of a College employee that exceed the maximum reimbursable rates allowed under the regulations adopted under section 7.8.6 of this Policy.
- b. Any reimbursable expense of a member of the Board Trustees of the College.
- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

### **7.8.5 Compliance with Act**

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

### **7.8.6 Permissible Travel Expenses**

The maximum reimbursable rates for travel, meal and lodging expenses, as amended from time to time, shall be set forth in the Administrative Policy on College Business Travel.

*Adopted 3/21/17*

## **7.9 Alcoholic Beverage Service and Sales**

Heartland shall establish procedures for the service or sale of alcoholic beverages in areas under the control of the Board of Trustees in accordance with the Illinois Liquor Control Act (Public Act 099-0550). Such events must be determined by the Board to be public events and not student-related activities.

These procedures will include, at a minimum, the provisions set forth herein.

### **7.9.1 Approval Form**

Any group or event seeking authorization to serve or sell alcohol in or on property under the control of the Board of Trustees of Heartland Community College shall submit its request, in writing on a College-provided form, to the Vice President of Business Services.

### **7.9.2 Approval Criteria and Decision**

The College, in its sole discretion, reserves the right to deny any organization or individual the right to sell alcohol at a College facility or College sponsored event. Approval may or may not be granted after careful review of the submitted Alcohol Request Form. Standing approvals shall not be allowed. All requests will be reviewed individually on an event-by-event basis. Further, the College reserves the right to place reasonable restrictions on the use of facilities for alcohol sale and consumption.

Each request shall be reviewed on the basis of the following criteria

- a. Whether the event is a student activity or student-related activity
- b. Whether the physical setting of the event is conducive to control of liquor sales and distribution and will not unreasonably disturb other users of College facilities
- c. The ability of the event operator to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with State law and College policies
- d. The anticipated attendees at the event and the relative proportion of individuals under the age of 21 to individuals age 21 or older
- e. The ability of the venue operator to prevent the sale or distribution of alcoholic liquors to individuals under the age of 21
- f. Whether the event prohibits participants from removing alcoholic beverages from the venue
- g. Whether the event prohibits participants from providing their own alcoholic liquors to the venue.

Adopted 4/25/17

### **7.10 Financial Disclosures**

Heartland Community College shall establish policy and procedures to ensure compliance with its responsibilities under federal securities laws, including its continuing disclosure undertakings under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and under any other applicable statutes and regulations.

Adopted 12/12/17

### **7.11 College Total Tax Rate**

The Board will strive to maintain the total tax rate at the previous year's level.

The Board will accomplish this by utilizing strategies to maximize the aggregate rate and control the bond & interest rate.

Adopted 9/17/19

### **7.12 Debt Management**

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

The College will develop a set of administrative standards following legal and Government Accounting Standards Board (GASB) guidance for issuance of tax exempt and taxable bond borrowing.

Adopted 9/17/19

### **7.13 Reserve Funds**

The Board may establish reserves and designate a portion of fund balances for a specific use and a specific period of time, as per all applicable state statutes and ICCB guidelines. The Board will maintain an Operating Fund reserve (combined Education and Operations and Maintenance Funds) between 40% and 60% of the District's annual operating budgeted expenditures.

The Board may establish and maintain additional fund balance reserves and designated purposes for those reserves.

Adopted 9/17/19

## **8.0 POLICIES: COMMUNITY RELATIONS**

### **8.1 Use of College Facilities Policy**

College facilities may be made available to college and non-college sponsored groups, provided the use does not interfere or conflict with the normal operations or educational programs of the College; the use is consistent with the philosophy, goals and mission of the College; and the use conforms to federal, state, local laws and ordinances. The College will establish procedures governing the use of facilities, including those relating to room rental fees, and recovery of custodial, technical, insurance, and other operational costs. Additional procedures will apply to special facilities.

Adopted 9/17/91, Revised 11/16/93, Revised 12/12/00, Revised 4/21/15