

TABLE OF CONTENTS

Section I- Philosophy and Objectives	Series 1000
Philosophy	1001
Educational Objectives	1002
Section II- Board of Trustees	Series 2000
Terms of Office	2001
Officers	2002
Board Committees	2003
Board Treasurer	2004
Audit	2005
Duties of Individual Board Members	2006
Duties of the Board of Trustees as a Governing Entity	2007
Self-Review	2007.1
Adoption of Policies	2008
Regular Meetings of the Board of Trustees	2009
Attendance Via Electronic Means	2009.1
Notification of Members	2010
Public Sessions of the Board of Trustees	2011
Appearance before the Board of Trustees	2011.1
Closed Meetings	2012
Recordings of Closed Meetings	2012.1
Quorum	2013
Special Meetings of the Board of Trustees	2014
Board Elections	2015
Student Board Member	2016
Freedom of Information Act	2017
Trustees and CEO Roles and Relationship	2018
Board Member Expenses	2019
Southeastern Illinois College Code of Ethics-Board of Trustees	2020
Model Ethics Ordinance	2021
Facilities Naming Policy	2022
Section III- Internal Operations	Series 3000
Organizational Charts	3001
Line and Staff Relationships	3002
Councils, Cabinets, and Committees	3003
Position Descriptions	3004
Prevailing Wage Law of Illinois	3005

Maintaining a Work Environment Free From Discrimination	3006
Equal Opportunity	3007
Succession Policy	3008

Section IV- Personnel	Series 4000
Appointment	4001
Faculty Qualifications/Credentials	4001.1
Assignment and Transfer	4002
Office Hours and Prep Time	4003
Responsibility of Sponsors	4004
Faculty Attendance at College Activities	4005
Evaluations	4006
Tenure	4007
Personnel Files	4008
Suspension	4009
Grievance Procedure (S.I.C.E.A)	4010
Grievance Procedure (UMWA)	4010.2
Pay for Substitute Instructors	4011
Class Attendance (Instructors)	4013
Externally Funded Grant Employees	4014
Professional Growth	4015
Meetings	4016
Full-Time Staff Teaching during Regular Assignment Time	4018
Acceptable Use Policy for Information Technology and Electronic Resources	4019
Copyright Compliance	4020
Administrative Furloughs and Layoffs	4021
Social Media Policy	4023
Email Retention Policy	4024
Drug and Alcohol Abuse	4025

Section V- Compensation, Benefits, Leaves	Series 5000
Workman's Compensation Benefits	5001
Employee Return to Work	5001.1
Tuition Waiver	5002
Placement on Salary- Transfer and Vocational	5003
Credit Earned for Advancement on the Salary Schedule	5008
Conversion Schedule for Vocational Teacher Placement	5009
Payroll Schedule	5010
Payroll Deductions	5011
Insurance	5012

Optional Dental/Vision Insurance	5012.1
State Universities Retirement System	5013
State Universities Retirement System-Leave of Absence	5013.1
Absences	5014
Sick Leave	5014.1
Family Medical Leave Policy	5014.2
Family Illness	5014.3
Family Related Medical Leave	5014.4
Leave of Absence	5015
Bereavement Leave	5016
Military Leave	5017
Family Military Leave	5017.1
Leave for Professional Purposes	5018
Sabbatical Leave	5019
Personal Leave	5020
Jury Duty or Court Appearance	5021
Leave of Absence for Child Birth	5022
Special Leave of Absence Without Pay	5023
Vacations-Administrative and Exempt Employees	5024
Pay for Unused Vacation Days for Administrators	5024.1
Carry-Over Vacation Days for Administrators	5024.2
Severance Pay for Administrative/Exempt Staff	5024.3
Mary Jo Oldham Child Center Study (MJOCCS) Employee Benefits	5024.4
Personal Reference Checks	5025
Orientation Period	5026
Assignment and Transfer	5027
Physical Examination	5028
Responsibilities	5029
Work Hours	5030
Overtime for Classified Non-Exempt Employees	5030.1
Pay for Hourly Employees when College is Closed	5030.2
Pay for Customized Training	5030.3
Work Year	5031
Employee Resignation	5032
Outside Employment	5033
Compensatory Time	5034
Holidays	5035
Cell Phone for College Use Policy	5036
Retiree Benefits Program	5037

	Series
Section VI- General Institutional	6000
Nepotism	6001

Non-Discrimination, Sexual Harassment, Anti-Harassment and Non-Retaliation Policy	6002
Employees with Chronic Communicable Diseases	6004
No Smoking	6005
Records Maintenance and Retention	6006
Reporting Child Abuse	6007
Accommodating the Disabled Employee	6008
Campus Security	6009
Exposure Control Plan-Blood Borne Pathogens	6010
Chemical Hygiene Plan	6011
Mandatory Safety Training	6012
Security Clearance	6013
Procurement Policy Recycled Content Products	6014
School Visitation Rights Acts Policy	6015
English Proficiency	6016
Firearms Policy	6017
Archery Policy	6017.1
College Logo and Seal Usage Policy	6018
Institutional Research and Effectiveness Policy on Research and Survey Use	6018.1
Solicitation Policy	6019
Health Insurance Portability & Accountability Act (HIPAA) Compliance	6020
Physical Fitness Facility Medical Emergency Preparedness Policy	6021
Identity Theft Prevention	6022
Concealed Carry	6023
Face Coverings	6024
Prohibition Against Monetary Incentives for Recruitment Activities	6025
Local Admin Rights and Privileges Policy	6026

	Series
Section VII- Community Oriented	7000
Citizens Advisory Committees	7001
Communication with the Public	7002
Using Community Personnel in the Classroom	7003
Southeastern Illinois College Facility Usage Policy	7004
Alcohol Policy	7004.1
Library Policy on Controversial Books	7005

	Series
Section VIII- Finances	8000
Responsibility for Budget Preparations	8001
Preparation of Budget Document (Procedure)	8001.1
Adoption of the Budget	8002

Purchasing Guides	8003
Purchasing Guides Minorities	8003.1
Investment of Funds	8004
Capitalization	8005
Disposal of Equipment	8006
Fund Balance Policy	8007
Debt Management Policy	8008

Section XI- Students	Series 9000
Admissions	9001
Class Attendance Policy	9001.1
Resident Status	9002
Process for Determining Residency	9002.1
Special Residency	9002.2
Out-of-District Resident	9002.3
Admission of High School Students	9002.4
Nursing Programs & Admissions Requirements	9002.5
Early College Program	9002.6
Dual Credit	9002.7
Attendance and Absenteeism Policy-LPN Program	9003
Recycling of LPN Students	9004
Academic Amnesty Policy	9005
Academic Probation and Suspension	9006
Standards of Academic Progress for Receipt of Financial Aid	9007
Ability to Benefit Policy	9007.1
Credit for Attendance at Correctional Training Facilities	9008
Students Right to Know Campus Security Act	9009
Student Athlete Drug Testing Policy	9010
Transportation of Students to School-Related Activities	9011
Standards of Conduct	9013
Student Appeal Process for Requesting an Amendment to an Educational Record	9014
Students Called to Active Military Duty	9015
Prohibition of Sexual Discrimination, Harassment, and Misconduct	9016
Student Cell Phone and Other Electronic Device Policy	9017
The Family Educational Rights and Privacy Act (FERPA)	9018
Credit Hours	9019
Repeat Grades	9020
Credit Hour Definition	9021
Financial Aid Satisfactory Academic Progress	9022
Financial Aid Refund	9022.1
Advanced Credit/Credit by Examination	9023

State Seal of Biliteracy Award	9023.1
Transfer Credit Policy	9024
Refund and Withdrawal	9025
Financial and Physical Hardship Withdrawal Process	9025.1
Honorary and Posthumous Degrees	9026