# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>LEGAL AUTHORITY AND RESPONSIBILITIES</td>
<td>1-8</td>
</tr>
<tr>
<td>2.0</td>
<td>BYLAWS</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1</td>
<td>MEMBERSHIP OF THE BOARD</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Number and Selection</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Election</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Term</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.4</td>
<td>Qualifications of Members</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.5</td>
<td>Vacancies</td>
<td>2-9</td>
</tr>
<tr>
<td>2.1.6</td>
<td>Student Board Member</td>
<td>2-9</td>
</tr>
<tr>
<td>2.2</td>
<td>MEETINGS OF THE BOARD</td>
<td>2-10</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Biennial Organizational Meeting</td>
<td>2-10</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Regular Meetings</td>
<td>2-10</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Special Meetings</td>
<td>2-10</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Attendance by a Means Other than Physical Presence</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Adjourned Meetings</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Open and Closed Meetings</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.7</td>
<td>Budget Hearing</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.8</td>
<td>Quorum</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.9</td>
<td>Order of Business</td>
<td>2-11</td>
</tr>
<tr>
<td>2.2.10</td>
<td>Rules of Procedure</td>
<td>2-12</td>
</tr>
<tr>
<td>2.2.11</td>
<td>Public Comment</td>
<td>2-12</td>
</tr>
<tr>
<td>2.2.12</td>
<td>Meeting Record</td>
<td>2-13</td>
</tr>
<tr>
<td>2.3</td>
<td>OFFICERS</td>
<td>2-13</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Election of Officers</td>
<td>2-13</td>
</tr>
<tr>
<td>2.3.2</td>
<td>Determination of Duties</td>
<td>2-13</td>
</tr>
<tr>
<td>2.3.3</td>
<td>Chair</td>
<td>2-13</td>
</tr>
<tr>
<td>2.3.4</td>
<td>Vice Chair</td>
<td>2-14</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Secretary</td>
<td>2-14</td>
</tr>
<tr>
<td>2.3.6</td>
<td>Treasurer</td>
<td>2-15</td>
</tr>
<tr>
<td>2.4</td>
<td>COMMITTEES</td>
<td>2-15</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Finance Committee</td>
<td>2-15</td>
</tr>
<tr>
<td>2.5</td>
<td>BOARD LEGISLATION</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.1</td>
<td>Classification</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.2</td>
<td>Bylaws</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.3</td>
<td>Policies</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.4</td>
<td>Policy Adoption</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.5</td>
<td>Amendments</td>
<td>2-16</td>
</tr>
<tr>
<td>2.5.6</td>
<td>Intent of the Policies</td>
<td>2-17</td>
</tr>
<tr>
<td>2.6</td>
<td>EXPENSE REIMBURSEMENT</td>
<td>2-17</td>
</tr>
<tr>
<td>3.0</td>
<td>POLICIES: GENERAL ADMINISTRATION AND OPERATIONS</td>
<td>3-18</td>
</tr>
<tr>
<td>3.1</td>
<td>EXECUTIVE AUTHORITY</td>
<td>3-18</td>
</tr>
<tr>
<td>3.2</td>
<td>EQUAL OPPORTUNITY</td>
<td>3-18</td>
</tr>
<tr>
<td>3.3</td>
<td>FREEDOM OF INFORMATION</td>
<td>3-18</td>
</tr>
<tr>
<td>3.4</td>
<td>SMOKE FREE ENVIRONMENT</td>
<td>3-18</td>
</tr>
<tr>
<td>3.5</td>
<td>CHRONIC COMMUNICABLE DISEASE</td>
<td>3-19</td>
</tr>
<tr>
<td>3.6</td>
<td>HARASSMENT POLICY</td>
<td>3-19</td>
</tr>
<tr>
<td>3.7</td>
<td>CODE OF ETHICS</td>
<td>3-20</td>
</tr>
<tr>
<td>3.8</td>
<td>CAMPUS CRIME AND SECURITY</td>
<td>3-23</td>
</tr>
<tr>
<td>3.9</td>
<td>SOLICITATION</td>
<td>3-24</td>
</tr>
</tbody>
</table>
3.10 ENVIRONMENTAL STEWARDSHIP ................................................................. 3-24

4.0 POLICIES: THE EDUCATIONAL PROGRAM .................................................. 4-25

4.1 CURRICULUM DEVELOPMENT ...................................................................... 4-25
4.2 DEGREES AND CERTIFICATES ..................................................................... 4-25
  4.2.1 Degrees Granted ..................................................................................... 4-25
  4.2.2 Requirements ....................................................................................... 4-25
  4.2.3 Awarding of Degrees .......................................................................... 4-25
  4.2.4 Honorary Degrees .............................................................................. 4-25
  4.2.5 Certificates ......................................................................................... 4-26
4.3 ACADEMIC FREEDOM ................................................................................ 4-26
4.4 SELECTION OF INSTRUCTIONAL MATERIALS .......................................... 4-26

5.0 POLICIES: STUDENTS ..................................................................................... 5-27

5.1 ADMISSIONS ................................................................................................. 5-27
  5.1.1 College ............................................................................................... 5-27
  5.1.2 Program .............................................................................................. 5-27
5.2 ASSESSMENT AND PLACEMENT .................................................................. 5-27
5.3 ACADEMIC STANDARDS ............................................................................ 5-28
5.4 STUDENT CONDUCT ...................................................................................... 5-28
  5.4.1 Generally ............................................................................................ 5-28
  5.4.2 Categories of Misconduct .................................................................... 5-28
  5.4.3 Sanctions ............................................................................................ 5-29
5.5 STUDENT RECORDS ...................................................................................... 5-29
5.6 CHARGEBACKS AND COOPERATIVE AGREEMENTS ................................ 5-29
5.7 RESIDENCY ................................................................................................ 5-30
5.8 APPEALS ...................................................................................................... 5-30
5.9 REFUNDS ...................................................................................................... 5-30
  5.9.1 Generally ............................................................................................ 5-30
  5.9.2 Reservists Called into Active Military Duty .......................................... 5-30
5.10 TUITION WAIVER FOR SENIOR CITIZENS .............................................. 5-30

6.0 POLICIES: PERSONNEL .................................................................................. 6-31

6.1 DRUG FREE WORKPLACE ............................................................................. 6-31
  6.1.1 Generally ............................................................................................ 6-31
  6.1.2 Conditions of Employment................................................................. 6-31
  6.1.3 Sanctions ............................................................................................ 6-31
  6.1.4 Policy and Program Implementation ................................................... 6-32
6.2 EMPLOYEE TUITION WAIVER ................................................................. 6-32
  6.2.1 Community Education Course Registration Fee Waiver and Corporate Education Course Registration Fee Waiver ................................................................. 6-32
6.3 EMPLOYEE GRIEVANCE ............................................................................. 6-33
  6.3.1 Definition ............................................................................................ 6-33
  6.3.2 Resolution ........................................................................................... 6-34
  6.3.4 Duplicative Proceedings ...................................................................... 6-34
6.4 OUTSIDE EMPLOYMENT .............................................................................. 6-34
6.5 ORAL PROFICIENCY IN ENGLISH ............................................................. 6-34
6.6 SEPARATION OF SERVICE ......................................................................... 6-34
  6.6.1 Reduction in Forces ............................................................................ 6-35
  6.6.2 Voluntary Separation Agreements ....................................................... 6-35
  6.6.3 Incentivized Retirement Programs ....................................................... 6-35
6.7 DISCIPLINARY SANCTIONS ......................................................................... 6-36
6.8 OFFICIAL HOLIDAYS ...................................................................................... 6-37
  6.8.1 Schedule ............................................................................................. 6-37
  6.8.2 Adjustments ........................................................................................ 6-37
  6.8.3 Part-Time Employees ......................................................................... 6-37
6.9 LEAVES .......................................................................................................... 6-37
6.10 HEALTH EXAMINATIONS ......................................................................... 6-38
6.11 TAX DEFERRED 403(b) PLANS ................................................................. 6-38
6.12 FAMILY AND MEDICAL LEAVE POLICY ........................................... 6-38
6.13 TENURE ......................................................................................... 6-38
6.14 PRE-EMPLOYMENT CRIMINAL BACKGROUND INVESTIGATION .......... 6-43
6.15 EMPLOYEE FURLough ................................................................. 6-43
6.16 INTRODUCTORY EMPLOYMENT .................................................... 6-44

7.0 POLICIES: BUSINESS .................................................................... 7-45

7.1 ANNUAL BUDGET ........................................................................ 7-45
7.2 AUDIT ......................................................................................... 7-45
7.3 PAYMENT OF BILLS .................................................................... 7-45
  7.3.1 General ............................................................................... 7-45
  7.3.2 Payments ........................................................................... 7-45
  7.3.3 Presentation, Review and Ratification .................................. 7-45
7.4 PURCHASING ............................................................................. 7-46
7.5 PREVAILING WAGE ..................................................................... 7-46
7.6 INVESTMENT OF COLLEGE FUNDS .......................................... 7-46
7.7 FIXED ASSETS ........................................................................... 7-46

8.0 POLICIES: COMMUNITY RELATIONS .......................................... 8-48

8.1 USE OF COLLEGE FACILITIES POLICY ....................................... 8-48

9.0 POLICIES: STATEMENT OF COMPLIANCE WITH STATE AND FEDERAL LAWS ........ 9-49

9.1 DRUG-FREE WORKPLACE ............................................................. 9-49
  9.1.1 Policy ............................................................................... 9-49
9.2 POLICY REGARDING THE PHYSICALLY AND MENTALLY CHALLENGED ......................................................................................... 9-49
  9.2.1 Policy ............................................................................... 9-49
  9.2.2 Statement of Compliance: “Americans with Disabilities” Act ...... 9-49
  9.2.3 Compliance with the Rehabilitation Act .................................. 9-49
9.3 LOAN DEFAULT POLICY: EMPLOYMENT ....................................... 9-50
  9.3.1 Loan Default Policy ............................................................ 9-50
9.4 POLICY OF COMPLIANCE WITH CIVIL RIGHTS LEGISLATION .......... 9-50
  9.4.1 Policy Prohibiting Discrimination ........................................... 9-50
9.5 POLICY OF COMPLIANCE WITH THE “AMERICANS WITH DISABILITIES” ACT .......................................................... 9-50
9.6 COMPLIANCE WITH COMPETITIVE BIDDING STATUTES ............. 9-50
  9.6.1 Illinois Public Community College Act Requirements ............... 9-50
9.7 POLICY OF COMPLIANCE WITH GIFT BAN POLICY ....................... 9-51
9.8 COPYRIGHT POLICY .................................................................... 9-51
9.9 INFORMATION SECURITY POLICY ............................................... 9-51
9.10 CONCEALED CARRY OF WEAPONS ............................................ 9-52

10.0 GLOSSARY OF ACRONYMS ..................................................... 10-54
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, revise, change or eliminate any or all parts of this policy manual at its discretion.

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
Vision Statement: Heartland is an adaptable and collaborative community resource, promoting life-long learning and exceptional community progress.

Mission Statement: Heartland inspires lives through accessible and personalized student support, exemplary innovation, and high expectations for success in teaching and learning.

Values:
1. We are learner-centered, focused on creating a personalized path to success for each holistic learner. "To see things in the seed, that is genius." - Lao-Tzu
2. We inspire an upbeat, can-do attitude, empowering our students, our communities, and each other to fully actualize our potential. "When a person is willing and eager, the gods join in." – Aeschylus
3. We prioritize and support professional development of all employees so that we may continually adapt and improve. "We judge ourselves by what we feel capable of doing while others judge us by what we have already done." – Henry Wadsworth Longfellow
4. We are all partners in the success of the organization, boldly embracing current and future opportunities that will empower our students and communities. "A house divided against itself cannot stand." – Abraham Lincoln
5. We salute tradition, we do not idolize it. "Ancestry is most important to those who have done nothing themselves." - Louis L'Amour
6. 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
7. We are proud of our College’s quality but always seek improvement. "Imagination is more important than knowledge." – Albert Einstein
8. We practice ethical decision-making and responsible use of environmental, financial, and community resources to promote a sustainable future. "This we know: the Earth does not belong to people; people belong to the Earth. This we know: all things are connected. Whatever befalls the Earth befalls the people of the Earth." – Ted Perry

FOUNDATIONAL COMMITMENTS AND ASSOCIATED ENDURING GOALS:

1. VALUING PEOPLE
   - HCC will engage internal and external constituents to encourage open communication, promote professional and personal development, and implement processes that enhance organizational culture.
   - HCC will recruit, hire, professionally develop, and retain talented and collaborative employees to advance organizational excellence.

2. COLLABORATING EFFECTIVELY
   - HCC will champion collaboration among internal and external constituents to stimulate social, economic and environmental advancements.
3. SERVING AS A COMMUNITY RESOURCE
   - HCC will provide an array of expertise, programs and facilities to address community needs that align with our mission.

4. CREATING ACCESS TO OPPORTUNITIES
   - HCC will broaden pathways to lifelong learning by fostering personal growth, minimizing obstacles and facilitating progress.

5. SUPPORTING STUDENT SUCCESS
   - HCC will effectively transition students into college-level coursework by assessing, accelerating and augmenting student readiness.
   - HCC will empower our students to explore options, develop intentional pathways and achieve relevant academic and career goals.
   - HCC will improve student support by continually assessing and responding to diverse needs.
   - HCC will promote a student-centered culture by intentionally building relationships that promote student engagement and development.

6. LEADING QUALITY INNOVATION
   - HCC will enhance decision making at all levels of the organization through processes and technologies that guarantee quality data and actionable intelligence to support improvement.
   - HCC will incorporate systems-oriented, data-informed approaches to create, implement and share exemplary practices.

7. MODELING STEWARDSHIP & SUSTAINABILITY
   - HCC will adhere to informed and responsible practices that safeguard social, economic and environmental well-being.
   - HCC will practice visionary planning, actively pursuing resources and partnerships to ensure our long-term viability.

8. EXEMPLIFYING TEACHING AND LEARNING EXCELLENCE
   - HCC will recruit, hire, professionally develop, and retain high quality faculty, instructors and learning support staff.
   - HCC will design, deliver and access high quality curriculum and instruction for our diverse programs, supporting relevant career pathways for learners.
   - HCC will design, develop and maintain exemplary physical and technological infrastructure to create an optimal teaching and learning environment.
   - HCC will effectively assess students’ experiences, creating actionable intelligence applied at key momentum points to improve student learning.

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

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 Statutes 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 Comment

Visiting groups or individuals wishing to address the Board should submit a written request indicating the topic(s) to be discussed. Such request should be submitted at least seven days prior to a regular meeting to any of the following: Secretary of the Board, Chair of the Board, or the President of the College.

Since the President serves as the channel of communication between the Board and all other administrative officers and personnel, all requests by faculty, staff, or students should be directed to the President's Office.

Where internal College procedures or policies are specifically provided for, such procedures or policies must be exhausted prior to submission of a written request to address the Board.

The Chair of the Board will assign a reasonable amount of time on the meeting agenda to hear each presentation.

Nothing herein should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss issues which are determined by the Board to be repetitive, outside the purview of Board authority, or harassment.
Adopted 9/17/91, Revised 4/16/13

2-12
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:
E. Preside at all meetings of the Board or meetings held for Board purposes within District 540;
F. Call, subject to provisions of the Public Community College Act (1965 as amended), regular or special meetings as may be deemed necessary or desirable;

G. Perform all duties required of the Chair by the laws of the State of Illinois or action of the Board;

H. Appoint special Board committees;

I. Sign, when authorized by the Board, all official documents and orders as agent of the Board;

J. 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

2.6 Expense Reimbursement

The expense reimbursement of Board members shall be governed by the following guidelines:

A. Board members will be reimbursed for actual and reasonable expenses related to Board meetings and Board committee meetings, and for other College meetings or events to which the member is invited as a member of the Board.

B. Board members will be reimbursed for actual and reasonable expenses for a Board member's spouse/guest when that person's participation at a meeting, conference, or event is required. The Board Chair shall determine in advance if the attendance of a spouse/guest is required.

C. Board members will be reimbursed for actual and reasonable expenses related to attendance at meetings, conferences, or events sponsored by an organization to which the Board is a member. Similarly, Board members will be reimbursed for actual and reasonable expenses for attending meetings, conferences, and events to which the Board is not a member when such attendance is authorized by the Board or Board Chair.

D. Expenses in excess of $200.00 shall require prior approval of the Board or Board Chair.

E. Board members will be reimbursed for the use of personal vehicles at the current IRS rate. Reimbursement for parking and toll fees will be allowed.

Any disputes between a Board member and the Board Chair regarding reimbursable expenses will be resolved by the Board.
Adopted 9/17/91, Revised 7/21/92, Reviewed 4/16/13 (no revisions)
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

The Board affirms that equal opportunity enhances the excellence of the District.

The College shall administer all educational programs and determine or implement the terms, conditions, and privileges of employment without regard to 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, Student Handbook, and other official College documents.

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

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 Smoke Free Environment

Smoking is prohibited in all facilities owned or leased by Heartland Community College, within statutorily designated distances from College facilities, in any vehicles owned or leased by the College (410 ILCS 82/15 et seq.), and is restricted on College property as stated in applicable statute and ordinance. This restriction is further expanded to prohibit the use of electronic cigarettes in facilities and vehicles owned or leased by the College.

Adopted 9/17/91; Revised 12/12/06; Revised 8/19/14
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 of 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.

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 9/17/91; Revised 2/12/04; 5/18/04; 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
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 precedence 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 Drug Free Workplace

6.1.1 Generally

The Board of Trustees supports laws endeavoring to provide a drug-free workplace for its employees, contractors and subcontractors, including specifically the Drug-Free Workplace Act of 1988.

Accordingly, no employee, contractor or subcontractor shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance while:

A. On premises owned, leased or used by the Board of Trustees, District or College;
B. At College-sponsored or supervised activities;
C. In any College owned, leased, or used vehicle;
D. In transit to or from College activities or business;

Adopted 9/17/91, Revised 9/21/93

6.1.2 Conditions of Employment

As a condition of employment, each employee shall:

A. Abide by the terms of this Board Policy regarding a drug-free workplace; and
B. Notify the President of the College or, in the case of the President, the Chairman of the Board of Trustees, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Adopted 9/17/91

6.1.3 Sanctions

If an employee violates the terms of this Board Policy or is convicted on a criminal drug statute for a violation occurring in the workplace, the employee shall be subject to sanctions, consistent with law and Board Policy, which will include:

A. Appropriate personnel action against the employee up to and including termination; or
B. A requirement that such employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
Without limiting the scope of employee sanctions, it is specifically stated that violation of this Board Policy shall constitute just cause for dismissal.

Adopted 9/17/91

6.1.4 Policy and Program Implementation

The President is authorized to take such action or actions as may be necessary to give effect to this Board Policy and to comply with the terms of the Drug-Free Workplace Act of 1988.

In order to educate and assist employees in understanding this Board Policy and the goals of achieving a drug-free workplace, the President shall take the following actions and such others as may appear appropriate:

A. The President shall provide to those currently employee and all other employees upon being employed a copy of this Board Policy. An appropriate statement may also be included by the President in any employment manuals or otherwise disseminated.

B. The President shall undertake a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace;
- The Board of Trustees' policy of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance program;
- The penalties that may be imposed on employees for drug abuse violations.

C. The President shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of the conviction from an employee or otherwise upon receiving actual notice of such conviction. To facilitate the giving of notice, any employee aware of such conviction shall report the same to the President.

Adopted 9/17/91

6.2 Employee Tuition Waiver

Full-time employees and their dependents are entitled to a waiver of tuition at Heartland Community College with the requirement that satisfactory academic progress be made in accordance with Financial Aid Office guidelines. Dependents of full-time employees are defined as a spouse and dependent children. Children can qualify as dependent if they satisfy at least two of the following three conditions:
A. They are under 21 years of age;
B. They are not married;
C. They currently reside with the full-time employee of Heartland Community College.

Regular part-time employees are also entitled to a tuition waiver of 50%, not including their dependents, with the requirement that satisfactory academic progress be made in accordance with Financial Aid Office guidelines.

Adopted 9/17/91, Revised 1/17/95

6.2.1 Community Education Course Registration Fee Waiver and Corporate Education Course Registration Fee Waiver

Full-time and regular part-time administrative, classified and professional/technical employees are entitled to a course registration fee waiver up to $100 per course for Community Education and Corporate Education courses at Heartland Community College that are open to the public. Eligible employees may enroll in these courses with a course registration fee waiver after sufficient public enrollment has been met and as space allows. Employees are responsible for payment of any associated lab, book, and supply fees. This enrollment restriction and fee cap do not apply to courses approved for professional development by the employee’s supervisor.

Adopted 1/17/95; Revised 7/20/04

6.3 Employee Grievance

6.3.1 Definition

A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of:

A. A College policy or administrative regulation or procedure;

B. The conditions of the individual employee's employment agreement, or a work-related condition which the employee believes to be unfair, inequitable, or a hindrance to effective performance; or

C. The civil rights of the grievant, regardless of race, color, religion, sex, age, national origin, or handicap, as outlined in the Civil Rights Act of 1964, Title VII; the Education Amendments of 1972, Title IX; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; and other applicable federal legislation with respect to nondiscrimination.

Adopted 9/17/91
6.3.3 Resolution

The parties are encouraged to resolve through informal discussions any grievances as defined herein. Nevertheless, the administration will develop formal resolution procedures appropriate to each category of employee.

In general, these procedures will require grievances to be written, to be filed promptly, to proceed through appropriate administrative channels, and to be responded to promptly. Such procedures will be published in appropriate College documents, including employee handbooks.

Adopted 9/17/91

6.3.4 Duplicative Proceedings

Use of the College's grievance procedure shall not deny any individual access to procedures specified in state or federal statutes and regulations relating to employment. However, a grievance shall not be processed under this procedure on behalf of any employee who files or prosecutes, or permits to be filed or prosecuted on his behalf in any court, governmental, or administrative agency, a claim, complaint or, suit regarding the action grieved, under applicable federal, state, or municipal law or regulation.

Adopted 9/17/91

6.4 Outside Employment

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 nor place the employee in competition with the College.

Any full-time employee who performs outside consulting, teaching, research, or professional services in contravention of this policy may be dismissed from the College's employ pursuant to applicable Board policies and procedures.

Adopted 9/17/91

6.5 Oral Proficiency in English

Section 3-29.2 of the Illinois Public Community College Act requires colleges "to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students." Accordingly, all faculty members at Heartland Community College must be able to demonstrate proficiency adequate to communicate clearly and fluently with their students.

As a condition of employment, applicants for full- and part-time faculty positions must demonstrate their proficiency in interviews during the hiring process.

Adopted 9/17/91
6.6 Separation of Service

The Board of Trustees authorizes various means of facilitating separation of service by employees including but not limited to 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

6.6.1 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 Illinois Compiled Statutes 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

6.6.2 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

6.6.3 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

6.7 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 by the Administration and/or Board, ranging from oral reprimand to dismissal. The appropriate disciplinary sanction for any misconduct, including the initial disciplinary action, shall be determined by the Administration and/or Board based on the magnitude or severity thereof and/or the repetitive nature of such misconduct.

The Administration may apply disciplinary sanctions including oral reprimands, written reprimands, and unpaid suspension of up to 30 work days. Further sanctions, including Board remediation notice and dismissal, must be approved by the Board of Trustees.

The Employee Handbook and appropriate collective bargaining agreements contain the steps of progressive discipline specific to each employee group. The Board or Administration may skip or repeat steps in the disciplinary progression depending on the circumstances of an individual case. Written reprimands shall be kept in an employee’s personnel file.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to District property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, or any other act or event or act, committed while a Heartland Community College employee, which is detrimental to the general welfare of the College, all as determined exclusively by the Board.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Any employee subject to administrative leave shall be notified of the allegation giving rise to such action.

Any employee doing unsatisfactory work shall be notified by the immediate supervisor, at which time shortcomings in the employee's performance shall be discussed in a constructive manner and made part of the employee's evaluation or record. The employee shall be apprised of corrective actions required and given a reasonable period to effect improvements.
Employees shall generally be given not less than two weeks' notice of dismissal for unsatisfactory work performance. If a position is discontinued, the College shall usually notify the affected employee at least one month in advance of the termination date.

Employees recommended for a Board Remediation Notice or dismissal have the right to contact the President and request a meeting with the Board of Trustees prior to Board action.

Adopted 9/17/91; Revised 3/16/04

6.8 Official Holidays

6.8.1 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)

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

6.8.2 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

6.8.3 Part-Time Employees

In the event a part-time regular professional employee is normally scheduled to work on a day of the week which falls on a holiday, such employee shall be entitled to treat such day as a holiday. In the event a part-time regular professional employee is not scheduled to work on a holiday, such employee shall not be entitled to treat another day as a holiday.

Part-time regular classified employees are reimbursed for holidays.

Adopted 9/17/91

6.9 Leaves

The administration shall establish, subject to Board approval, the following types of leave, as appropriate to the various classifications of employee:
A. Vacation;
B. Sick leave;
C. Special leave, including, but not limited to bereavement, court appearances, jury duty, military service, legal transactions, household emergencies;
D. Sabbatical leave;
E. Unpaid leave.

Leave entitlements and procedures shall be published in appropriate College documents, such as employee handbooks.

Adopted 9/17/91, Revised 7/21/92

6.10 Health Examinations

The Board and/or the President may require a physical or mental health examination for any employee if there is reason to believe that the health of the employee is inimical to the welfare of students or other employees. The Board 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 designate three physicians from whom the employee shall select one.

Should the physician determine that a health disability impairs the satisfactory performance of contractual duties, an eligible employee may apply for or be directed to take medical leave of absence; an ineligible employee may be dismissed.

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

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

6.12 Family and Medical Leave Policy

Heartland Community College employees will be granted unpaid family and/or medical leave as provided in the Family and Medical Leave Act of 1993, as amended from time to time, and as prescribed by any other applicable federal and/or state law.

Adopted 12/16/1993; Revised 4/20/04, 8/17/10

6.13 Tenure

I. Philosophy of Tenure

Historically, tenure has been provided as a protection for professionals engaged in scholarly work. It provides a measure of security for scholars to pursue their work. In support of this ideal, the College makes a careful effort to retain faculty and reward teaching excellence through the evaluation and tenure process. At Heartland Community College tenure is
regarded as an earned privilege, not a right granted solely on years of teaching service, and it is granted in recognition of faculty competence and professionalism.

The primary function of faculty members at Heartland Community College is to teach, with all that teaching implies in preparing, instructing, evaluating, and otherwise helping students achieve, to the best of their abilities, their desired educational goals. However, faculty members bring with them a diversity of interests and talents, and the College recognizes that professional development and personal growth are necessary to maintain academic excellence. In addition, the College needs faculty participation in making decisions and accepting responsibilities related to fulfilling its mission and serving its district residents. Further, the College has the responsibility to foster a work environment which is conducive to cooperation and supportive of open communication, in which all employees behave professionally and treat one another with courtesy and respect. Thus, while teaching effectiveness is important, it is not the sole criterion for the attainment of tenure.

Tenure is appropriately awarded to those faculty members who have consistently demonstrated:

(a) evidence of successful teaching;
(b) evidence of significant development within their discipline and within their profession;
(c) evidence of service to students, to the College, and to the community; and
(d) evidence of professional conduct consistent with the College's mission and values.

II. Tenure Policy

A. Definition of Tenure: The Board of Trustees shall determine whether a faculty position is eligible for tenure at the time of its decision to approve that position. Tenure is an assurance of continued employment unless there is dismissal for cause or reduction in faculty or termination of a program or service.

Heartland Community College extends different types of faculty contracts. Traditional nine-month faculty contracts focus on classroom teaching, whereas twelve-month faculty contracts combine teaching duties and ancillary administrative duties, as determined by the needs of the College. It is conceivable that faculty contracts between nine and twelve months' duration could also be developed, because multiple roles and opportunities for faculty are integral to the College's development strategy.

However, in order to provide consistent employment expectations for faculty and stable College operations, the College will,
whenever possible, offer renewal contracts of the same kind a faculty member received the previous year. Circumstances which would prevent extending the same kind of contract as the preceding year would include an approved request by a faculty member; financial exigency; significant enrollment decline; or unsatisfactory performance of ancillary duties on the part of a faculty member, despite adequate opportunity for remediation. Contract changes of this kind are internal considerations outside the scope of the tenure law.

On the other hand, withdrawal of a contract offer altogether must be consistent with the tenure provisions of the Illinois Community College Act: that is, for cause or reduction in force.

B. **Eligibility for Tenure:** Any faculty member employed continuously in a full time tenure track position Fall and Spring semesters, excluding Summers, shall be eligible for tenure.

Tenure may be granted to commence at the beginning of the fourth year of full-time employment, unless the Board has extended a contract to the faculty member for final probationary year; in no case shall tenure commence later than the beginning of the fifth year of full-time employment.

C. **Break in Service:** A break in service is defined as a leave of absence from normal teaching and ancillary College duties extending at least one full Fall or Spring semester. The purpose of such a leave may include sabbatical, family leave, illness, personal business, or a College-sponsored assignment apart from normal duty. Any break in service requires administrative approval.

Depending upon the purpose of the leave, a break in service may or may not constitute an interruption of time accumulated toward tenure. For example, illness or approved sabbatical leave would normally not constitute such an interruption, while leave for personal business may. Non-tenured faculty seeking approval for extended leave shall also be informed how that leave will affect tenure.

D. **Tenure Notices:** No fewer than 60 days prior to the last day of final examinations of the sixth semester of continuous employment at the College, but not counting Summer semester, the President or appointed designee shall notify the full-time faculty member of the following Board action:

1. the faculty member is granted tenure to commence at the beginning of the next consecutive year of continuous full-time employment with the College;
   or
2. the contract of the faculty member is not being
renewed;

or

3. the faculty member shall be given a fourth probationary year of employment. Upon notification that a faculty member is to receive a final probationary year, that faculty member shall also be given a statement detailing the corrective actions that must be taken to attain tenure. No full-time faculty member shall be reappointed beyond a fourth probationary year if tenure is not granted. Any faculty member not granted tenure or dismissed may obtain the specific reasons for dismissal upon written request.

In the absence of any of the above actions on the part of the College, the faculty member shall be tenured.

III. Tenure Procedures

A. Board Responsibility: In accordance with the Illinois Revised Statutes, Article IIB, final responsibility for the decision to award or to withhold tenure shall reside with the Board of Trustees. Recommendations concerning tenure may be provided by several constituencies within the College, including a Tenure Review Team. When, in the professional judgment of the President, sufficient numbers of faculty have been granted tenure in each academic division, the President will ask the faculty to initiate the Tenure Review Team according to the description and procedures given in B.3. and C.1. below. In the interval before the formation of the Tenure Review Team, the tenure recommendation process shall be that described in B.1. and B.2. below.

B. Recommendation Process:

1. Recommendation to the Board of Trustees from the President:
   To aid the Board in making its decision, the President of the College shall provide a recommendation regarding tenure at the appropriate time. The president shall also make available to the Board the evaluation results.

2. Recommendations to the President from Division Head and Academic Officer: To assist the President in making a decision, the supervisor for the candidate's division and the Vice President of Instruction shall offer independent recommendations or comments to the President of the College.

3. Recommendation to the President from the Tenure Review Team (TRT): To aid the President in making a decision, the Tenure Review Team shall forward to the President for
each tenure candidate a recommendation from the TRT. This Team's votes on tenure decisions shall be conducted by secret ballot, which shall be tallied by the Team chair. In case the Team's recommendation is not unanimous, the Team shall forward not only its recommendation but also the vote tally. This information should remain confidential; however, the affected faculty member shall be informed of the vote tally upon written request.

C. **Review of Faculty by the Tenure Review Team:**

1. The Tenure Review Team shall consist of one tenured faculty member selected from each academic division. In addition to the elected membership of the Team, each candidate for tenure shall have the opportunity to name two additional faculty members who shall be voting members of the TRT during all deliberations on that faculty member's tenure candidacy. Each elected member shall be chosen by the faculty of their division, to serve for a period of two years (with the exception that two members of the initial Team shall serve for three years so that terms may thereafter be staggered) with either two or three new members being elected each year. There is no limitation to the number of terms a faculty member may serve on this team; however, no faculty member may serve two consecutive terms.

2. In making a recommendation regarding tenure, the TRT shall consider the following:

(a) **Annual performance reviews.** All annual reviews of the faculty member's performance prepared by the faculty member and his/her supervisor. This review might include department and professional activities, research and scholarship related to teaching, professional growth and development, evidence of service to students and to the college, community contributions, and other accomplishments appropriate to the faculty member's discipline.

(b) **Demonstration of teaching mastery.** Candidates for tenure shall present supporting information to the TRT. This information may include statements of teaching philosophy, description of instructional methods, and examples of classroom materials or techniques that may be helpful to the committee.

Adopted 12/20/94
Appendix A: Definitions

Faculty Member: A full time employee of the College regularly engaged in teaching or academic support service, but excluding supervisors, administrators, and clerical employees.

Academic Year: Fall Semester and the following Spring Semester, excluding Summer.

Notice: Written notice (a) in person OR (b) by certified or registered mail to the faculty member's home address.

Cause: Cause for discharge means that the faculty member is found guilty of: "some substantial shortcoming which renders continuance in his [sic] office or employment in some way detrimental to the discipline and efficiency of the service and something which the law and sound public opinion recognize as a good cause for his no longer occupying the position..."

[Murphy v. Houston, 250 Ill. App.385 (1928).]

Appendix B: Tenure Law

[Applicable sections of the Illinois Tenure Statute will be presented in this Appendix.]

Adopted 12/20/94

6.14 Pre-Employment Criminal Background Investigation

In accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Heartland Community College will conduct criminal background investigations on finalists for Heartland Community College positions which have been identified as security-sensitive.

Positions (job titles) designated as security-sensitive shall be identified in Pre-employment Criminal Background Investigation procedures maintained by the Human Resources Office.

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

6.15 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 Illinois Compiled Statutes 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

6.16 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
7.0 POLICIES: BUSINESS

7.1 Annual Budget

The Board shall annually prepare and adopt a budget as provided in the Public Community College Act (Ill. Rev. Stat., Ch. 122, Par. 103-20).

The Board may adopt an additional or supplemental budget as allowed by law (Ill. Rev. Stat., Ch. 122, Par. 103-20.2).

Adopted 9/17/91

7.2 Audit

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

The audit shall be conducted in accordance with generally accepted auditing standards and regulations prescribed by the Illinois Community College Board. The audit report shall be presented in accordance with generally accepted accounting principles (Ill. Rev. Stat., Ch. 122, Par. 103-22.1).

Adopted 9/17/91

7.3 Payment of Bills

7.3.1 General

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

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.

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 Vice President of Business Services and/or the Controller shall review with a designee of the Board all payments to be presented for ratification.

Ratification shall be by roll call vote. A certified copy of each payment ratification shall be properly signed by the Chair and Secretary of the Board and shall serve as full authority and approval of the payments which
were made on behalf of the District. (Ill. Rev. Stat., Ch. 122, Par. 103-27)
Revised 6/20/95

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.

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

7.5 **Prevailing Wage**

The provisions of the Prevailing Wage Act shall be complied with in all applicable work to be performed in the District (Ill. Rev. Stat., Ch. 48, Par. 39s-1, et seq.).

Bid specifications and the call for bids for the contract for such work shall specify that:

A. The general prevailing rate of wages in the locality for each craft or type of worker or mechanic needed to execute the contract or perform such work and the general prevailing rate for legal holidays and overtime work, as ascertained by the Board or by the Illinois Department of Labor, shall be paid for each craft or type of worker needed to execute the contract or to perform such work;

B. It shall be mandatory upon the contractor to whom the contract is awarded and upon any subcontractor, to pay not less than the specified rates to all laborers, workmen, and mechanics employed in the execution on the contract or such work.

The contract for such work shall also contain a stipulation to the effect that not less than the prevailing rate of wages as found by the Board, or the Illinois Department of Labor, or the court on review shall be paid to all laborers, workmen, and mechanics performing work under the contract. It shall also be required in all contractor's bonds that the contractors include such provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract (Ill. Rev. Stat., Ch. 48, Par. 39s-4).

Adopted 9/17/91

7.6 **Investment of College Funds**

Heartland Community College shall establish investment procedures consistent with the provisions of the Public Funds Investment Act (30 ILCS 235/0.01 et seq.) and the Illinois Public Community College Act (110 ILCS 805/3 et seq.).

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

7.7 **Fixed Assets**

Fixed Assets are defined as tangible items used at the College that are of a permanent or relatively fixed nature with useful lives in excess of one year.
These assets are land, land improvements, buildings, building improvements, equipment, furniture, machinery and vehicles.

Fixed Assets will be tagged and recorded numerically and capitalized as an asset for financial statement reporting. Depreciation also will be calculated and recorded in the financial statements.

The criteria for tagging and recording, capitalization, and depreciation of Fixed Assets for financial reporting purposes are as follows:

Land - all expenditures will be capitalized and will not be depreciated.

Land Improvements – expenditures of $50,000 and above will be capitalized and depreciated over a life of 10 to 20 years.

Buildings – all expenditures will be capitalized and depreciated over a 40 to 60 year life.

Building Improvements – expenditures that extend the life of the building with a minimum cost of $50,000 will be capitalized and depreciated over a 40 to 60 year life.

Equipment (non technical in nature), Furniture and Machinery – expenditures of $5,000 and above will be capitalized and depreciated over a 5 to 10 year life.

Technology-Related Hardware and Software – expenditures of $5,000 and above will be capitalized and depreciated over a 3 to 5 year life.

Vehicles – expenditures of $5,000 and above will be capitalized and depreciated over a 3 to 5 year life.

In the event that the useful life of the fixed asset is determined to be significantly different than the aforementioned depreciable life, then an alternative depreciable life may be utilized.

The College shall comply with the Education Department General Administrative Regulations (EDGAR) guidelines regarding the disposal of federally-funded equipment.

The provisions of the Board Policy on Fixed Assets shall become effective with fiscal year 2002.

Adopted 2/19/02; Revised 4/18/06
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
9.0 POLICIES: STATEMENT OF COMPLIANCE WITH STATE AND FEDERAL LAWS

9.1 Drug-Free Workplace

9.1.1 Policy

Heartland Community College is in compliance with the "Drug-Free Workplace Requirements for Federal Contractors Act," which is known as the "Drug-Free Workplace" Act. Use of illegal or controlled substances and use of drugs for purposes other than medicinal purposes by College Employees, contractors, subcontractors and vendors as well as by students and other persons using the facilities of Heartland Community College is prohibited. Use of illegal substances and use of drugs for other than medicinal purposes shall result in disciplinary action and possible discharge of employees or expulsion of students.

9.1.2 Certification of Compliance: “Drug-Free Workplace” Act

Heartland Community College, pursuant to the "Drug-Free Workplace Requirements for Federal Contractors Act," 41 U.S.C. 701 et. seq., also known as the "Drug-Free Workplace Act," requires that with all federal procurement contractors of $25,000.00 or greater, all contractors, subcontractors and vendors and all recipients of any Federal grants, certify their compliance with the "Drug-Free Workplace Requirements for Federal Contractors Act," 41 U.S.C. 701 et seq. Heartland Community College is a recipient of federal grants and therefore is subject to the Act. Certification of compliance with the Act is on file in the office of the College President.

9.2 Policy Regarding the Physically and Mentally Challenged

9.2.1 Policy


9.2.2 Statement of Compliance: “Americans with Disabilities” Act

Heartland Community College certifies that it is in compliance with all the provisions of the "Americans with Disabilities" Act and shall continue to comply with the Act, including through providing adequate notice to employees and students of their rights under the Act.

9.2.3 Compliance with the Rehabilitation Act

Heartland Community College certifies that it is in compliance with the
Rehabilitation Act, 29 U.S.C. 794, et seq. and that it has a policy prohibiting discrimination against the physically and mentally challenged in the use of its facilities, admissions and enrollment as students and in employment.

9.3 Loan Default Policy: Employment

9.3.1 Loan Default Policy

Heartland Community College, pursuant to the "Educational Loan Default Act," 5 ILCS 385/0.01 et seq. (Ill.Rev.Stat., ch. 127, 3551 et seq.), requires that all employees employed pursuant to contracts or subcontracts with the State of Illinois must, as a condition of employment, pursuant to contracts with the State of Illinois or state agencies, must certify compliance with the "Educational Loan Default Act, 5 ILSC 385/0.01; et seq. (Ill.Rev.State., ch. 127, 3551 et Seq.) in writing.

9.4 Policy of Compliance with Civil Rights Legislation

9.4.1 Policy Prohibiting Discrimination


9.5 Policy of Compliance with the “Americans with Disabilities” Act

Heartland Community College District No. 540 currently is in compliance with and shall continue to comply with the provisions of the "Americans with Disabilities" Act, 42 U.S.C. 12101 et seq.

9.6 Compliance with Competitive Bidding Statutes

9.6.1 Illinois Public Community College Act Requirements

The College shall advertise for bids for any contract of $10,000.00 or greater in value and such bids shall be opened at a public meeting. The lowest responsible bidder shall be awarded the contract in such instances except that competitive bidding is not required where an emergency exists or where the provider of goods or services is a single source provider or where the nature of the goods or services sought are not amenable to competitive bidding as provided for by 30 ILCS 505/2 et seq. (1993).

All contractors and subcontractors must comply with the provisions of the Illinois Criminal Code, 720 ILCS 5/33-I et seq. (1993) by certifying that
they are not prohibited from bidding or from being awarded contracts by public entities because of bid rigging, bid rotating, collusion or other violations of bidding requirements as set forth in the Act.

Adopted 9/21/93

9.7 Policy of Compliance with Gift Ban Policy

Heartland Community College, pursuant to the Gift Ban Act (5LCS 425/1 et seq.) requires that no employee of the District nor any member of the Board of Trustees shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies and included spouses of and immediate family living with an employee of this District or any member of the Board of trustees.

Adopted 5/18/99

9.8 Copyright Policy

It is the intent of the Board of Trustees of Heartland Community College to adhere to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et seq.). Therefore, the Board of Trustees directs the administration to develop and distribute to employees clear copyright guidelines that strongly encourage compliance with the copyright law, and inform employees of their rights and responsibilities under the law.

The Board of Trustees prohibits unauthorized duplication that violates copyright law, licenses or contractual agreements in any form. All College employees are expected to obey the United States copyright laws in their use of print and audio-visual materials and microcomputer software. Illegal copies or sharing of copyrighted software, movies, or music may not be made or used on equipment owned by the College. Employees who willfully disregard this Board policy do so at their own risk and assume all liability for their actions.

Adopted 4/10/01; Revised 6/17/03, Revised 12/14/2004

9.9 Information Security Policy

It is the policy of Heartland Community College to implement and maintain an information security plan including an Identity Theft Prevention Program to assess the risks of information loss or breach, to prevent information loss or breach from occurring to the extent possible, and to mitigate potential losses due to any information security incident. Processes and procedures shall include methodologies to verify the identity of various College constituents as well as a system of internal controls to identify/flag patterns, practices, and other activities potentially leading to information loss or breach. The Vice President of Business Services shall be designated to provide oversight, development, implementation and administration of the plan.

Adopted 8/18/09
9.10 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.


If a person is determined to pose a clear and present danger to themself 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 FERPA item, and it is required under law while falling under the FERPA emergency/public safety exception.

Adopted 2/18/14
10.0 GLOSSARY OF ACRONYMS

AA  Associate of Arts degree  (Community College)
A two-year degree that emphasizes the humanities and social sciences portion of general education. This degree is intended for transfer to four-year institutions.

AACC  American Association of Community Colleges  (Community College)
AACC serves as an umbrella organization for all community college interests. Providing information through a monthly journal and periodic conventions, AACC is a voluntary national organization in Washington, D.C. It serves as liaison to the federal government.

AAS  Associate of Applied Science  (Community College)
A two-year degree intended to prepare the student for employment. The general education component of this degree is generally less than 35 percent of the credit hours. While not intended for transfer, AAS degrees often do transfer to universities with special articulation agreements (called "capstone" agreements).

ABE/ASE  Adult Basic Education/Adult Secondary Education  (General)
ABE/ASE consists of the most fundamental level of courses that prepare a student for a high school equivalency exam or college work. These courses are generally free to students, and they are funded by grants from the state.

ACCT  Association of Community College Trustees  (Community College)
ACCT is a national organization primarily oriented toward community college trustees. With its offices in Washington, D.C., ACCT provides information through vehicles such as a quarterly journal and periodic conventions.

ACE  American Council of Education  (General)
A voluntary national organization in Washington, D.C., ACE acts as the umbrella organization that coordinates legislative programs and lobbying for the various segments of higher education, including community colleges, universities, and private colleges.

ACT  American College Testing  (General)
Historically, a major testing corporation for college entrance examinations, ACT now provides a wide range of tests including computer adapted placement tests.

ADN  Associate Degree Nursing  (General)
Two-year AAS degree; graduates are prepared to take the RN licensing examination.

AS  Associate of Science Degree  (Community college)
A two-year degree that emphasizes the mathematics and science portion of general education. This degree is intended for transfer to four-year institutions.

ASC  Academic Support Center  (HCC)
Area that supplies academic support (tutoring, study skills) alternative delivery, library and other academic support services for students.

**BoT**  
**Board of Trustees**  
The college has a seven-member public board, elected at large; each board member serves six-year terms.

**CAD**  
**Computer Aided Design** (General)  
The process of doing architectural and drafting with computers. CAD has done to mechanical drafting tables what word processing did to typewriters.

**CAS**  
**Curriculum and Academic Standards Committee** (HCC)  
The CAS Committee is a standing committee of the college which is responsible for approving courses, curricula, and academic policies.

**CDB**  
**Capital Development Board**  
CDB is a state body responsible for construction of public buildings. Its board and chairman are appointed by the governor. CDB provides the state portion of capital funding through its yearly budget, some supervision of architect-engineering efforts, bidding, some on-site inspection of construction progress, and final acceptance.

**CNA**  
**Certified Nursing Assistant** (General)  
Eight-week course preparing persons to function in the nursing assistant role.

**CQI**  
**Continuous Quality Improvement** (HCC)  
The CQI Committee is a standing committee of the college. Their charge is to review and develop measures for institutional effectiveness, to promote quality assurance, and to assist and recommend appropriate staff training to improve quality.

**DAVTE**  
**Division of Adult, Vocational and Technical Education**  
DAVTE is a part of the State Board of Education which makes grants to community colleges for vocational education, programs, and equipment.

**DCCA**  
**Department of Commerce and Community Affairs**  
Illinois state economic development agency.

**ECH**  
**EQUATED CONTACT HOUR** (General)  
Method of equating lecture, laboratory, and other forms of instruction to determine faculty load.

**ESL**  
**English as a Second Language** (General)  
ESL teaches English to non-native speakers of English.

**FTE**  
**Full-Time Equivalent Enrollment** (General)  
Method for stating total enrollment as if all students were full-time. FTE is calculated by dividing total semester credit hours by fifteen.
FY  Fiscal Year (General)
The accounting year used by higher education in Illinois. It begins on July 1 and ends on June 30 and is named by the ending part of the year. Thus Fiscal Year 1996 (FY96) begins on July 1, 1995 and ends on June 30, 1996.

GED  General Education Development
The GED exam is taken to acquire the legal equivalent of a high school diploma.

HRC  Human Resources Committee (HCC)
The HRC is a standing committee of the college whose function is to review matters related to personnel policies and procedures; to recommend (to the Cabinet) salary placement for new hires; and to assist in staff development of employees.

IBHE  Illinois Board of Higher Education
IBHE is a board appointed by the governor which oversees all public higher education in Illinois. IBHE generates yearly operating and capital budgets for all state contributions.

IAI  Illinois Articulation Initiative
A complete reform of the higher education articulation system for transfer of courses among institutions. Since the greatest number of transfer students are community college to four year institutions, the impact on Heartland and other community colleges is significant. In this system all articulated courses have a common state code; these codes become the mechanism for exchanging credits.

ICCB  Illinois Community College Board
ICCB is a board appointed by the governor which oversees all community colleges in Illinois. ICCB must approved any new programs in a college and develops a yearly operating and capital budget to give to the IBHE.

ICCCA  Illinois Council of Community College Administrators
ICCCA members include administrators other than presidents, and business officers who meet semiannually and have subcouncils that do the work for the organization, such as councils of academic deans, council of librarians.

ICCFA  Illinois Community College Faculty Association
A voluntary organization of representative faculty members from Illinois community colleges, ICCFA acts as an advisory committee to the ICCB.

ICCTA  Illinois Community College Trustees Association
A voluntary organization based in Springfield, ICCTA supports trustee development, college advocacy, and a legislative agenda for the colleges.

IDPH  Illinois Department of Public Health
State agency responsible for matters pertaining to public health; the regulatory agency for nursing assistant education.
IDPR Illinois Department of Professional Regulation
State agency responsible for maintaining standards of competence by license holders in order to protect the public; regulatory agency for nursing education.

IOICC Illinois Occupational Information Coordinating Committee (State)
A database of state employment statistics. The information from this database is used to justify program development.

IS Instructional Services (HCC)
IS is composed of academic and support divisions necessary for instruction and student success.

ISAC Illinois Student Assistance Commission (State)
ISAC oversees the state scholarship program.

ISBE Illinois State Board of Education (State)
The ISBE oversees elementary and secondary schools. It is related to community colleges through joint funding of several curricular areas, specifically adult education and vocational education.

ITV Instructional Television (General)
ITV courses are classroom instruction offered over television. HCC has sophisticated ITV systems for delivering courses to Lincoln and Pontiac and for joining with other colleges and high schools in sharing courses.

LPN Licensed Practical Nurse

MIS Management Information System
An information system for an organization. For HCC, MIS included the student database, state reporting and record system, and all business services information.

NCA North Central Association (General)
The regional accrediting agency for the central United States.

OLC Open Learning Courses (HCC)
Offered through the ASC, Open Learning Courses are open-entry and self-paced courses that are delivered in a format other than the traditional classroom lecture. Many OLCs are computer- or media-supported, relying on videocassettes, CD-ROM, audiocassettes, and other means to replicate the lecture content of a course.

PC Presidents Council
The PC is an organization of Illinois community college presidents that works closely with the ICCTA. PC acts as an advisory committee to the ICCB.

PCS Program Classification System (State, Federal)
A code for identifying both instructional programs and other functions of the college used in state and federal reporting.
| SBDC | **Small Business Development Center** (State)  
Funded through DCCA to assist businesses with less than 500 employees in planning, financing, and staff development; assistance is also provided for entrepreneurs. |
| SDA | **Service Delivery Area**  
JTPA divides the state into service regions. Each region is an SDA and has a board of control called a private industrial council (PIC). |
| SURS | **State Universities Retirement System**  
SURS manages a retirement fund for all employees of public higher educational institutions in Illinois. |