

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedure Manual

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March 9, 2017

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Terms Defined

All references to the “Board” shall mean the Board of Trustees of Community College District Number 510.

All references to the “College” shall mean South Suburban College.

The use of masculine references is intended to include the female equivalent.

Adopted: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
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Board of Trustees Policy and Procedure Manual

100.01 Rules and Regulations

The Board of Trustees shall, from time to time, establish rules and regulations which constitute guidelines for conducting its business and governing the affairs of the College, as deemed necessary by the Board.

When establishing rules and regulations, the Board shall adhere to the guidelines set forth in the collective bargaining agreements for those employees covered by such agreements.

Reviewed: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
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Board of Trustees Policy and Procedure Manual

Board Philosophy and Objectives

Page 1 of 2

The following statements pertain to the philosophy and objectives that guide the deliberations and decisions of the Board.

Whereas: South Suburban College is an integral part of the Illinois Community College System, organized to provide education and training to the citizens of the district and to participate as a partner in the state-wide system of higher education;

And the Board assumes a full commitment to the objectives and philosophy of the Illinois Community College Board to observe the standards and criteria as may, from time to time, be set forth by said Board, and to assist in meeting the needs for undergraduate college level education as well as technical and semi-technical education leading to employment, and to develop and experiment with programs to aid the under-educated student of post high school age through: (1) baccalaureate-oriented curricula; (2) occupational-oriented curricula; (3) adult and continuing education; and (4) liberal and general studies programs designed as preparatory or developmental to help prepare individuals for admission to occupational-oriented curricula, baccalaureate-oriented curricula, or for their intrinsic value which may lead to a degree or certificate in none of the above areas;

And the Board considers its primary responsibility to be the citizens of the district that it serves and the residents of the State of Illinois who seek occupational education in fields unavailable elsewhere, and lastly to the residents outside the State of Illinois and the territorial limits of the United States;

Therefore, the Board commits itself to a comprehensive program, offering a variety of educational opportunities designed to meet a diversity of interests and abilities of its student body. Central to all of these programs, and vital to the realization of individual educational goals, is a strong counseling service to lead students into programs in which they are most qualified and show the greatest potential for achievement.

Further, the Board is committed to the concept that the quality of the faculty and staff is central to the quality of the educational experience of the students. Therefore, it seeks to employ and retain persons with the highest professional qualifications and demonstrated ability.

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Board of Trustees Policy and Procedure Manual

101.01 Board Philosophy and Objectives

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The Board recognizes its responsibility to establish and maintain an atmosphere conducive to the effective general and special education of all students enrolled in the College, and guarantees that no person, on the basis of sex, color, race, creed, national origin, disability, age, veteran status, religion or other categories protected by law shall be excluded from participation in, or be denied the benefits of any program or activity which it sponsors or supports.

Further, the Board is committed to being fiscally responsible to the taxpayers of Community College District No. 510.

Finally, the Board recognizes that there are numerous federal and state laws, local ordinances and rules and regulations governing the activities of the College. To the extent that a law, rule or regulation is applicable to the College but is not specifically referenced or set forth in the Board's policies, the Board hereby recognizes and affirms its obligation to adhere to all such applicable laws, rules and regulations.

Revised: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
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Board of Trustees Policy and Procedure Manual

101.02 Equal Educational and Employment Opportunity

South Suburban College embraces the concept of nondiscrimination in all areas of employment and educational relations. Equal opportunity in recruitment, employment, and advancement is guaranteed to students, potential students, applicants for employment, and all college personnel regardless of race, religion, national origin, age, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, genetic information, disability, ancestry, marital status, military status, unfavorable discharge from military service, citizenship status or any other classification prohibited under federal, state or local law, rule or regulation.

South Suburban College will provide reasonable accommodations for students' and employees' needs based on federal and state statutes.

South Suburban College will protect all individuals from retaliation arising from discrimination investigations, complaints or findings associated with a discrimination investigation or lawsuit.

Questions in regard to the EEO shall be made to the Title IX Coordinator (for students) or the Affirmative Action Officer (for employees).

Adopted: September 26, 1974
Revised: April 8, 1999
Reviewed: May 10, 2007
Revised: March 9, 2017

Board of Trustees Policy and Procedure Manual

102.01 Duties and Responsibilities of the Board of Trustees Page 1 of 2

The Board will:

1. Select, appoint, and establish the salary and conditions of employment of the President of the College.
2. Determine the policies for governing the College.
3. Approve the annual budget.
4. Give prior approval of expenditures of funds in accordance with Purchasing Policy 303.01 et seq.
5. Provide for the appointment and dismissal of employees in accordance with established personnel practices and applicable collective bargaining agreements.
6. Fix and/or negotiate the schedules of compensation for employees.
7. Consider recommendations of the President on site and physical plant development and utilization.
8. Consider instructional programs of the College upon the recommendation of the President.
9. Consider recommendations of the President in all matters of policy pertaining to the welfare of the College.
10. Provide for the establishment of proper accounting of all monies managed by the College.
11. Acknowledge communications and requests from responsible citizens and organizations within the District.
12. Make periodic evaluations of the performance of the administrative staff of the College in cooperation with the President of the College.
13. Fix the salary and appoint the Treasurer and Secretary for the District and the Clerk of the Board.

**South Suburban College
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Board of Trustees Policy and Procedure Manual

102.01 Duties and Responsibilities of the Board of Trustees Page 2 of 2

14. Amend or make additions to the policies, rules and regulations of the Board as may, from time to time, be appropriate as provided for by policy 100.01 of the section.
15. Select and appoint an attorney for the Board.
16. Select and appoint an architect for the Board, in accordance with applicable statutory requirements and restrictions.
17. Approve the academic calendar, in accordance with policy 205.01.
18. Assume other duties and responsibilities as provided for in the Public Community College Act and other laws of the State of Illinois.

**Revised: March 10, 1977
 April 8, 1999
 July 12, 2007**

**South Suburban College
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Board of Trustees Policy and Procedure Manual

102.02 Duties and Responsibilities of the Chair and Vice Chair of the Board of Trustees

1. The Chair of the Board shall preside over all meetings and perform such duties as are imposed upon the Chair by the law or action of the Board. The Chair is the designated representative of the Board to the public, the College President, and members of the College faculty, staff and students.
2. The Vice Chair shall serve in the absence of the Chair and perform such other duties as may be designated by the Chair.
3. In the absence of both the Chair and Vice Chair, the Board shall appoint a Chair Pro Tempore from among its members.
4. The Chair and the President are responsible for the preparation of the agenda for all board meetings. The Chair has final approval for all agenda items. Any trustee may request that an item be included on the agenda by submitting such item to the President or the Chair no later than three (3) working days prior to the scheduled agenda planning meeting.
5. The chair may change the order of agenda items, add items to or delete items from the agenda. The agenda shall appear in the attached format.

Revised: April 8, 1999
Reviewed: July 12, 2007

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

COMMITTEE MEETING

7:00 P.M. ARCHITECTURAL COMMITTEE

7:05 P.M. AUDIT COMMITTEE

7:10 P.M. POLICY COMMITTEE

7:20 P.M. FINANCE COMMITTEE

AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 510, COUNTY OF COOK, STATE OF ILLINOIS, TO BE HELD ON THURSDAY, _____, IN THE BOARD ROOM AT SOUTH SUBURBAN COLLEGE, 15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS AT 7:30 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC PARTICIPATION
- IV. APPROVAL OF MINUTES
- V. REPORTS
 - A.
 - B.
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. PERSONNEL
 - A. Resignations
 - B. Appointments
- IX. CLOSED SESSION
- X. MISCELLANEOUS
- XI. ADJOURNMENT

July 12, 2007

Board of Trustees Policy and Procedure Manual

102.03 Duties and Responsibilities of the Secretary of the Board

The Secretary of the Board will:

1. Notify or cause proper notification to be given to all members of the Board of all Board meetings.
2. Attend all Board meetings.
3. Record or cause the recording of accurate minutes of all meetings of the Board and cause a copy of all minutes to be transmitted to each Board member before each ensuing meeting.
4. Properly maintain and store all records, proceedings and documents of the Board.
5. Process all financial reports and statements, and execute documents as required by law.
6. Perform Oath of Office for new Board members.
7. Serve as local election official.
8. Designate a Recording Secretary to perform the following duties:
 - Fulfill all election-related duties imposed by law or policy;
 - Perform roll call at Board meetings and Closed sessions, and ensure electronic recordings are produced and destroyed in accordance with Board policies;
 - Administer Board Polls necessary for Board action requests outside of Regular Board Meetings.
9. Perform any and all other duties as required by law.

Revised: April 8, 1999
Reviewed: July 12, 2007
Revised: February 13, 2025

Board of Trustees Policy and Procedure Manual

102.04 Duties and Responsibilities to the Clerk of the Board

The Board shall appoint a Clerk **to** the Board to serve at its pleasure. The Board shall fix the salary of the Clerk to perform such duties as may be assigned by the Chair of the Board and the President of the College.

The Clerk **to** the Board will:

1. Notify all administrators at least three (3) weeks before each Board meeting to submit items requested to be placed on the agenda.
2. Prepare draft copies of the agenda and Board packet for review by the College President and Recording Secretary.
3. Schedule the Agenda Prep meeting at least one (1) week before each ensuing meeting to review items submitted with members of the President's Council.
4. Make necessary additions, deletions, and modifications to the agenda and Board packet at the direction of the President.
5. Schedule agenda prep meeting with the College President, Chair of the Board, and Staff Attorney to review information slated for Board action.
6. Prepare, type and transmit monthly meeting agenda and Board packet to the Trustees at least six (6) days before each meeting.
7. Perform other related duties as assigned:
 - a. Attend all Board meetings.
 - b. Record minutes and take attendance of all Board members, citizens and other guests present at the meeting.
 - c. Distribute Board packet and other pertinent information.
 - d. Properly maintain and store all records, proceedings, and documents of the Board.
 - e. Make travel arrangements and other accommodations for Trustees when the need to travel is related to College business.

Revised: April 8, 1999
Reviewed: July 12, 2007
Reviewed: February 13, 2025

**South Suburban College
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Board of Trustees Policy and Procedure Manual

102.05 Student Trustee

Page 1 of 2

The Board of Trustees of South Suburban College establishes the following guidelines for Student Trustees of the Board, in accordance with the Illinois Compiled Statutes Chapter 110, Section 805/3-7.24.

Membership Requirements:

- A. A student member of the Board of Trustees shall be elected by the student body in a college-wide election. The student trustee will serve a one-year term beginning April 15 of each year, as provided by law.
- B. A student shall have an advisory vote to be recorded in the Board minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.
- C. The student trustee shall attend all meetings of the Board, and has the right to attend executive sessions, to make and second motions, and to serve on the various committees of the Board. The student trustee is not considered in determining a quorum for Board action.
- D. The student trustee shall be responsible for voicing the opinion of the student body at all Board meetings.
- E. With prior approval by the College President, the student trustee will be reimbursed for actual and necessary expenses while engaged in Board business.
- F. The student trustee shall not be prohibited from normal student employment at the College.
- G. In the event the student member of the Board becomes ineligible to serve on the Board for the unexpired term in which he/she was elected, the Board reserves the right to order a special election, select a qualifying member of the SGA to serve the remainder of the unexpired term, or to keep the position vacant until the next normally scheduled election.
- H. The student trustee shall be expected to conform to and uphold all Board policies and procedures, as well as serve as a role model for other students.

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Board of Trustees Policy and Procedure Manual

102.05 Student Trustee

Page 2 of 2

Eligibility Requirements:

To be eligible to serve as Student Trustee, a student must have secured a petition of fifty (50) unduplicated student signatures, and possess the following qualifications on the date of filing for candidacy, on the date of the election, and during the term of office:

1. Must have completed a minimum of six (6) semester hours of credit classes at South Suburban College prior to petitioning to run for the office of Student Trustee.
2. Must be a registered student at South Suburban College during the current fall and spring semesters. Evidence of such registration will be verified in the Office of Admissions, Registration and Records.
3. Must be enrolled in a minimum of six (6) semester hours of credit classes at the College.
4. Must be in good academic standing (GPA of 2.50 with no major restrictions), and successfully complete at least 70% of the courses each semester in which he/she is enrolled.
5. Is not required to be a resident of Community College District No. 510.
6. Must adhere to the duties and responsibilities as identified in the Student Government Association Constitution.

Adopted: June 6, 1985
Revised: April 8, 1999
Revised: July 12, 2007

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Board of Trustees Policy and Procedure Manual

102.06 Duties and Responsibilities of Treasurer of the Board

The Board shall appoint a Treasurer to serve at its pleasure. The Treasurer shall not be a member of the Board in accordance with the Illinois Public Community College Act, 110 ILSC 805/3-18. The Board of Community College District 510 shall fix the compensation of the Treasurer.

Before entering into the duties of the office, the Treasurer shall execute a bond as prescribed in the Act (110 ILCS 805/3-19). No part of any State or other District funds may be paid to any Treasurer or other person authorized to receive it unless the Treasurer has filed the bond as required.

The Treasurer of the Board will:

1. Make recommendations to the President and the Board of Trustees regarding fiscal policy.
2. Direct and participate in the preparation of selected state and federal reports.
3. Present an annual budget to the President, Board of Trustees and the college community.
4. Coordinate and direct management preparation for the annual financial audit of all District 510 accounts and student records.
5. Ensure that College funds are invested within the parameters of statutory requirements, and in a manner which provides the optimum yield and desired degree of liquidity.
6. Assess College property tax needs and prepare tax levy requests for Board approval.
7. Represent the College in local, state and national professional organizations.
8. Attend all Board, Vice President Council and other meetings as appropriate.
9. Assume other duties and responsibilities as provided for in the Public Community College Act, and other laws of the State of Illinois.

Adopted: April 8, 1999
Reviewed: July 12, 2007

Board of Trustees Policy and Procedure Manual

103.01 Committees of the Board

Committees of the Board may be created by the Chair of the Board or by Board action to serve on an ad hoc or permanent basis.

A standing committee may be established only upon prior approval of a written description of the scope and responsibilities of the committee prepared by the trustee initiating the request.

Additionally, task forces may be established as deemed necessary by the Board Chair. The task force shall function until a final report is submitted to the Board, or at such earlier time as may be approved by the Board.

Committees and task forces shall make recommendations to the Board and shall not have the authority to take any action that will, in any manner, bind the Board.

The members of all committees and task forces shall be appointed by the Chair, subject to any restrictions that may be set forth in applicable collective bargaining agreements.

Revised: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedure Manual

103.03 Instructions in Writing

The Chair of the Board may require any resolution, main motion, amendment or instruction to a committee or official of the College to be in writing.

Adopted: April 13, 1972
Reviewed: April 8, 1999
Reviewed: July 12, 2007

Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

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1. Generally: In accordance with the provisions of the Local Records Act and the Freedom of Information Act (5ILCS 140/1 et. seq.), public records of the College shall be made available for inspection and copying. Other records will be available for inspection as required by law. The Vice President of Administration is designated as the Freedom of Information Act officer and is authorized to provide those records.
2. Limitations and exemptions from Inspection: Public records shall be exempt from inspection and copying as specified by law. For all records, whether prepared or received before, on, or after July 1, 1984, the exemption from inspection and copying established by any state or federal law shall apply. The inspection and copying of other records may be denied consistent with the law.
3. Procedures: Requests and other procedures applicable to the inspection and copying of public records shall be provided by law. Additionally, the President is authorized to promulgate additional rules and regulations pertaining to the availability, inspection, and copying of records and the procedures to be followed. Unless otherwise specified by the President by designation of another custodian, all records shall be requested from the Vice President of Administration or the Vice President's designee or designees.
4. List of Records: The Vice President of Administration shall prepare or cause to be prepared, from time to time, a reasonably detailed list of records as required by the FOIA (5ILCS 140/5).
5. Fees: Copies of public records will be provided at a reasonable cost, according to state statute. The Vice President of Administration or the Vice President's designee may furnish reproductions and certification without charge or at a reduced charge when it is determined that a waiver or reduction of the fee is in the public interest because furnishing the information is considered as, primarily, benefiting the general public.
6. Other records: Any records that are not required by law to be made available for public inspection or which are not, in fact, public records need not be made available for public inspection or copying, unless approved by a vote of the Board, the Vice President of Administration or a designee of either.

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Board of Trustees Policy and Procedure Manual

103.04 Public Inspection of Records

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In addition to such rules and regulations as promulgated by the President, the following shall apply:

1. Records inspection requests shall be made in accordance with established Board policy and FOIA upon written or electronic request to the Vice President of Administration directly, or at FOIA@ssc.edu.
2. Records shall be redacted in accordance with state and federal privacy laws.
3. Records will be provided by electronic delivery, or for public inspection upon request.
4. Records to be inspected shall be inspected at the official place of business of the Board and the District, that being the office of the Vice President of Administration and the Board, or as the Vice President of Administration or the Vice President's designee shall otherwise apply.
5. At the discretion of the Vice President of Administration or the Vice President's designee, such records may be inspected only in the presence of an appropriate employee of the Board and the District.
6. On-site records shall be made available upon request for public inspection only during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 4:00 p.m. each day the College's offices are open.
7. Records may not be inspected on any one (1) occasion for more than one (1) hour.
8. The Board shall make available to the Collective Bargaining Associations upon their request, those public records which are relevant to negotiations or the enforcement of the Agreements.

Adopted: September 13, 1984
Reviewed: April 8, 1999
Amended: July 12, 2001
Revised: July 12, 2007
Revised: February 13, 2025

**South Suburban College
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Board of Trustees Policy and Procedure Manual

104.01 Authority of Individual Board Members

Board members have authority only when acting as a Board in a legal session. The Board will not be bound by statements or actions of any individual member, except when such statement or action is in pursuance of specific instruction of the Board.

Revised: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
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Board of Trustees Policy and Procedure Manual

105.01 Institutional Membership in Organizations

South Suburban College shall maintain institutional membership in representative organizations and associations which promote the general interests of the College, as determined by the Board and the President of the College.

**Reviewed: April 8, 1999
 July 12, 2007**

Board of Trustees Policy and Procedure Manual

106.01 Citizen Participation at Open Board Meetings

1. Any person who requests to address the Board on an agenda item for that Board meeting shall register on the Public Participation Request Form that is provided one hour before the commencement of the Board meeting and specify the agenda item they wish to address. The form must be submitted prior to the commencement of the meeting.
2. Persons who request to address the Board on issues not on the agenda of that particular Board meeting must submit a written request at least 72 hours in advance of the commencement of that Board meeting. The request must be submitted to the Board Secretary. The request must contain the issue to be addressed and the name and telephone number of the person wishing to address the Board.
3. Each addressing the Board during public participation shall be limited to three (3) minutes. The total time allotted for public participation is thirty (30) minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. The Chairman of the Board reserves the right to refuse or terminate recognition to persons who attempt to discuss issues which are beyond the Board's authority, issues that are repetitive, issues pertaining to ongoing litigation and personnel matters, issues containing allegations of a personal nature directed towards Board members or College employees, and issues which will disrupt the conduct of the Board meeting. Limits on public participation will not be imposed in a discriminatory or unlawful manner.

Adopted: March 11, 1987
Revised: April 8, 1999
Revised: March 11, 2004
Reviewed: July 12, 2007
Revised: February 13, 2025

**South Suburban College
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Board of Trustees Policy and Procedure Manual

107.01 Representation of Employee Groups at Board Meetings

A representative of the College faculty and support staff associations will be granted the following privileges in relation to each regular, open Board meeting:

1. Addressing the Board only at the discretion of the Chair of the Board.
2. Provided a reserved seat at a table adjacent to the Board's table at each regular, open Board meeting.

Adopted: June 23, 1983
Revised: April 8, 1999
Revised: July 12, 2007

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Board of Trustees Policy and Procedure Manual

107.02 Representation on the Policy Committee of the Board of Trustees

The College faculty and support staff associations will be represented on the Policy Committee of the Board of Trustees. The representation from each of the above groups will have no voting power.

Adopted: June 23, 1983
Reviewed: April 8, 1999
Revised: July 12, 2007

Board of Trustees Policy and Procedure Manual

108.02 Adopting, Rescinding and Revising Board Policies, Rules and Regulations

The following procedures shall be observed by the Board in order to adopt, rescind or revise Board policies, rules and regulations.

1. New Board policies, rules and regulations may be adopted by an affirmative vote of a majority of the members of the Board present and voting. The proposed policy shall be read aloud at two regular Board meetings before adoption. However, if the Board deems necessary or proper, it may waive the requirements of the reading upon an affirmative vote of a majority of the members of the Board present and voting.

If both readings are to be waived, a copy of the policy must have been on deposit with the Chair of the Board and available for public inspection for no less than thirty (30) days prior to actual adoption by the Board.

2. Policies, rules and regulations of the Board may be rescinded by an affirmative vote of a majority of the Board members present and voting.
3. The Attorney for the Board shall review each proposed policy to be adopted and each proposed deletion or revision of policy prior to Board action.
4. Following the annual election and seating of new members and elections of officers of the Board shall adopt all policies, rules and regulations of the preceding Board, which shall then be binding upon the new Board.

Adopted: April 13, 1972
Revised: April 8, 1999
Reviewed: July 12, 2007

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108.03 Effective Date of Policies, Rules and Regulations

Unless otherwise stated, all policies, rules and regulations adopted by the Board shall become effective upon their adoption by the Board.

Adopted: April 13, 1972
Revised: April 8, 1999
Reviewed: July 12, 2007

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109.01 Affirmation of Votes Taken by Telephone

All votes of an emergency nature taken by telephone or any means other than at a regular, scheduled Board meeting shall be affirmed at the next official Board meeting. The actual date of the vote and record of votes shall be included.

Adopted: March 11, 1987
Reviewed: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedure Manual

110.01

Electronic Attendance at Board Meetings

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Electronic Attendance at Board Meetings

The Board of Trustees of South Suburban College has determined that any member of the Board of Trustees may, in certain circumstances, attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or other internet connection). Such electronic attendance shall be in compliance with the rules and procedures set forth in this Policy.

A member of the Board of Trustees may attend a meeting electronically under the following conditions:

1. There is a quorum of members of the Board of Trustees physically present throughout the scheduled meeting; and
2. The majority of members of the Board of Trustees physically present vote to approve the request for electronic attendance.

In order to satisfy the request for electronic attendance, the member of the Board of Trustees desiring to attend electronically shall take the following steps:

1. Notify the Secretary to the Board of Trustees at least 4 hours prior to the meeting of the Board of Trustees, when practicable, to allow for all technical arrangements; and
2. Provide information to the Secretary to the Board that the request is based upon one of the following reasons:
 - a. That the member of the Board of Trustees cannot attend the meeting due to personal illness or disability; or
 - b. That the member of the Board of Trustees cannot attend the meeting due to employment obligations or obligations related to the business of South Suburban College; or
 - c. That the member of the Board of Trustees cannot attend the meeting due to a family or other emergency.

Following a roll call to establish a physical quorum at a board meeting, the Chairman of the meeting shall call for a motion that a member of the Board of Trustees be permitted to attend the meeting electronically. Said motion shall specify the reason permitting the member to attend electronically. The motion shall be voted upon by the members of the Board of Trustees physically present and must be approved by a majority of the members physically present at the meeting.

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Electronic Attendance at Board Meetings

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In order for a member of the Board of Trustees to attend a meeting electronically, the member must be able to communicate with the Board of Trustees, hear all remarks of the members physically present, and be able to hear and be heard by all attendees of the meeting of the Board of Trustees. The member of the Board of Trustees attending electronically shall be permitted to participate in all issues as if the member was physically in attendance and all votes taken during any such meeting shall specifically call the name of the member attending electronically to ensure that the minutes reflect the vote of the member.

The minutes shall reflect that the member is attending electronically. If the member of the Board of Trustees attending electronically is required to leave during the meeting, the member shall alert the Board Secretary and the minutes shall properly reflect the duration of attendance.

This Board Policy regarding electronic attendance shall apply to all committee meetings held by the Board of Trustees of South Suburban College.

Approved May 9, 2013

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**111.01 Reimbursement of Travel, Meal and Lodging Expenses for
Board of Trustees**

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The Illinois General Assembly recently enacted Public Act 99-604, known as the “Local Government Travel Expense Control Act”. As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all College Board members travel expenses as set forth below:

1. **Definitions.**
 - a. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
 - b. “Travel” means any expenditure directly incident to official South Suburban College business travel by Board members involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the Board member submits said expenses on the Reimbursement Request Form, which is attached to this Policy 111.01. All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any Board member for any entertainment expense unless such expense is ancillary to the purpose of the program or event and is consistent with the requirements of P.A. 99-604.
5. **Board Approval of Certain Reimbursable Expenses.** All expenses for Board members shall only be approved by a roll call vote at an open meeting of the Board of Trustees of the College.
6. **Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

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EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals
Most current per diem reimbursement rates as established by the Illinois Department of Central Management https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx

Maximum Reimbursable Rates for Lodging
Most current nightly reimbursement rates as established by the Illinois Department of Central Management https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx

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**111.01 Reimbursement of Travel, Meal and Lodging Expenses
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Before an expense for travel, meals, or lodging may be approved under College Policy No. 111.01, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

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

Name

Job Title/Office

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

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

Description of nature of event

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

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

Name

Date

Approved May 9, 2017

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ADMINISTRATION

200.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and College employees, and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff of responsibility and job assignments, and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board the organizational structure of the College and, as circumstances require, any changes that will improve the overall operations of the College.

All employees of the College shall be responsible to the Board through the President.

Revised: April 8, 1999
Reviewed: July 12, 2007

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200.02 Organizational Planning

Organizational planning is essentially a process of preparing for the commitment of resources in the most economical fashion, and by preparing, allows this commitment to be made faster and less disruptive, ensuring progress towards educational and fiscal goals.

The Board recognizes the value of basing major institutional decisions on a process of short and long range planning. Therefore, the Board hereby declares that it will review and act on proposals concerning budgeting, staffing, programming, and campus development in terms of their consistency with the implementation of adopted institutional plans.

The planning process shall be considered permanent and continuing. Periodic status reports shall be submitted to the Board relative to the analysis of the College community and recommendations of goals with priority for implementation for the College.

It is expected that the planning process will include the examination of possibilities for joint affiliations with other appropriate agencies in the area served by the College, and specifically two- and four-year colleges located within reasonable commuting distance.

The College shall rely on the Illinois Community College Board for information needed in the planning process that is of statewide scope or which concerns the plans of other colleges in the community college system.

The outcome of the planning process shall be the standing basis in evaluating general institutional achievements, efficiency, and overall performance in the fulfillment of the objectives of the College.

Adopted: February 8, 1973
Revised: April 8, 1999
Reviewed: July 12, 2007

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201.01 Administrative Rules and Regulations

The Board of South Suburban College recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the College. The Board directs that the administration will maintain and publish a set of administrative rules and regulations affecting the general administration of the institution.

These rules and regulations may be in addition to and must be consistent with Board policies, rules and regulations, but shall not be in conflict with them.

Revised: April 8, 1999
Reviewed: July 12, 2007

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**202.01 Duties and Responsibilities of the
 President of the College**

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The President of the College is directly responsible and accountable to the Board. He shall be supported in his role of institutional leader by delegated authority from the Board.

The President shall have the following duties and responsibilities:

1. To administer and direct the affairs of the College in accordance with the provisions of the laws of the State of Illinois, the standards of the Illinois Community College Board, and the policies and regulations of the Board.
2. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board, public, and college staff.
3. To represent the institution to its many publics, and as chief spokesman for the College, be responsible for public understanding of the institution and its programs.
4. To serve as the chief executive officer of the institution with the responsibility for providing leadership in setting directions for curricular and organizational change designed for the betterment and improvement of the total educational program of the College.
5. To foster a climate that encourages the development and implementation of progressive institutional initiatives.
6. To ensure that staff views, including dissenting views, are presented to the Board in areas and on issues of mutual concern.
7. To inform the staff of the views of the Board and the administration on the various issues which, from time to time, confront the College.
8. To be responsible for the maintenance of existing institutional resources and the creation of new resources.
9. To mediate between the College Board and employees of the College.

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**202.01 Duties and Responsibilities of the
 President of the College**

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10. To assume such other duties and responsibilities as may be designated by the Board.
11. To keep the Board fully informed on all matters regarding the College.

Revised: April 8, 1999
Reviewed: July 12, 2007

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203.01 Duties and Responsibilities of Administrators

All administrators of the College are expected to responsibly direct areas under their management and/or supervision in accordance with the policies and regulations set forth by the Board, and direction provided by the Board and President. Their authority shall be defined by the President of the College; and within these limits, they shall demonstrate initiative, sound judgment, and in full cooperation with other members of the College, assume leadership in the creation and maintenance of an effective learning environment.

Revised: April 8, 1999
Reviewed: July 12, 2007

204.01 Publications and Publicity

The preparation of all official publications of the College intended for distribution to the general public will be supervised and released under the direction of the President of the College, or designee.

Revised: April 8, 1999
Reviewed: July 12, 2007

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204.02: Social Media Policy

Purpose

Today's emerging communications technologies provide unprecedented opportunities for communication and conversation. Such opportunities must be handled responsibly and in support of South Suburban College institutional values.

This Policy applies to all members of the College community who participate in social media on behalf of South Suburban College on SSC affiliated social media sites. SSC affiliated social media sites must, in all cases, maintain the integrity of the institution.

Policies for Social Media

A. Creating a Social Media Account

All South Suburban College social media accounts must be created and approved by the Department of Communication Services and Media Design. Official South Suburban College social media pages shall remain the property of SSC and may not be deleted or altered without approval from the Department of Communication Services and Media Design. An account not created by the Department of Communication Services and Media Design may not be utilized for official SSC business.

B. Social Media Platforms

This Policy applies to social media platforms including, but are not limited to, Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, Tumblr, Pinterest, blogs, and chat rooms.

C. Social Media Branding

All South Suburban College social media pages shall appropriately reflect the College.

D. Social Media Activity

All applicable laws, regulations, and SSC policies shall govern activity on South Suburban College's social media platforms. These regulations and policies include, but are not limited to, copyright, confidential and proprietary information, FERPA, HIPAA, Title IX, acceptable use of electronic resources, and anti-harassment and anti-discrimination policies. All members of the South Suburban College community are responsible for knowing these regulations and policies prior to participating on an SSC social media platform.

Content shared on a South Suburban College social media platform, including both language and graphics, shall be appropriate and relevant to its educational goals of the College. Posts shall not include any confidential, personal, or proprietary information. SSC news and announcements relevant to the particular social media site may be posted.

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205.01 College Calendar

A sufficient number of preparatory, instructional, and testing days shall be scheduled each term to ensure that adequate time is provided for teaching and learning and to comply with minimum State requirements and standards.

Reviewed: April 8, 1999

Reviewed: July 12, 2007

206.01 Gifts, Grants and Donations

All gifts, grants and donations to South Suburban College, whether real or monetary, shall be received, and the donor recognized (unless choosing to remain anonymous) by the Board through the President of the College upon his recommendations.

The value of approved gifts shall be established by the Vice President of Administration.

Prior to the acceptance of any gift, grant or donation, the College, by its President and Vice President of Administration, shall determine whether the acceptance of the gift, grant or donation is in the best interest of the College. Factors to be considered are space allotment, usefulness to the College, facility modification needs, and additional operating costs required.

Procedures for review and approval of the gift, grant or donation shall be established by the President. Any gift, grant or donation the President determines should not be accepted by the College shall be reviewed with the Chair before a final determination is made.

Upon receipt of a gift, grant or donation, the President shall ensure that the appropriate departments are notified to effectuate proper record keeping and inventory control.

Revised: April 8, 1999
Reviewed: July 12, 2007

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207.01 Use of College Facilities

The Board shall designate one or more administrators of the College who may grant permission for use of College premises to recognized public and/or private citizens' organizations and the community at large, under the following conditions:

1. the use does not interfere with or conflict with the normal operation or educational programs of the College;
2. the use is consistent with College policies and federal, state and local laws and ordinances;
3. the use conforms to the general procedures and conditions governing the use of facilities of the College as provided to the requesting organization or individual;
4. a request is submitted in writing to the Vice President of Administration no later than fifteen (15) days prior to the date of the event for which the facility has been requested;
5. a fee, established by the College, is paid, unless waived by the Administrator. The request for a waiver of fees shall be made by the individual or organization at the time the request for use is submitted. The request for a fee waiver shall be reviewed by the appropriate area Vice President who will either grant the request in whole, grant the request in part, or deny the request. The Vice President shall consider the costs and benefits to the College and the greater community in determining whether to grant or deny the fee waiver request.
6. a certificate of insurance in a form and in amounts specified by the Vice President of Administration is supplied, unless waived by the Administrator.

Revised: April 8, 1999
Revised: April 8, 2004
Reviewed: May 10, 2007
Revised: February 13, 2014

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207.02 Smoking/Non-Smoking Regulations

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As of July 1, 2015, under Illinois state law, South Suburban College is a smoke-free campus. All South Suburban College property is smoke-free.

“College property” means any property owned, leased, occupied, operated or otherwise controlled by South Suburban College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, College-owned streets, sidewalks and walkways.

“Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, e-cigarette, hookah, weed, herbs, or other lighted smoking equipment. “Smoke” or “smoking” also includes products containing or delivering nicotine intended or expected for human consumption.

The South Suburban College website shall indicate that all Campus Property is smoke free and shall include a campus map indicating the areas in which smoking is prohibited. All organizations utilizing Campus Property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.

For students, violation of the smoke-free law will result in a referral to the Dean of Student Development and discipline in accordance with the *Student Code of Conduct*.

For employees, violation of the smoke-free law will result in referral to the appropriate Department Chair, Dean or area Vice President. Discipline for those employees who are included in a bargaining unit shall be progressive in accordance with the applicable Collective Bargaining Agreement. Discipline for administrators and technical/professional/exempt employees shall be in accordance with the applicable Board Policy. Bargaining unit employees may appeal any such disciplinary decision through the grievance procedures established by the Collective Bargaining Agreement. Administrative and Technical/Professional/Exempt employee appeals shall be in compliance with *Board Policy 455.09, Grievance Procedure for Administrators and Technical/Professional/Exempt Staff*.

Board of Trustees Policy and Procedure Manual

207.02

Smoking/Non-Smoking Regulations

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Any non-student or non-staff individual smoking on South Suburban College property will be asked to immediately extinguish the tobacco product. Failure to comply will result in referral to the Campus Police Department.

Adopted June 2, 1988
Amended August 13, 1998
Revised April 18, 1999
Amended April 10, 2003
Amended July 10, 2003
Amended May 10, 2007
Revised June 11, 2015

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208.01 Naming of Physical Properties of the College

The following criteria will be applied when naming any area of the physical properties of the College.

1. The person or entity for whom an area is named shall have received recognition for contributions to the College and in the field of endeavor.
2. There will be a minimum of sixty (60) days between the date of the request for naming an area and the date of Board action.
3. A minimum of six (6) members of the Board must approve the proposition.
4. The Board reserves the right to change the name of physical properties of the College as deemed appropriate.

Adopted: June 23, 1977
Revised: April 8, 1999
Reviewed: July 12, 2007

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209.01 Establishment of Residency

Residency classification is established on the basis of the student's actual physical habitation at the time of registration associated with an intent to remain at that location. The classification of residency established at the time of payment remains in effect for the entire term. The residency of any student under 18 years of age is that of his parents or legal guardian, or as otherwise established by law.

A student's residency classification is determined each term by the Office of Admissions and Records on the basis of information supplied by the student in such a manner as may be required by the College. If a student disagrees with his residency classification, an appeal may be made to the Office of Admissions, Registration and Records of the College.

Adopted: April 13, 1972
Revised: March 11, 1999
Revised: July 12, 2007

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210.01 Residency Classification

Persons enrolling at South Suburban College are classified for the purpose of tuition and fee charges as in-district students, out-of-district students, out-of-state students, and foreign students:

1. **In-District Students:** Students who have established a residency within the boundaries of Community College District 510.
2. **Out-of-District Students:** Students whose place of residency is outside the boundaries of Community College District 510 but within the State of Illinois enrolled as out-of-district students.
3. **Out-of-State Students:** Students who have not established residence in the State of Illinois enrolled as out-of-state students.
4. **Foreign Students:** Students who are not citizens of the United States or who have not filed a petition for naturalization. Foreign students are assessed tuition and fees at the out-of-state student rate.

Adopted: April 13, 1972
Revised: April 8, 1999
Reviewed: July 12, 2007

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210.02 In-District Residency Tuition

All students (full and part-time) employed by firms or businesses physically located within the College District, even when those employers or owners are not residents of the district, shall be charged in-district resident tuition while attending. Written proof of employment must be produced at the time of registration.

Adopted: November 12, 1985
Reviewed: April 8, 1999
Revised: July 12, 2007

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211.01 College Access and Closure

Only authorized individuals doing business with the College shall have access to the College. The days and hours of operation for all facilities will be scheduled by the President or his designee. The President, in conjunction with the College Police Department, shall determine those areas of the College that are restricted areas and the terms and conditions for access during closed hours will be scheduled by the President or his designee.

The College Police Department shall be responsible for the removal of all unauthorized individuals.

The Vice President of Administration shall determine what positions necessitate having keys to any facility of the College. Only persons holding said positions shall be permitted to possess keys to the College. Keys shall be returned by the employee when employment with the College ceases.

**Adopted: April 8, 2007
Reviewed: July 12, 2007**

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Board of Trustees Policy and Procedure Manual

211.02 Campus Crime and Security

The Board acknowledges the enactment of the Crime Awareness and Campus Security Act of 1990 and is committed to compliance with said Act. Accordingly, the Administration shall prepare, publish, and distribute regulations and procedures that comply with the letter and spirit of the Act. Regulations and procedures shall be issued covering the following areas:

1. Procedures for students to report criminal activities;
2. Security at campus facilities;
3. Availability and authority of campus law enforcement;
4. Programs available to inform students about security and the prevention of crime;
5. Recording of crime through local police agencies;
6. Possession, use and sale of alcohol and drugs; and
7. Sex offenses.

A log of all reported crimes shall be maintained. The log shall include time, date, nature of the offense, location and disposition. The log may be inspected upon request. However, information may be withheld if it will jeopardize an investigation or the confidentiality of a victim.

The Administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990, as amended. Said crimes include: murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, manslaughter and hate crimes.

These regulations, procedures, and statistical reports shall be included in publications or mailings that are available to students and employees, as well as prospective students and the College community.

Adopted: April 8, 1999
Revised: July 12, 2007

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211.03 Loitering

Any individual entering property owned, rented, or leased by South Suburban College must be involved in immediate lawful College business. If no such legitimate purpose exists, the individual shall be reported to the Campus Police Department.

If it is determined by the responding officer that the individual is loitering, the individual will be escorted from College property (as defined above) by the Campus Police Officer. An incident report shall be completed for each instance an unauthorized individual is escorted from College property for loitering.

Adopted: January 10, 1994
Revised: April 8, 1999
Reviewed: July 12, 2007

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211.04 Campus Curfew for Activities and Events

In an effort to maintain campus security and safety, no activity or event taking place on the College campus shall conclude later than 1:00 a.m. on any day of the week without prior approval.

The Campus Police Department is at all times charged with the responsibility of enforcement of this policy.

Employees of the College are directed to report violators to the Campus Police Office.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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211.05 Traffic and Parking Procedures

In accordance with Illinois Compiled Statutes, Chapter 110, Section 805/3-42.2, the Board hereby confers authority on members of the Campus Police Department to establish the procedures to regulate and enforce traffic and parking on College grounds, including the establishment of fines and penalties for the violation of said regulations.

Adopted: March 27, 1996
Revised: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedure Manual

212.01 Information Technology Access, Use, and Security Page 1 of 3

I. PURPOSE:

This policy serves as a governing philosophy for regulating all applicable activities by students, employees, and other authorized users of College facilities and information technology resources. It establishes general principles regarding appropriate use of equipment, software, networks, and facilities.

By adopting this policy, the Board of Trustees recognizes that all members of the College community are bound by local, state, and federal laws relating to copyrights, security and other statutes regarding media. The Board also recognizes the responsibility of faculty, administration, and staff to take leadership roles in carrying out the policy and assuring that the College community honors the policy.

The College is ultimately responsible for the data and maintenance of information disseminated through College approved world-wide web home pages. In order to protect the institution, its departments, employees, and students, the College reserves the right to inspect and remove any web pages or files from the network.

Departments and college offices interested in having a link to their home page from the College's web site will contact the appropriate dean for approval of linkage and content.

II. POLICY:

In support of its mission to offer quality in education and excellence in service, the College provides access to its facilities and information technology resources for students, employees, and other authorized users within institutional priorities and financial capabilities.

A. Access

Access to College facilities and information technology resources is a privilege granted to students, employees, and other authorized users. Access to College facilities and informational technology resources may be granted by the College based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, the risk of damage or loss on the part of the College, and derived educational benefit.

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212.01

Information Technology Access, Use and Security

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The College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data custodians – whether departments, divisions, students, or employees – reserve the right to grant access to information only for responsible uses that are consistent with the mission and purpose of the College and as long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county, or local law or ordinance.

B. Use

College facilities and information technology resources:

- are to be used for the College-related activities for which they are intended or authorized.
- are not to be used for commercial purposes.

All members of the College community who use College facilities and information technology system must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of College-owned or College-leased facilities and information technology resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. The College's policy requires that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, and the highest standards of ethics.

C. Security

Authorized users and system administrators must guard all abuses that disrupt or threaten the viability of any systems, including those at the College and those on networks to which the College systems are connected. Access to the College facilities and information technology resources without proper authorization from the data custodian(s), unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of College facilities and information technology resources are direct violations of the College's standards for conduct. These standards are outlined in the Board of Trustees Policy and Procedure Manual, Collective Bargaining Agreements, and the Student Code of Conduct. Such activities may also constitute civil and/or criminal offenses.

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212.01 Information Technology Access, Use and Security Page 3 of 3

Alleged violations of this policy will be processed according to the administrative processes outlined in one or more of the following: Board of Trustees Policy and Procedure Manual, Collective Bargaining Agreements, Student Code of Conduct, and the Academic Code of Conduct. The College treats access and use violations of College facilities and information technology resources seriously. The College will pursue criminal and/or civil prosecution of violations as it deems necessary.

III. IMPLEMENTATION

The President or his designee is responsible for supervising the adoption of guidelines and procedures to implement the policy. System administrators may adopt additional guidelines and procedures for use of their own systems. Any additional guidelines and procedures adopted by system administrators must be consistent with this policy and must be approved by the President or his designee before adoption.

Adopted: January 9, 1997
Revised: April 8, 1999
Reviewed: July 12, 2007

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213.01 Use of College Stationery

College stationery shall be used for College business only. College stationery shall not be used for the expression of views related to the College or its operations.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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214.01 Privacy Policy

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South Suburban College recognizes and supports the need for reasonable protections regarding the privacy of “personal health information” collected and maintained by South Suburban College about its employees and students. For this reason, South Suburban College adopts this Privacy Policy regarding the protection of personal health information. This Policy is in addition to all applicable laws and regulations protecting the privacy of personal information or data. This Privacy Policy in no way alters or impacts education records as defined and protected by the Family Educational Rights and Privacy Act (“FERPA”).

This policy applies to all personal health information collected and maintained by South Suburban College not otherwise subject to FERPA. Administrators are responsible for ensuring that this Policy is followed for employee information. Faculty and administrators must work together to ensure that this Policy is followed for student information not subject to FERPA. All individuals must help to achieve these goals in two ways. First, all individuals should protect the privacy of all personal data, both their own, and that of other employees and/or students. Second, individuals must take the responsibility to ensure that all personal data is accurate and up to date.

This Policy applies to personal health information about individuals employed by South Suburban College and information other than education records for those individuals enrolled at South Suburban College. Such information may include information received or processed by South Suburban College in the course of normal business, as part of an academic program, or as part of an extracurricular or support program. Personal health information is any information relating to the health of an identified or identifiable person recorded in any form, including student records and reports not deemed education records under FERPA.

South Suburban College maintains personal health information in a reasonable manner for relevant and appropriate purposes related to the College’s activities as an institution of education. South Suburban College takes reasonable precautions to protect personal health information from loss, misuse and unauthorized access, disclosure, alteration or destruction, including, but not limited to, the enforcement of this Policy and restricted access to personal health information. Information relating to an individual’s health or any health condition maintained for other than employment purposes will be accessible only to the individual who is the subject of the information; information is not available

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214.01 Privacy Policy

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to others within the College community without express written consent, except where required or permitted by law or contract. South Suburban College will not disclose any personal health information to any organization outside the College without express written consent, except where required or permitted by law or to fulfill a contractual obligation.

Personal health information will be maintained by South Suburban College only as long as is needed to satisfy the reasons it was collected or as is required by law. Individuals will be provided with access and opportunity to examine their own personal health information, and as is permitted by law, may add to or request correction of their personal information.

All members of the South Suburban College community must adhere to this Policy. Any concerns about the gathering, processing, and maintaining of personal health information should be forwarded to the Privacy Officer appointed by the Board of Trustees of South Suburban College.

Adopted: January 8, 2004
Reviewed: July 12, 2007

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FISCAL AND BUSINESS AFFAIRS

300.01 The College Fiscal Year

The fiscal year of the College is from July 1 through June 30.

Reviewed: April 8, 1999

Reviewed: July 12, 2007

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300.02 Establishment of Monies

The following categories of monies shall be established: College monies (consisting of the Operating Fund, Working Cash Fund, Bond and Interest Fund, and Auxiliary Enterprise Fund), restricted purpose monies, and student agency monies.

Reviewed: April 8, 1999
Reviewed: July 12, 2007

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300.04 Deferred Tuition Payment Plan

The Board recognizes the need to provide financial assistance to students enrolled at the College. The College will provide a Deferred Tuition Payment Plan to defer part of the student's tuition and fees to academically and financially qualified students.

Adopted: July 10, 1986
Reviewed: April 8, 1999
Revised: March 11, 2004
Revised: July 12, 2007

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301.01 The Annual Budget

The Office of the President shall prepare or cause to be prepared the annual budget in accordance with goals and instructions of the Board. The President shall submit a tentative budget to the Board for review, evaluation, and recommendations annually prior to the first day of June. The document will include current year revenues and expenses, if available, and projected revenues and expenses for the budgeted year.

Upon approval of the tentative budget by the Board at a duly called or special meeting, the Secretary to the Board shall cause a notice of the availability of the tentative budget for public inspection, and a public hearing by publication in a newspaper of general circulation in the College district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be conveniently available for public inspection, in accordance with Illinois Compiled Statutes, Chapter 110, Section 805/3-20.1. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

Revised: April 8, 1999
Reviewed: July 12, 2007

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301.02 Transfer of Funds

From time to time, transfers of appropriate amounts of monies from one budget account to another may be made, subject to the recommendations of the Vice President of Administration and approval of the College President. When the total amount of such funds in the aggregate exceeds 5% of the annual operating budget, the transfers shall receive prior approval of the Board.

The approved budget may not be exceeded in the aggregate by more than 10% without following procedures set forth in Section 805/3-20.1 of the Illinois Public Community College Act.

Reviewed: April 8, 1999

Reviewed: July 12, 2007

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301.04 Annual Financial Statement

The President will cause the staff of the Business and Accounting Office to prepare the annual financial statement. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to November 15 annually.

Adopted: April 8, 1999
Reviewed: July 12, 2007

POLICY 301.05
SECURITIES EXCHANGE ACT DISCLOSURE POLICY

The President will direct the staff of the Business and Accounting Office, through the Treasurer, to undertake all necessary actions and implement appropriate procedures to comply with the continuing disclosure undertakings under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

The President shall further direct the staff of the Business and Accounting Office, through the Treasurer, to complete all Annual Financial Information filings with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system. The Treasurer shall implement procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices.

Adopted: May 11, 2023

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302.01 Audit

The President shall recommend for the Board's approval an independent certified public accountant experienced in municipal accounting to audit the accounts and student records of the College district annually. The Controller shall be responsible for filing copies of the audit with proper authorities as prescribed by law. Additionally, the auditor shall:

1. make such examination quarterly and a final statement at the close of the fiscal year, of the balance sheets of the district and the related statements of transactions in the various funds, including records relative to all activity and other accounts;
2. conduct such examination in accordance with generally accepted auditing standards, and include such tests of the accounting records, and utilize such other auditing procedures as are necessary;
3. render an opinion on the financial statements prepared as of the close of the fiscal year;
4. make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable; and
5. perform other related services as may be requested by the Board.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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302.02 Fixed Asset and Capitalization Policy

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The Fixed Asset and Capitalization Policy satisfies the mandates of the Governmental Accounting Standards Board (GASB) Statement No. 34 to ensure compliance with Generally Accepted Accounting Principles (GAAP). This policy is designed to provide a guideline for the financial management of South Suburban College's capital assets.

Definition of Capital Assets

Capital assets include infrastructure, land, land improvements, site improvements, buildings and improvements, vehicles, machinery, equipment and other tangible and intangible assets that have a useful life beyond a single reporting period. Capital assets will be reported at historical costs, which includes the amount paid for the asset as well as all costs associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight, etc. When the value paid for the asset cannot be determined, the asset's fair market value at the time of acquisition will determine the cost.

INFRASTRUCTURE

Infrastructure assets will include such assets as roads, sidewalks, drainage systems, water systems and sewer systems. Included in this category will also be subsystems and networks of these systems. For example, streetlights would be a subsystem of a street network. Capitalization of infrastructure shall include costs that are above the capitalization threshold and extend the useful life, increase the capacity and / or the efficiency or adapt to a new use of the infrastructure. General maintenance and repair projects shall not be capitalized. Capital infrastructure costs would include all labor, material, professional services, insurance and other indirect costs to construct the asset and put it into service.

LAND AND IMPROVEMENTS

The total asset value for land shall include the acquisition cost and all costs to prepare the land for its intended use, such as excavating, grading, drainage, landscaping, etc. The cost of the land shall include the purchase price as well as all associated costs, such as legal fees, title searches and any other closing costs. Land acquired through eminent domain proceeding will be reported at the settlement amount up to the fair value of the land. Amounts paid in excess of the fair value will be expensed.

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Fixed Asset and Capitalization Policy

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Land improvements are the non-depreciable costs and betterments of preparing the land for its intended use. An example of a land improvement is leveling and grading.

Site improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples of site improvements include, but are not limited to, temporary structures, access roads, parking lots, fencing, lighting (e.g., lights in parking lots, lights along walkways), tunnels that connect buildings, gas, electricity or steam transmission lines, and campsites.

BUILDINGS AND IMPROVEMENTS

The total asset value for buildings shall be the total cost of acquisition or construction. This will include all labor, material, professional services to construct the building as well as insurance and any other indirect costs incurred during construction.

Capitalization of building improvements shall include costs that are above the capitalization threshold and extend the useful life, increase the capacity and / or the efficiency or adapt to a new use of the building. General maintenance and repair projects shall not be capitalized.

EQUIPMENT

The asset value of the equipment will be determined by the acquisition cost of the equipment plus any additional costs such as freight, insurance, prep charges and any other charges associated with placing the asset in service. Equipment assets are typically moveable, non-consumable property. Equipment could include vehicles, furniture and fixtures, office equipment, computers, etc.

SOFTWARE

The cost of software shall include the purchase price as well as the cost associated with the installation and implementation of the software. This may include travel, training, third party development and employee payroll costs directly involved with the installation.

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302.02 Fixed Asset and Capitalization Policy

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CONTRIBUTED CAPITAL

Contributed capital are capital assets that have been donated or contributed to the College by either private developers, in the case of land or infrastructure for a new subdivision, or companies, individuals or governments. The value of contributed capital shall be recorded at the fair market value at the time of the contribution.

DISPOSAL OF CAPITAL ASSETS

Disposal of any capital assets by the College must be reported in detail to the Business & Accounting Department immediately or as soon as reasonably possible. Information needed for a disposal includes the asset description, make, model, serial number, date of acquisition, cost and salvage value. An asset disposal form provided by the Business & Accounting Department will be used to request/report disposal of any fixed asset.

CAPITALIZATION THRESHOLD

The following capitalization threshold table will apply when determining the capitalization of an asset.

CAPITAL ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$25,000
Land Improvements	\$20,000
Buildings	\$50,000
Building Improvements	\$25,000
Equipment	\$5,000
Software	\$25,000
Infrastructure	By Individual Network Listed Below
Street Network	\$50,000
Water Network	\$75,000
Sanitary Sewer Network	\$75,000
Storm Sewer Network	\$50,000

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302.02 Fixed Asset and Capitalization Policy

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DEPRECIATION

Depreciation is a method of allocating the cost of an asset over its estimated useful life. Depreciation is the process of allocating the cost of tangible property over a period of time, rather than deducting the cost as an expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less the salvage value. Capital assets will be depreciated over their estimated useful lives. The straight-line method of depreciation will be used using a full month convention. Land and land improvements will not be depreciated.

To calculate depreciation, the following factors must be known:

- The date the asset was placed in service
- The cost or acquisition value
- The salvage value (usually \$0)
- The estimated useful life
- The depreciation method (straight-line method)

ESTIMATED USEFUL LIVES

The following table will apply for depreciation depending on the capital asset category:

CAPITAL ASSET CATEGORY	ESTIMATED USEFUL LIFE (IN YEARS)
Land	Not Depreciated
Land Improvements	10-20
Buildings	40-60
Building Improvements	10-20
Equipment	5-10
Software	3-5
Infrastructure	10-75 (See Detailed Information Below)

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302.02 Fixed Asset and Capitalization Policy

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INFRASTRUCTURE USEFUL LIVES

Streets: 25-30 years with periodic maintenance

Storm Sewers:

 Open Channels or ditches: 25-30 years with periodic maintenance every 3-5 years

 Sewer Mains: 50-60 years, with periodic maintenance as needed

 Retention Ponds: 25-30 years with periodic maintenance every 3-5 years

If a significant capital or infrastructure asset is estimated to be still in use after its established useful life, the College will revise the asset's useful life to estimate the actual number of years the asset will remain in use. This new revised useful life will be treated as a change in accounting estimate and applied to all on-going calculations of depreciation. With a change in accounting estimate, there is no retroactive effect caused by the change.

FIXED ASSETS vs. INVENTORY CONTROL

Assets that are valued below the capitalization threshold but above **\$1,000** in value will warrant control and shall be inventoried by the Business and Accounting Department. An appropriate list of these assets will be maintained by the Business and Accounting Department. Information maintained will include asset description, location, make, model, serial number and/or any other information deemed necessary for control. Such inventory items could include computers, printers, copiers, power tools, chain saws, small construction equipment, mowers, fire equipment, etc.

MANAGEMENT RESPONSIBILITY

The Business & Accounting Department shall be responsible for the accounting for capital asset inventories, both initially and periodically in subsequent years. The Business and Accounting Department will ensure that the capital asset ledger will be updated annually to reflect additions, retirements, and transfers to reflect the new annual capital asset balance for financial reporting purposes and the annual depreciation calculations.

Adopted: September 11, 2003

Reviewed: July 12, 2007

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303.00 Contracts

Bid Procedure:

The Board will award all contracts for the purchase of supplies, materials or work to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability after due advertisement, in accordance with the requirements set forth in the Illinois Compiled Statutes, Chapter 110, Section 805/3-27.1. Competitive bidding shall not be required for those contracts specifically exempted from competitive bidding by the Statute.

Each bidder must receive at least three (3) days notice of the time and place of such bid opening. For the purposes of this section, due advertisement includes, but is not limited to, at least one public notice, at least ten (10) days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

(Source: P.A. 82-295, Eff. Sept. 6, 1990)

The President and the Vice President of Administration are authorized by the Board to sign contracts subject to prior approval of the Board. All contracts should be initialed by the appropriate Vice President before being forwarded to the Vice President of Administration for signature. This policy shall apply, except in cases specified by State law which require the signature of the Chair or Secretary to the Board, or designee, or the President of the College.

Contracts for performances require the submission of an approved contract and completed purchase order prior to the date of the performance.

The Board will assume no obligation for payment for goods or services except upon duly authorized purchase orders.

**Revised: February 18, 1987
 June 4, 1992
 April 8, 1999
 July 12, 2007**

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303.01 Purchasing

The President and the Vice President of Administration, or their designee, are the agents of the College authorized to order supplies, materials, and/or equipment and to obligate the College for all auxiliary services. These functions will be performed according to Board policy, purchasing procedures, and Illinois Compiled Statutes, Chapter 110, 805/3-27.1 which sets forth the requirements for the use of competitive bidding by community colleges.

Revised: April 8, 1999
Revised: May 10, 2007

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303.02 Emergency Purchasing

When a bona fide, unanticipated emergency situation occurs which could not have been reasonably anticipated and threatens:

1. the health or safety of staff and/or students,
2. the immediate loss of or damage to College property, or
3. the curtailment or cancellation of any College program or activity, the following procedures will apply:

Expenditures not anticipated to exceed statutory limits:

Expenditures for goods and/or services not anticipated to exceed statutory limits may be made upon the recommendation of the appropriate administrator and approval from any of the following: the President, the appropriate Vice President or Controller.

Expenditures anticipated to exceed statutory limits:

Expenditures for goods and/or services anticipated to exceed statutory limits may be made upon the recommendation of the appropriate administrator and approval from any two of the following: the President, the appropriate Vice President or Controller, and the consent of any six (6) Board members.

Adopted: May 2, 1985
Revised: June 4, 1992
 April 8, 1999
 July 12, 2007

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303.03 Paying for Goods and Services

The Board will authorize payment of all goods and services when:

1. contracted for or ordered within budgetary limits;
2. purchased according to relevant purchasing policies and regulations of the College;
3. certified as having been received in acceptable condition

Adopted: April 8, 1999
Reviewed: July 12, 2007

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304.01 Disposition of Equipment

Equipment certified by an administrator to be obsolete or worn out may be sold by the College upon authorization of the Board. Equipment sold by the College must be disposed of by auctioning to the highest bidder, if feasible, and in accordance with Education Department General Administrative Regulations (EDGAR) Section 80.32 (e) (2).

The result of all such transactions will be reported to the Board.

Adopted: April 8, 1999
Revised: July 12, 2007
Revised: July 12, 2012

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305.02 Record Keeping and Business Records

All business records will be kept secure by the administration.

The records storage areas and all files containing business records will be locked at all times when not in use.

Records will be kept according to state law. Additionally, the Vice President of Administration will receive and maintain a copy of all contracts entered into by any department within the College.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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306.01 Vendors

A vendor is defined as a company or individual (other than College employees) who provides goods or service for the College.

Any and all vendors (except those qualified by the State of Illinois Purchasing Contract) shall comply with this policy.

Companies or individuals desiring to sell goods and/or services to the College shall, from time-to-time, be required to furnish information and complete forms relative to state and federal law. This information shall be kept on file in the Business and Accounting Office. Information to be furnished shall include, but not be limited to:

1. The type of business (sole proprietorship, partnership, corporation, etc.) and identification of owners.
2. Certification of non-violation of Illinois Compiled Statutes, Citation 720 ILCS 5/33E-3 and 5/33E-4, which prohibits colleges from awarding contracts to vendors convicted of bid-rigging or bid-rotating.
3. Certification of non-violation of the Illinois Human Rights Act.
4. Certification of non-violation of the Prevailing Wage Act.
5. Maintenance of policies in compliance with the Drug-Free Workplace Act, and the prohibition of sexual harassment.
6. Request for Taxpayer Identification Number and Certification form. (Internal Revenue Form W-9).

A vendor list will be prepared and reviewed annually.

Adopted: April 8, 1999
Revised: July 12, 2007

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306.02 Communications on Behalf of Vendors

Personnel of the College shall not communicate with vendors of the College on College stationery for the purpose of providing the vendor with a testimonial to be distributed to other persons.

No testimonial or other such representation shall be made with respect to equipment, supplies, or services received by the College without first having been approved by the President or appropriate Vice President.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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307.01 Overnight Retention of Monies

Monies collected or received shall not be held overnight in any department of the College except for the Bookstore, Business & Accounting Department, and the Treasurer's Office, unless prior authorization is requested and received in writing from the Vice President of Administration.

The Bookstore, Business & Accounting Department and the Treasurer's Office will be equipped with appropriate security measures.

The Vice President of Administration, or his designee, is responsible for the security of all monies held overnight in the College.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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308.01 Definition of Monies and Funds

1. College monies shall consist of:
 - A. Operating Fund is the combined Operations and Maintenance Fund.
 1. Education Fund provides for financing all cost(s) of the academic service programs.
 2. Operations and Maintenance Fund provides for maintaining and improving existing facilities and fixed equipment.
 - B. Working Cash fund provides for making available sufficient cash to meet the demands of ordinary and necessary expenditures prior to the receipt of tax levies, state support or other revenues.
 - C. Bond and Interest Fund provides for meeting the obligation of bond principle and interest thereon.
 - D. Auxiliary Enterprise Fund provides for furnishing a service for which a fee is charged that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary services receiving subsidies from the College would be shown as an expenditure to the fund providing such subsidy. Each enterprise should be accounted for individually.
2. Restricted Purpose Monies shall consist of those funds that are restricted to use that consist, generally, of State and Federal findings for specific purposes and scholarships and memorials.
3. Student Agency Monies shall consist of those funds collected for the general student body and are subject to the control of the Student Government within the guidelines set by the Board.

Adopted: April 13, 1972
Reviewed: February 18, 1987
 April 8, 1999
 July 12, 2007

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308.02 Financial Obligations to the College

The Office of Business and Accounting Services is charged with the responsibility of collecting all financial obligations owed to the College. A student who has an outstanding bill cannot register, be considered for graduation, or receive requested transcripts or grades until the past due obligation(s) are paid in full.

Adopted: January 10, 1980
Revised: July 10, 1986
 April 8, 1999
Reviewed: July 12, 2007

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309.01 Banks and Financial Institutions

All banks and financial institutions must be approved by the Board of Trustees before doing business with the College.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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310.0 Ethics in Contracting and Purchasing

No employee, officer or agent of the College shall participate in the selection, award or administration of any contract, work or business in which he or she is in any manner financially interested, either directly in his or her own name or indirectly in the name of another person, association, trust or corporation. This includes when the employee, officer or agent of the College, or a member of his or her immediate family, or his or her partner, or an organization in which he or she is involved has a financial or other interest in the selection, award, or administration of the contract. Any contract selected, awarded, administered or otherwise executed in violation of this policy is void. Any employee, officer or agent of the College who violates this policy is subject to discipline, up to and including termination.

Exceptions to this policy will be allowed when the employee, officer or agent of the College's direct or indirect interest is nominal, which is an amount less than 1% or \$250.00, and the direct or indirect interest is disclosed to all relevant College officials and the Board of Trustees prior to the selection, awarding, administration or execution of the contract, and the contract is selected after a bidding process if the value of the contract exceeds \$1,500.00. Under no circumstances may an employee, officer or agent of the College solicit for the selection, awarding, administration or execution of a contract in which he or she is directly or indirectly financially interested.

Adopted: February 13, 2003
Reviewed: July 12, 2007

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311.0 Business Enterprise Program

South Suburban College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. In support of the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq., South Suburban College commits to promoting and encouraging participation of minority, female and persons with disability owned businesses in South Suburban College purchasing and construction to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contractual opportunities afforded. South Suburban College will provide support for College administrative and staff members to attend and participate in trainings, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

South Suburban College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act, and engaging in good faith efforts to meet such goals. The President shall appoint a liaison in a manner consistent with current law to oversee all duties as set forth in the Act. Consistent with the Act, South Suburban College will develop policies, plans and procedures to achieve the goals to its best ability in compliance with the Act.

Adopted: February 10, 2017

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312.00 Fraud Protection

South Suburban College is committed to the highest level of integrity and makes every effort to operate in compliance with applicable State and Federal laws, rules and regulations. To ensure this standard is met, the College investigates all suspected fraud, fraudulent acts or unlawful activity to prevent the misuse of College, Federal and State property and assets.

Examples of fraudulent activity include, but are not limited to the following:

- - Embezzlement or other financial irregularities;
 - Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files);
 - Misappropriation, misuse, theft, removal, or destruction of College resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
 - Improprieties in the handling or reporting of money or financial transactions;
 - Misuse of College facilities (including telephones, computers and e-mail system);
 - False claims by employees, including student workers, and vendors associated with the College;
 - Receiving or offering bribes, rebates, or kickbacks;
 - Endangering the health or safety of any individual;
 - Personal use of College property in commercial business activities;
 - Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the College (except as permitted by the Illinois Gift Ban, 5 ILCS 430/10);
 - Conflict of interest;
 - Misrepresentation of facts;
 - Any similar or related irregularity

WHISTLEBLOWER PROTECTION

The College will not tolerate harassment, physical threats or retaliation of any employee, including a student worker, who reports suspected fraudulent activities or unethical behavior. Appropriate action will be taken to protect whistleblowers and their anonymity as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations. Violations of whistleblower protections will be subject to disciplinary action, up to and including termination of employment from South Suburban College. Violations of whistleblower protections may be reported to the appropriate law enforcement agencies.

ETHICS OFFICER

Employees who know or suspect that other employees, including student workers, are engaged in fraudulent behavior have a responsibility to report these acts to their immediate supervisor, appropriate administrator or the College Ethics Officer. All reports made to employees other than the Ethics Officer shall be immediately forwarded to the Ethics Officer, or his designee. The Ethics Officer shall have the responsibility to investigate all allegations of potential fraud cases. In the event that a complaint of fraud is filed against the Ethics Officer, the President of the College shall appoint another senior level administrator or a third party to investigate the complaint and file all reports.

INVESTIGATIVE FINDINGS REPORT

All investigative findings reports will be filed with the President of the College. Any finding of fraud or illegal conduct will be subject to disciplinary action, up to and including termination of employment, expulsion, and/or legal action. Any type of fraudulent or illegal misconduct involving Federal or State grants shall also be reported to the appropriate regulatory agency governing the relevant grants. The College shall cooperate in all investigations deemed necessary by law enforcement and/or regulatory agencies.

- - Adopted: January 9, 2020

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COLLEGE PERSONNEL

400.01 Definition of Terms

All students and full or part-time employees of the College are included in the provisions of this section. Members of citizens' advisory committees, consultants and others rendering occasional services to the College are not included.

Reviewed: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedure Manual

400.02 College Staff Personnel

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Staff of the College is composed of five groups:

1. **The administrative staff:** Appointments on an annual basis recommended by the President and approved by the Board to the positions of Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean, Controller, Treasurer, Executive Director and Director. These positions are expected to work a minimum of 40 hours per week.
2. **Technical, Professional, Exempt (TPE):** Managers, supervisors, professional and selected technical positions appointed for an academic year with vested interests in all fringe benefits. TPE personnel are expected to work a minimum of 40 hours per week and are exempt from overtime.
3. **Grant staff:** Personnel approved by the Board for the number of calendar weeks and scheduled hours specified in the Grant from which they are paid. Employment with the College is contingent based upon renewal of grant funds. To participate in the fringe benefit program, these benefits must be specified in and paid for by the applicable grant.
4. **The instructional staff:**
 - A. Full-time faculty – instructors, counselors and librarians appointed for an academic year and eligible tenure status with vested interests in all fringe benefits, as specified in the current full time South Suburban College Faculty Association contract.
 - B. Community Education faculty – instructors employed for 25 contact hours or more per week for a specific period of time in programs funded by State and/or Federal grants as defined in the Adult Education Act and Illinois School Code with vested interest in fringe benefits .
 - C. Continuing Education and Business & Career Institute faculty – part-time instructors who teach a variety of special interest and vocational courses with no vested interests in fringe benefits.

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400.02 College Staff Personnel

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- D. Adjunct faculty – instructors employed for one or more courses for a semester or eight-week period as specified in the current adjunct faculty contract with no vested interest in fringe benefits.

- 5. **The support staff:** employees engaged in service, clerical or technical positions as defined in the current South Suburban College Support Staff Association contract.

Revised: **May 13, 1976**
 April 8, 1999
 May 10, 2007

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400.04 College Students

Any person enrolled in any course offered and taught by a member of the College staff is a student of the College.

There are three categories of students:

1. **Full-time students:** anyone enrolled in 12 or more credit hours or its equivalent and at least 17 years of age.
2. **Part-time students:** anyone enrolled in less than 12 credit hours or its equivalent and at least 17 years of age.
3. **Continuing or Community Education students:** anyone who is taking one or more classes, none of which are offered for college credit.

Students listed above shall be classified as day or evening students. Day students include all persons who are enrolled in one or more courses or activities that are scheduled to begin between the hours of 7:00 a.m. and 5:29 p.m. Evening students are those who are enrolled in courses or activities that are scheduled to begin at 5:30 p.m. or later.

Only those individuals who meet the above set forth definition of “student” may avail themselves of the benefits and opportunities offered to College students. In order to be present and attend any classes at the College, an individual must be properly registered through the College system for the course(s) the individual wishes to attend.

**Revised: April 8, 1999
 July 12, 2007
 May 9, 2013**

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400.05 College Community Defined

The college community of South Suburban College consists of all full and part-time employees, students, and residents of Community College District 510.

Reviewed: April 8, 1999
Revised: July 12, 2007

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400.06 Student Reservists Called for Active Duty

South Suburban College will allow students who are called for active military duty to drop courses without penalty. This shall include a 100% refund of tuition and fees upon evidence and notification to the College within the semester of the drop. In addition, the College supports faculty in enabling students who are called for active duty and who have substantially completed a course to complete said course without losing the time and effort they have already invested. No refund will be given if a credit for a course is awarded or if the course was paid for by a state/federal agency.

The College is committed to assisting students as they transition back into the College community after they have fulfilled their military obligations.

Adopted: November 8, 2001
Reviewed: July 12, 2007

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400.07 Employee Reservists Called for Active Duty

In accordance with the provisions of the Illinois Public College Act (110 IPCS 805/3-26.1), and as a result of an order by the President of the United States, South Suburban College will allow Board-approved employees who are called for active duty:

1. to continue to receive the same regular compensation that they were receiving at the time they were mobilized to active military duty, minus the amount of the base pay for military service, for the duration of their active military service;
2. to continue participation in any College-sponsored insurance plan;
3. to maintain other benefits they were receiving or accruing at that time.

Employees who are called up for active military service must notify their immediate supervisor or the Office of Human Resources in writing and include a copy of their orders of the call to active duty.

The College is committed to transitioning employees back into the College community after they have fulfilled their military obligations.

Adopted: January 10, 2002
Revised: July 12, 2007

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401.01 Officials of the College

Officials of the College include members of the Board, President of the College, Vice Presidents, Treasurer, and such other persons as may be named from time to time by the Board.

**Reviewed: April 8, 1999
 July 12, 2007**

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402.01 Appointment and Tenure of College Faculty

Unless otherwise provided by specific action of the Board, College faculty shall be appointed for terms of one academic year during each of the first three consecutive years of probationary employment, unless otherwise removed from service by voluntary or involuntary reasons. Commencing with the fourth year of full-time employment, each instructor, counselor, and librarian may have tenure subject to the rules and regulations of the Board of Community College District No. 510 and the Public Community College Act.

Revised: May 13, 1976
 April 8, 1999
Reviewed: July 12, 2007

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402.02 Instructors Assigned to Administrative Positions

A tenured Instructor who has been given a specific administrative assignment is not considered to have tenure in that assignment, but does retain a tenured position as an Instructor.

**Reviewed April 8, 1999
 July 12, 2007**

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404.01 Workshops, Seminars and Lectures

The Board encourages all of its employees to grow in understanding and improve their skills in their various positions, and directs the administration to provide for such opportunities including, but not limited to:

1. attendance at appropriate conferences, seminars, special lectures, etc.,
2. the improvement of instruction and learning, and
3. continuation of their own formal education, as is practical.

**Reviewed: April 8, 1999
 July 12, 2007**

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405.01 Travel of Employees

Travel of College employees on College business must have prior approval of the College President or his designee.

Travel of employees of the College for which College funds are expended or for which release from regular duties is required must be approved by the appropriate administrator.

The College automobile insurance policy provides liability coverage for the insured owned automobiles, non-owned automobiles and hired automobiles.

Adopted: April 13, 1972
Revised: June 4, 1992
 April 8, 1999
 July 12, 2007

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405.02 Travel of College Students

Subject to the approval of the President or his designee, the Board authorizes student travel to any workshop, conference, athletic event competition, field trip and other similar events which constitute a salutary, social and/or learning experience.

All students traveling off campus for either a College-funded or student activity shall be required to sign a release form prior to traveling and said release shall be submitted at the time the request is made.

Travel of students with the State of Illinois must be approved by the appropriate administrator. Out-of-state travel of students supported by College funds must be approved by the appropriate Vice President.

Students who participate in organized athletics must adhere to the guidelines of the Athletic Department.

Student travel supported by College funds must be under the supervision of a professional or instructional staff member.

**Revised: April 8, 1999
 July 12, 2007**

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**405.3 Reimbursement of Travel, Meal and Lodging Expenses for
SSC Employees**

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The Illinois General Assembly recently enacted Public Act 99-604, known as the “Local Government Travel Expense Control Act.” As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all South Suburban College administrator and employee travel expenses as set forth below:

1. Definitions.

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

- 2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
- 3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the College’s Reimbursement Request Form, which is included in the South Suburban College “Travel Policies and Procedures.” All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
- 4. **Entertainment Expenses.** South Suburban College shall not reimburse any administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event and consistent with P.A. 99-604 and the “Travel Policies and Procedures.”
- 5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
 - a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
 - b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
- 6. **Compliance with Act.** South Suburban College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

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**405.3 Reimbursement of Travel, Meal and Lodging Expenses for
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EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS Standard Mileage Rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals Most current per diem reimbursement rates as established by the Illinois Department of Central Management https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx

Maximum Reimbursable Rates for Lodging Most current nightly reimbursement rates as established by the Illinois Department of Central Management https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx
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All travel must also follow the South Suburban College “Travel Policies and Procedures” manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act, or the College’s Board Policy for Reimbursement of Travel, Meal, and Lodging Expenses, it will be superseded by the Act or applicable Board policy.

Expenses that shall not be considered for reimbursement are set forth in the “Travel Policies and Procedures.”

Adopted: April 13, 1972
Revised: May 24, 1973
February 24, 1974
September 13, 1979
August 12, 1981
June 4, 1992
April 8, 1999
May 10, 2007
March 9, 2017

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406.01 Termination of Employment – Administrative Staff and College Faculty

A member of the administrative staff or College faculty, in service with tenure, may be removed if the Board, after a hearing (if one is requested by the staff member), finds one or more of the following causes: moral turpitude, gross insubordination, neglect of professional duties, physical or mental condition which incapacitates him from instructing or associating with students.

The Board shall have the authority not to renew for the ensuing term, the contract of a member of the administrative staff or the instructional staff in service without tenure, and no reason for non-renewal need to be given, and no hearing is required. However, termination during the contract term shall be only for cause.

Adopted: April 13, 1972
Revised: June 14, 1973
 May 13, 1976
 April 8, 1999
Reviewed: July 12, 2007

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**407.01 Reimbursement for Individual Memberships in Professional,
Fraternal and Social Organizations.**

South Suburban College supports the concept that its staff should be active in professional organizations as far as it is practical and appropriate to their respective responsibilities, and is in furtherance of a College-related purpose.

Staff members shall not be reimbursed for individual memberships in any fraternal or social organizations, or associations not connected with a College-related purpose.

Revised: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedures Manual

408.02 Rights of Employees and Students

The Board recognizes these principles as intrinsic to the governance of the College:

1. Employees and students of the College have the right to use and enjoy facilities of the College subject to regulations established for facility utilization; have the right to benefit from the educational processes and activities of the College; have the right to personal dignity and respect from others regardless of race, sex, color, national origin, age, religion, marital status, place in society, or any other basis prohibited by law.
2. The Board shall protect the rights of members of the academic community to assemble peaceably, to explore, discuss and express opinions and feelings free from disruption or interference, so long as such activity is consistent with the applicable provisions of law and policy, and subject to controls in place and time as may be exercised by the Board.
3. Employees and students shall have the right to wear buttons or other symbols, and distribute literature without censorship subject to reasonable regulations.
4. Due process shall be afforded in connection with any disciplinary or legal action taken against any individual in accordance with procedures specified in any applicable College contract, catalog or handbook.
5. The Board shall adhere to the guidelines set forth in the collective bargaining agreements for those employees covered by such agreements.

**Reviewed: April 8, 1999
 July 12, 2007**

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409.01 Code of Conduct for Students and College Staff

In the academic community of South Suburban College, each member has the right and respects the right of other members to be free from coercion and harassment. It is the intent of the Board to maintain conditions for optimum educational experiences for all members of the academic community. Therefore, codes that affect the conduct of students and staff of South Suburban College shall be established cooperatively by the administration for all members of the academic community. All codes must be approved by the President and must not violate Board policies.

The Board shall adhere to the guidelines set forth in the collective bargaining agreements for those employees covered by such agreements.

(See Student Code of Conduct in the College Catalog.)

**Revised: May 13, 1976
 April 8, 1999
 July 12, 2007**

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**409.02 Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse
Education Programs**

The Board is committed to complying with the Crime Awareness and Campus Security Act of 1990.

The Board recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs. The Board intends to abide by and strictly enforce all state and federal laws governing possession, use and sale of alcoholic beverages and illegal drugs, including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989. Although Illinois law permits the use of medical marijuana under specified conditions, the Federal Drug-Free School and Communities Act does not recognize the difference between medical and recreational use of marijuana. As a Title IV recipient, South Suburban College is required to comply with the Drug Free School and Communities Act. Therefore, South Suburban College prohibits the possession or use of all cannabis, cannabis products, or any substance containing THC (tetrahydrocannabinol) in any location on South Suburban College property, including parked in a personal vehicle or at any College-sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana, including by persons possessing lawfully issued medical marijuana cards.

Accordingly, the following shall apply:

1. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any College activity. An exception to the alcohol possession and use rule may be made by the direction of the President or designee in specific circumstance and designated campus areas.
2. The Human Resources and Campus Police Departments shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, sale and possession of alcohol and illegal drugs on and at College activities off campus, and prepare educational programs on alcohol or drug abuse.
3. Students who violate state or federal law or the College alcohol and drug policy on campus or at College activities off campus are subject to prosecution by local, state and federal officials, and are subject to discipline under the Student Code of Conduct and, where appropriate, referral to counseling.
4. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at College activities off campus are subject to prosecution by local, state or federal officials, and are subject to discipline under collective bargaining agreements, Board policies and, where appropriate, referral to counseling.

5. The Human Resources and Campus Police Departments shall develop a program to provide a counseling and assistance program for students and employees with alcohol and drug programs.
 6. All employees directly engaged in the performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients, must notify the Vice President of Administration within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within ten (10) days after receiving such notice, inform the federal agency providing the grant of such conviction. Within thirty (30) days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee or student. Employees or students may be required, at their own expense, to participate satisfactorily in a substance abuse or rehabilitation program.
- Adopted: April 8, 1999
 - Reviewed: July 12, 2007
 - Amended: March 8, 2018

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409.03 Drug Free Workplace

In keeping with South Suburban College's commitment to provide a safe and healthful work environment, and in accordance with the Drug Free Workplace Act of 1988 and the federal Drug-Free School and Communities Act, the following policy was adopted.

It is the policy of South Suburban College, District 510, to provide a "drug free workplace" as defined by the Drug Free Workplace Act of 1988. The use of illegal drugs, including medical marijuana is prohibited on South Suburban College property. The College will take strong disciplinary action against any employee who does not adhere to this policy. Strong disciplinary action includes, but is not limited to:

1. required participation in approved drug rehabilitation program
2. written reprimand
3. suspension with or without pay
4. termination of employment

Employees are required by law to report any conviction of a state or federal criminal statutory offense occurring in the workplace within five (5) days of the date of the conviction to the Vice President of Administration. The College must report that employee to federal grant agencies within ten (10) days, as well as take appropriate disciplinary action within thirty (30) days from said date.

From time to time, South Suburban College will sponsor seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided.

Employees who feel that they may benefit from drug counseling are reminded of the Employee Assistance Program of South Suburban College. Information regarding the Employee Assistance Program is available through the Office of Human Resources.

Copies of this policy statement will be made generally available and specifically distributed to all federal grant employees.

The College will make a good faith effort to continue and maintain a drug free workplace and implement the provisions of this policy.

- Revised: April 8, 1999
- Reviewed: July 12, 2007
- Amended: March 8, 2018

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409.04 Mandatory Drug Testing

- The Board of Trustees of South Suburban College recognizes that the use of illegal drugs and the unauthorized use of a controlled substance poses a significant danger to the health and safety of all those at South Suburban College; it undermines public trust and adversely affects productivity.
 - Therefore, it is the policy of the College that the use of illegal drugs, including medical marijuana and the unauthorized use of a controlled substance by employees is prohibited. All employees in positions requiring a Commercial Driver's License (CDL) or other safety sensitive positions as defined by the Omnibus Transportation Employees Testing Act of 1991 shall be subject to random drug and alcohol testing in accordance with said Act. Also, drug and alcohol testing shall include:
 - Pre-employment testing
 - Reasonable suspicion testing
 - Post-accident testing
 - Return to duty testing
 - Follow-up testing
 - The particulars of the testing shall be delineated in the South Suburban College Standard Operating Procedure Manual on Drug and Alcohol Testing incorporated herein as a part of this policy.
 - Any individual refusing to submit to testing shall not be considered for employment or shall be removed from existing positions requiring driving, as the case may be. Any individual who becomes unqualified to hold the position for which he or she was hired as a result of a violation of this policy will be subject to disciplinary action which may include termination from the College.
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- Adopted: January 1, 1996
 - Revised: April 8, 1999
 - Reviewed: July 12, 2007
 - Amended: March 8, 2018
 - Reviewed: July 12, 2007
 - Amended: March 8, 2018

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409.05 Violence and Threats of Violence in the Workplace

The College is committed to providing a safe working environment free from violence and free from the threat of violence. Therefore, “**zero (0) tolerance**” for violence shall be exercised by the College. Violence is defined as any direct physical assault upon a member of the College community or visitor at the College, and a threat of violence is defined as any verbal or non-verbal communication which is designed to create the fear that a violent act may be committed against the recipient.

The College shall assist members of the College community in reporting acts of violence and threats of violence, and the following procedures shall be applicable:

1. Any employee who witnesses, hears, or is the recipient of violence or threats of violence shall report the incident to his immediate supervisor and the Campus Police Department.
2. An incident report will be completed, describing in detail the time, place and circumstances of the incident as well as the persons involved. A copy of the report shall be forwarded to the Human Resources Department and the Vice President of Administration.
3. The College shall immediately remove from the College premises and suspend with pay any employee accused of committing a violent act or accused of threatening a violent act. All cases shall be adjudicated via an administrative or collective bargaining agreement hearing in the matter.
4. The College shall fully investigate and shall discipline any employee who has committed a violent act or who has threatened violence to a member of the College community or visitor at the College. Said discipline may include termination.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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410.00 Confidentiality of Student Records

South Suburban College adheres to the provisions under the Family Educational Rights and Privacy Act of 1974, granting each particular student in the College certain rights with regard to the records of such students maintained by the College.

Provisions under the act pertain to the following:

1. directory of student information;
2. content and maintenance of student records;
3. access to student records;

The Board directs that every effort be made to keep student records confidential and out of the hands of those who would use them for other than legitimate purposes.

At the same time, flexibility shall be allowed so that the student, the College, and or the community will not be hindered in their legitimate pursuits.

Reviewed: April 8, 1999

Reviewed: July 12, 2007

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410.01 Discrimination and Sexual Harassment

Discrimination, sexual harassment and other acts of harassment are illegal under both state and federal law. In some cases, such conduct may be subject to prosecution under the federal or state criminal codes. Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Illinois Human Rights Act prohibit discrimination on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, and disability. Title IX of the Education Amendments of 1972 prohibits sexual harassment, sexual violence, and other acts of harassment and discrimination against students, on the basis of sex, in educational programs receiving federal funds.

In support of and in implementation of the law, and in an effort to provide an educational and employment environment free from prohibited discrimination, sexual harassment and harassment in any form and at any level, it is the policy of South Suburban College that no member of the College community including, but not limited to, administrators, faculty, employees or students, may discriminate against, sexually harass or otherwise harass another person at the College. Any such persons, be they administrators, faculty, employees or students, will be subject to disciplinary action for violation of this policy, up to and including suspension or dismissal for employees, and up to suspension or dismissal for students, as may be appropriate.

Individuals who believe they have been subjected to discrimination at South Suburban College may file a complaint with the South Suburban College Affirmative Action Officer in the manner set forth in the "Discrimination Policy for Students and Staff." Individuals who believe they have been subjected to, or have witnessed sexual harassment at South Suburban College, may file a complaint with the South Suburban College Title IX Coordinator in the manner set forth in the "Title IX Sexual Harassment Grievance Policy." In all instances, the policies set forth provide for the prompt and equitable resolution of complaints and can be found in both the South Suburban College Catalog and on the College website.

- Adopted: February 18, 1987
- Revised: April 8, 1999
- Revised: July 12, 2007
- Revised: May 10, 2012
- Revised: October 8, 2015
- Revised: October 9, 2020

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410.03 Employee and Student Assistance Program (ESAP) Page 1 of 2

1. South Suburban College District No. 510 recognizes that drug and alcohol abuses are treatable problems that must be addressed by a concerted effort of all concerned.
2. The purpose of this policy statement is to ensure that any members of the College community having a disorder or problem will be able to receive prompt and confidential referral to agencies and programs capable of aiding in resolving the problem.
3. Treatable problems for the purpose of this policy are those that have an impact on the employee's or student's performance at the College and/or general health as it relates to performance.
4. It is expected that employees and students will voluntarily seek and accept the recommendations of the ESAP coordinator. The purpose of the program is to address problems at the earliest stage possible.
5. The ESAP is limited to problems that affect classroom and job performance at the College.
6. Effective administration of the ESAP depends upon the cooperation of all members of the College. Students, faculty, department heads, administrators and other employees are encouraged to voluntarily seek assistance. Referrals to the ESAP are not intended to have an adverse impact on an employee's job status or a student's standing or opportunity for advancement within the institution.
7. The College realizes diagnosis and treatment of a reported or recognized problem requires special skill and training not necessarily possessed by employees and students. Thus, referral by a supervisory employee or a faculty member for a student is to be based strictly on unsatisfactory job or classroom performance which results from an apparent medical or behavioral problem.
8. An employee or student referred for diagnosis is expected to cooperate with any prescribed treatment program.

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410.03 Employee and Student Assistance Program (ESAP) Page 2 of 2

9. Continued failure to accept diagnosis or treatment or continued failure to respond to treatment will be handled in accordance with the College's practices for dealing with continued unacceptable job or classroom performance.
10. The confidential handling of the referral, diagnosis and treatment of the problem is assured. Referring supervisors, faculty or employees need not be involved with the follow-up treatment.
11. Implementation of the policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practices to job performance requirement.
12. The Human Resources Department shall establish a procedure for the referrals and shall make information regarding said procedure available to the College community.

Adopted: March 11, 1987
Revised: April 8, 1999
Reviewed: July 12, 2007

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410.04 Communicable Disease Policy

South Suburban College places high priority on ensuring that students are given every opportunity to complete their education, and employees are given every opportunity to make positive contributions to the College. The College also places a high priority on the need to prevent the spread of communicable diseases on its campus and teaching sites. By adopting this policy, it is the intention of the College to promote the health and regular attendance of our students and employees so that students may attain their maximum potential for learning, and employees will be able to continue their participation in College activities.

Students with Communicable Diseases

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

Employees with Communicable Diseases

Employees with any communicable disease shall retain their position unless there is significant risk of transmission of the disease to others. Whenever there is such significant risk, reasonable accommodation of the employee's condition will be made. Any employment decision shall be made in accordance with the applicable bargaining agreement, Illinois Statutes and applicable laws (including the Rehabilitation Act of 1973). Nothing herein is intended to abrogate any rights available to employees under the collective bargaining agreement, Illinois Statutes and other applicable laws (including the Rehabilitation Act of 1973). Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

Adopted: March 4, 1988
Revised: April 8, 1999
 July 12, 2007

PROCEDURE FOR REPORTED CASES OF INFECTIOUS DISEASE

At the time of reported case(s) of chronic infectious disease, South Suburban College shall minimize the risk of transmission to others or further injury to the individual and to respect individual and institutional rights and obligations.

The College President shall then designate one (1) official to respond to public inquiry regarding health promotion processes and cases of health risk and to coordinate the College's infectious disease response. The official designees shall be the Vice President of Administration and the College Privacy Officer.

This designated health official shall adhere to the following in coordinating the College's infectious disease response:

1. Follow directives of the Cook County Department of Public Health with regard to the reporting of infectious disease;
2. Facilitate the provision of health education and health counseling regarding infectious disease;
3. Provide information to appropriate offices regarding the maintenance of hygiene procedures;
4. Evaluate and monitor reported cases of infectious diseases;
5. Serve as the advocate for the infected individual(s) and respect/protect individual rights to privacy and confidentiality;
6. Act as the liaison between the College and the infected individual(s);
7. Keep abreast of relevant and timely information provided by health and social service agencies, governmental entities, educational institutions/organizations, and legal counsel, and recommend modification of the College's policies and procedures regarding infectious diseases as may be necessary;
8. Respect and protect the individual's right to privacy and confidentiality; and
9. Respond to individual situations on a case-by-case basis in the interests of the College and the individuals.

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Board of Trustees Policy and Procedures Manual

411.01 Leaves and Absences of Administrative Staff and College Faculty

It is the policy of the Board, upon recommendation of the President, to grant sabbatical leaves to all administrators and College faculty who have been employed by the College district for specified periods of time as mutually agreed by the Board and staff covered by this section. Remuneration shall be set by the Board according to established regulations. Sabbatical leaves will be granted for appropriate purposes, generally considered to be study and/or travel designed to lead to the professional improvement of the employees covered by this policy.

From time to time, it may be appropriate to grant a leave of absence for a specified duration with or without pay to members of the administrative staff and College faculty for personal or professional reasons. These may be granted by the Board upon the recommendation of the President.

Requests for and approval of leaves shall be in accordance with the procedures set forth in applicable collective bargaining agreements.

Revised: May 13, 1976
 April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedures Manual

411.03 Health or Hardship Leave of Absence for Administrators

Administrators who have been employed by the College for a period of two (2) consecutive calendar years may receive an unpaid leave of absence for a period of time, not to exceed one (1) year, for the restoration of health or the alleviation of hardship for the administrator or the administrator's immediate family. During said leave of absence, the administrator shall be allowed to participate in the College's group insurance policies if permitted, provided the administrator pays the full cost for such participation.

The health or hardship leave shall run concurrently with any other leave to which the administrator may be entitled by law or policy. Not more than one (1) leave provided herein shall be permitted in any five (5) year period.

Adopted: September 11, 1997
Revised: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustees Policy and Procedures Manual

412.01 Hiring of Personnel

All employees will be hired by the Board upon recommendations from the President at a regular or special meeting of the Board. However, the President may authorize the hiring of an individual temporarily until the next regular or special meeting of the Board, should he determine that delaying the hiring is not in the best interest of the College.

The President may hire temporary employees when it is determined such persons are required to carry out functions of the College, and when such positions have been funded in the official budget adopted by the Board. All such hires shall be in accordance with the collective bargaining agreements.

No discrimination due to race, sex, color, creed, national origin, age, marital status, or disability or any other basis prohibited by law, assignment or transfer of employees.

Adopted: April 8, 1999
Reviewed: July 12, 2007

**South Suburban College
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Board of Trustees Policy and Procedures Manual

413.01 Personnel Records

The Human Resources Department of the College shall maintain a file on all current employees of the College. All materials relating to the hiring and the continued employment of the employee will be included in the file, consistent with applicable collective bargaining agreements.

Employees may request to examine their file by submitting a written request to the Office of Human Resources. Employees are permitted to review the contents of their personnel file in the Human Resources department. Employees may not mark, destroy, or remove any of the files' content.

Employees' personnel files will be considered confidential information and will not be released to others without the employee's consent, unless by court order.

Personnel files of terminated employees shall be maintained for a period as required by law.

Adopted: April 8, 1999
Revised: July 12, 2007

**South Suburban College
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Board of Trustee Policy and Procedure

413.02 Criminal Background Investigation

The Board of Trustees of South Suburban College recognizes its responsibility to protect employees, assets, property, and its reputation in the community. To facilitate compliance with this responsibility and the provisions of the Campus Security Act, all newly hired Faculty employees and those employees hired in security-sensitive positions must complete criminal background investigations prior to employment with the College. This Policy shall also apply to all current South Suburban College employees who submit an application to transfer to a Faculty or security-sensitive position.

Background investigations consist of a:

- Fingerprint based Criminal Background Investigation.

PROCEDURE:

1.0 Eligibility All newly hired members of the South Suburban College Faculty shall be subject to a Criminal Background Investigation prior to employment with the College.

The College has identified the following positions as security-sensitive-The College has identified the following positions as security-sensitive:

- 1.1 All positions in the Campus Police Department;
- 1.2 All positions in the Child Development Center;
- 1.3 All positions in Financial Aid;
- 1.4 All positions in Business and Accounting;
- 1.5 All position in the Campus Bookstore; and
- 1.6 All positions in Human Resources.

2.0 New Hires: 2.1 During the employment interview, the hiring authority must notify the applicant that as a condition of employment, Faculty positions and security-sensitive positions with the College require fingerprint-based background investigations.

2.2 The applicant must complete and sign the Background Investigation Authorization for Release of Information Form. This Form must be returned to the South Suburban College Campus Police Department. The applicant shall make an appointment with the Chief of Police to submit fingerprints and provide a valid government issued photo ID at the time of the appointment.

2.3 The Chief of Campus Police will forward the Background Investigation Authorization for Release of Information Form and fingerprints to the Illinois State Police. The Campus Police will maintain a copy of all forms, results and information provided as a result of the Background Information.

2.4 Whenever possible, the final candidate will be subjected to the criminal background investigation prior to the offer of employment. Any applicant hired for a Faculty position or a security-sensitive position may be placed in the position contingent upon satisfactory results of the criminal background investigation.

3.0 Miscellaneous:

3.1 Employees who apply to transfer or are promoted to a Faculty position or a security-sensitive position, and who have not completed the criminal background investigation process, must comply with the guidelines of this Policy.

3.2 The Chief of Campus Police will be responsible for conducting criminal background investigations.

3.3 The results of the criminal background investigation will be reviewed by the Administrative supervisor of the hiring area, in consultation with the appropriate Vice President. Any questionable results shall be reviewed by the appropriate Vice President, the College President, the College Attorney and if appropriate, the President of the Bargaining Unit and the Bargaining Unit Attorney.

3.4 Any exceptions to this policy must be approved by the President of the College.

- Adopted: April 8, 1999
- Revised: July 12, 2007
- Revised: January 10, 2013

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Board of Trustees Policy and Procedures Manual

413.03 Employee Obligations Upon Separation of Employment

All employees whose employment with the College is discontinuing for any reason, including resignation or termination, shall complete the necessary paperwork in the Office of Human Resources. The Human Resources Office shall also advise departing employees of their rights under COBRA and SURS and offer the opportunity for an exit interview.

All College equipment and supplies, including, but not limited to, keys, parking key cards, pagers, cellular telephones, laptop computers, printers, diskettes, and College records in the employee's possession must be returned to his/her immediate supervisor.

Employees shall receive their final paycheck which shall include payment for services to date and for unused earned accumulated vacation time in accordance with the payroll schedule.

Payments of all financial liabilities owed to the College must be paid upon separation.

Adopted: April 8, 1999
Revised: July 12, 2007
Revised: April 12, 2018

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Board of Trustees Policy and Procedures Manual

414.01 Positions and Job Descriptions

All positions at the College are created only upon the approval of the Board. It is the Board's intent to provide a sufficient number of positions to fulfill the goals and objectives of the College.

Before any new position is established, the President will present, for the Board's approval, a job description for the position which specifies the required qualifications, the job responsibilities and the rate of compensation.

The Board shall adhere to the guidelines set forth in the collective bargaining agreements for those positions covered by such agreements.

The Office of Human Resources shall maintain a comprehensive and current job description for all positions in the College.

Adopted: April 8, 1999
Revised: July 12, 2007

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414.02 Promotions and Pay Raises

All promotions and pay raises will be presented to the Board for its approval prior to any such promotion or pay raise taking effect. Where applicable, pay raises may be retroactive.

The Board shall adhere to the guidelines set forth in the collective bargaining agreements regarding promotions and pay raises for those positions covered by such agreements.

Adopted: April 8, 1999
Reviewed: July 12, 2007

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Board of Trustee Policy and Procedure

415.00 Employee Cell Phone Reimbursements

Eligible South Suburban College employees may receive a cell phone reimbursement, maximum \$25/month, from the College for pre-approved business-related costs incurred when using their personal cell phones. Employee reimbursements will be administered by the Human Resources Office and must comply with all terms and conditions contained herein.

An employee may be eligible for reimbursement only if there is a functional business necessity. The following criteria must be followed to qualify:

- Reimbursement eligibility must be approved in advance of usage by the Supervisor's area VP and the VP of Administration.
- There must be a business purpose that cannot be accomplished by use of an assigned College extension or other land-based communication method.
- Expense reimbursement will not exceed \$25/month as a total reimbursement.
- Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes, not to exceed \$25/month, which must be documented through submission of the detailed monthly bill.
- There will be no reimbursement made for any equipment charges/depreciation, including, but not limited to, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and the Vice President of the area must specifically request that the employee use their personal cell phone for College business purposes on the applicable form, and that usage must be pre-approved by the area VP and the VP of Administration.

Reimbursement will be monthly, if submitted, following established College procedures and must be based on actual expense, excluding the cost for equipment, insurance and taxes, and must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges highlighted and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the College. This includes responsibility for all termination clauses and paying all charges associated with the cellular service and device
- Provide detailed monthly invoices for the period and amounts claimed.

- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all College data from the cell phone when employment with the College is severed, except when required to maintain the data in compliance with a court order or College administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone to your supervisor within five (5) business days of this change.
- Adopted: June 13, 2019

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**455.09 Grievance Procedure for Administrators
and Technical/ Professional/Exempt Staff**

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Definition:

A grievance shall mean a complaint by an administrator or TPE that there has been a violation or misrepresentation of the specific terms of his contract, or employment plan, or of written Board policies, or of a rule and regulation which relates directly to wages, hours, or working conditions of administrators or TPE's and which may, from time to time, be in effect. The term administrator or TPE shall also mean a group of administrators or TPE's having the same grievance.

Procedure: A grievance shall be processed as follows:

Level 1: The parties agree that a bona fide effort should be made to resolve a grievance informally before it is put in writing. To this end, any administrator or TPE who has a grievance shall submit it orally to his supervisor or other person designated by the President for this purpose. The administrator or TPE, if he so desires, may be accompanied by another administrator or TPE. If the grievant is not satisfied, the grievant may submit the grievance in writing to his supervisor within five (5) working days of the oral presentation. The grievance shall set forth in detail all the relevant facts upon which it is based, the nature of the complaint, and the relief requested. The supervisor or person designated for this purpose shall give his written answer within five (5) working days after receipt of the written grievance.

Level 2: If the grievance is not settled at Level 1, and the administrator wished to appeal the grievance to Level 2, it shall be referred in writing to the appropriate supervisor's supervisor, or his designee, within ten (10) working days after receipt of the answer at Level 1 and shall be signed by the grievant. The appropriate supervisor's supervisor, or his designee, shall give his written answer within ten (10) working days after presentation of the grievance in writing.

Level 3: If the grievance is not settled at Level 2 and the grievant wishes to appeal the grievance to Level 3, it shall be referred in writing to the President within ten (10) working days after receipt of the answer at Level 2. Within ten (10) working days, the President, if practical, or his representative (provided said person has not been previously involved in Level 1 or Level 2), shall discuss the grievance with the grievant at a time mutually agreeable to the parties and, if no settlement is reached, the President, or his representative, shall give his written answer within ten (10) working days following such meeting.

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**455.09 Grievance Procedure for Administrators and
 Technical/Professional/Exempt (TPE) Staff**

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Level 4: If the President has been involved in either Level 1 or Level 2 and/or if the grievant wishes to appeal the President's decision, the grievant shall submit in writing within ten (10) working days to the Board. The Board shall conduct a hearing at their next regularly scheduled meeting and shall give its findings in writing to the grievant within ten (10) working days from the date of the hearing. The decision of the Board shall be final.

Time Limits: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the occurrence of the event giving rise to the grievance, or within ten (10) working days after the grievant had knowledge of the event giving rise to the grievance. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits will be considered to be acceptance of the decision rendered at that level. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits will permit the aggrieved party to proceed to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this procedure.

For the purpose of this procedure only, the term "working day" shall mean weekdays (Monday through Friday), 8:00 a.m. to 5:00 p.m.

Adopted: April 12, 1984
Revised: April 8, 1999
Revised: July 12, 2007

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Board of Trustees Policy and Procedures Manual

EDUCATIONAL PROGRAM

500.00 Equal Educational Opportunity

The College must ensure that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or persons with disabilities. Consistent with this commitment, the College assures that no person shall be excluded from or denied the benefits of any program or activity on the basis of sex, age, color, race, creed, religion, national or regional origin. Title IX of the Education Amendments of 1972 prohibits South Suburban College from discriminating on the basis of sex in any educational program or activity it operates. South Suburban College does not discriminate on the basis of sex in admissions, employment or in the operation of any educational programs or activities.

Further, in facilitating this commitment, the College values educational opportunities for students to interact with positive staff role models from diverse racial, ethnic, and gender groups. In addition, no otherwise qualified persons with disabilities shall be excluded from or denied the benefits of any program or activity in a manner inconsistent with applicable Federal and State Statutes and Regulations. The College, through its policies and programs, has implemented programs that enhance and encourage educational opportunity for students.

Adopted: November 10, 1994
Revised: April 8, 1999
Reviewed: May 10, 2007
Revised: November 10, 2011
Revised: May 10, 2012

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500.01 Degree and Certificate Requirements

The Associates in Arts, Associates in Fine Arts, Associates in Engineering Science, Associates in Science, and Associate of Applied Science degrees may be granted to students successfully completing the prescribed courses of study and having earned not less than sixty (60) semester hours of credit.

To be eligible for more than one associate degree, a student must obtain an additional fifteen (15) semester hours at South Suburban College after completing the requirements for the first degree. All the requirements for each degree sought must be fulfilled.

Certificates in various subject-matter areas and for work completed in connection with the Continuing and Community Education Programs may be given to individuals upon the successful completion of the course(s) prescribed.

Candidates for graduation will receive a letter from the Office of Records concerning their eligibility. All candidates are expected to return the appropriate paperwork to the Office of Records to process said degrees and certificates prior to the published deadlines.

The administration and faculty of the College shall prescribe the terms, conditions, and standards which define successful completion.

**Revised: February 12, 1976
 April 8, 1999
 July 12, 2007**

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500.02 Mid –Term Attendance and Grades

Pursuant to the Illinois Community College Board mandates, College faculty members are responsible for mid-term submission of student attendance verification and grades, when applicable, to the Office of Records.

The Board shall adhere to the guidelines set forth in the faculty collective bargaining agreement.

Adopted: April 8, 1999
Revised: July 12, 2007

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500.03 Recording and Submissions of Grades

All instructors at the College are required to give final grades to all students enrolled in each class. Final grades will be recorded and submitted to the Office of Records by the deadline determined each semester by the Calendar Committee.

Adopted: April 8, 1999
Revised: July 12, 2007

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501.01 Advisory Committees

Citizens who are especially qualified because of training, experience, or personal character may be requested to serve in the development of the College by participating in advisory committees called to assist the professional staff in the development and improvement of the College and its programs. Members of the advisory committees will be called by the President of the College, or designee, upon the recommendation of the appropriate departments of the College, and asked to serve for a designated length of time. Membership on these committees will be rotated to take advantage of the wide range of experience of many persons in the community.

Advisory committee members shall serve without compensation. The committees shall act only in an advisory capacity and shall not, in any manner, bind the College.

Adopted: April 8, 1999
Revised: July 12, 2007

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502.01 Credit by Examination

College credit for certain courses may be given to any student enrolled at the College who successfully completes an examination designed to test his knowledge, understanding and/or competence.

Standards, administration, and reporting of credit by examination shall be set by the College.

Reviewed: April 8, 1999
Revised: July 12, 2007

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502.02 Tuition Chargeback

In accordance with Illinois Compiled Statutes, Chapter 110, Section 805/6-2, South Suburban College recognizes its obligation and agrees to provide funds for the partial support of tuition for a resident of District 510 to attend another Community College district for the pursuit of an educational program. Approval will be made based upon the judgment of the College President and/or his designated representative in accordance with the following guidelines.

1. Programs to be taken at other community colleges must be ones that are not available at South Suburban College. The President of the College, or his designee, shall have the right to exercise judgment in determining whether or not programs offered by other community colleges, under a title different from those of South Suburban College, are, in essence, programs that lead to the same educational goal.
2. The pursuit of individual courses, even though not offered by the College, will not normally be considered for partial tuition support. In instances where the receiving community college is willing to waive the out-of-district tuition charge to allow a District 510 resident to take individual courses without enrolling in an associate degree or certificate program, District 510 has no obligation and will not be involved in the approval process.
3. Requests for partial support must be submitted to South Suburban College on a "Notification of Intent to Attend a Recognized Public Community College in Illinois" form a minimum of thirty (30) days prior to the beginning of the semester or quarter at the College wherein enrollment is sought.
4. Payment to other community college districts shall be made upon receipt of a billing from that district identifying the individual for which payment is requested as well as the courses and major for each individual. This verification must come in the form of a statement signed by an appropriate administrative officer at the college requesting payment.

The provisions of this policy shall be alterable only by the action of the Board to update this policy statement or through the means of cooperative agreements with various community colleges, duly approved by the Boards of both institutions.

**Reviewed: April 8, 1999
 July 12, 2007**

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503.01 Presence in Classrooms

In recognition of the rights of all regularly enrolled students of the College and of the fact that the College is an institution of higher learning, individuals of any age who are not enrolled in a course as a South Suburban College student may not attend class.

Further, it is expected that the children of enrolled students of the College shall not be permitted to loiter, create disturbances within or outside the classroom, or to engage in any behavior which may impede the learning process and thereby impose upon the rights of South Suburban College students. No unsupervised children shall be permitted to remain in the facility.

In those instances where an instructor wishes to use the assistance of children in the teaching of a lesson, e.g., in Child Care, Teacher Aide, or other educational courses, the instructor shall notify the appropriate Dean for the division. The Dean shall then approve or disapprove the request in writing and shall so advise the instructor.

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Adopted: July 7, 1988
Revised: April 8, 1999
Revised: July 12, 2007

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504.00 Credit Hour Definition

South Suburban College will comply with the policies and guidelines of the Higher Learning Commission and the Administrative Rules of the Illinois Community College Board in allocating credit hours to courses. The ICCB rules meet federal compliance requirements.

Adopted: April 13, 2017