

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title: Title IV Audits FY09-FY17**

**Office of Origin: Office of Administrative Services**

**Document Summary: FY09-FY17 Title IV Audits completed by Kemper CPA Group**  
Annually independent auditors express their opinion on compliance within each of the College's major federal programs based upon compliance requirements described in the OMB Compliance Supplement. This audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures deemed necessary. The attached audits reflect the time period of July 2009 through June 2017.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2009**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2009

Source of Funds	CFDA Number	Project Number	Program Amount	Fund Balance July 1, 2008	Revenues	Expenditures	Ending Fund Balance June 30, 2009
Department of Education							
Direct Awards							
(M) Federal Work Study	84.033	P033A081284	\$ 47,962	\$ 0	\$ 47,962	\$ 47,962	\$ 0
(M) Supplemental Educational Opportunity Grant	84.007	P007A081284	39,900	0	39,900	39,900	0
(M) PELL Grants - Southeastern Illinois College	84.063	P063P081382	2,273,985	0	2,273,985	2,273,985	0
(M) Academic Competitiveness Grant	84.375	P375A081382	2,875	0	2,875	2,875	0
CCAMPIS Grant	84.335A	P335A050140	28,888	0	28,888	28,888	0
Title IV - Student Support	84.042A	P042A050284-07	54,440	0	54,440	54,440	0
Title IV - Student Support	84.042A	P042A050284-08	215,662	0	215,662	215,662	0
Passed through State of Illinois - Illinois Community College Board							
Federal Adult Education Basic	84.002A	53301	59,516	0	59,516	59,516	0
V.E. Perkins - Innovation Grant	84.048	CTEL09 533	7,076	0	7,076	7,076	0
V.E. Perkins - Postsecondary Basic	84.048	CTE53309	130,117	0	130,117	130,117	0
Passed through State of Illinois - Partnership for College & Career Success							
College & Career Success Grant	84.048		2,000	0	2,000	2,000	0
			\$ 2,862,421	\$ 0	\$ 2,862,421	\$ 2,862,421	\$ 0
U.S. Forest Service Job Corp.	99.999	53-82X9-2- J145	\$ 61,475	\$ 0	\$ 61,475	\$ 61,475	\$ 0
Department of Agriculture							
Passed through State of Illinois - Illinois State Board of Education							
Child and Adult Care Food Program	10.558	07-4226-00	27,669	0	27,669	27,669	0
			\$ 27,669	\$ 0	\$ 27,669	\$ 27,669	\$ 0
Department of Health and Human Services							
Passed through State of Illinois - Department of Human Services							
Child Care and Development Block Grant	93.575		\$ 14,897	\$ 0	\$ 14,897	\$ 14,897	\$ 0
Small Business Administration							
Passed through State of Illinois - Illinois Department of Commerce and							
Economic Opportunity	59.037	09-181180	\$ 40,500	\$ 0	\$ 40,500	\$ 40,500	\$ 0
Rural Small Business Development Center	59.037	08-561180	40,500	0	40,500	40,500	0
Rural Small Business Development Center			\$ 81,000	\$ 0	\$ 81,000	\$ 81,000	\$ 0
Department of Labor							
Passed through Mantracon							
Community-Based Job Training Grant	17.269		\$ 11,000	\$ 0	\$ 11,000	\$ 11,000	\$ 0
Total			\$ 3,058,462	\$ 0	\$ 3,058,462	\$ 3,058,462	\$ 0

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2010**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

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**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2010**

<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 57,518	\$ 57,518
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	52,461	52,461
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	3,481,072	3,481,072
(M) Academic Competitiveness Grant	84.375	P375A081382	9,550	9,550
Burn Tunnel Project Grant	84.116Z	P116Z090048	190,000	190,000
Title IV - Student Support	84.042A	P042A050284-08	62,989	62,989
Title IV - Student Support	84.042A	P042A050284-09	226,640	226,640
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002A	53301	49,000	49,000
V.E. Perkins - Innovation Grant	84.048	CTEL10 533	7,076	7,076
V.E. Perkins - Postsecondary Basic	84.048	CTE53310	131,751	131,751
ARRA Education Stabilization Funds	84.394	S394A090014	60,599	60,599
ARRA Government Services Funds	84.397	S397A090014	18,797	18,797
			<u>\$ 4,347,453</u>	<u>\$ 4,347,453</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 64,122	\$ 64,122
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	10-4226-00	\$ 29,675	\$ 29,675
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 11,244	\$ 11,244
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	09-181180	\$ 40,500	\$ 40,500
Rural Small Business Development Center	59.037	10-561180	40,073	40,073
			<u>\$ 80,573</u>	<u>\$ 80,573</u>
Department of Labor				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
WIA Healthcare Training Grants ARRA	17.258	08-731017	\$ 108,420	\$ 108,420
Delta Regional Authority Fire Science Training Program	90.201	IL-5259	\$ 24,227	\$ 24,227
Total			<u>\$ 4,665,714</u>	<u>\$ 4,665,714</u>
(M) Major Program				

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2011**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

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**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Source of Funds

	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 52,710	\$ 52,710
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	25,985	25,985
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	3,501,156	3,501,156
(M) Academic Competitiveness Grant	84.375	P375A081382	20,000	20,000
Title IV - Student Support	84.042	P042A050284-09	58,875	58,875
Title IV - Student Support	84.042	P042A100947-01	197,739	197,739
Title III - Higher Education Institutional Aid	84.031	P031A100127	261,902	261,902
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002	53301	32,972	32,972
V.E. Perkins - Innovation Grant	84.048	CTEL11533	7,076	7,076
V.E. Perkins - Postsecondary Basic	84.048	CTE53311	142,052	142,052
V.E. Perkins - Programs of Study Grant	84.048	CTEL11POS533	25,000	25,000
Vocational Rehabilitation	84.390	S397A090014	321	321
			<u>\$ 4,325,788</u>	<u>\$ 4,325,788</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 66,991	\$ 66,991
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	11-4226-00	\$ 33,841	\$ 33,841
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 18,507	\$ 18,507
ARRA Child Care and Development Block Grant	93.713		34	34
			<u>\$ 18,541</u>	<u>\$ 18,541</u>
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and				
Economic Opportunity				
Rural Small Business Development Center	59.037	10-561180	\$ 40,927	\$ 40,927
Rural Small Business Development Center	59.037	11-801180	16,930	16,930
			<u>\$ 57,857</u>	<u>\$ 57,857</u>
Department of Labor				
Passed through State of Illinois - Illinois Department of Commerce and				
Economic Opportunity				
WIA Healthcare Training Grants ARRA	17.258	08-731017	\$ 15,740	\$ 15,740
Delta Regional Authority Fire Science Training Program	90.201	IL-5259	\$ 28,273	\$ 28,273
Total			<u>\$ 4,547,031</u>	<u>\$ 4,547,031</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2012**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

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**B. Basis of Accounting**

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**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2012**

Source of Funds

	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 53,919	\$ 53,919
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	36,550	36,550
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	2,942,269	2,942,269
(M) Title IV - Student Support	84.042	P042A050284-11	269,806	269,806
(M) Title IV - Student Support	84.042	P042A100947-01	65,664	65,664
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-11	261,163	261,163
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127	137,161	137,161
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002	53301	33,159	33,159
V.E. Perkins - Innovation Grant	84.048	CTEL12533	3,266	3,266
V.E. Perkins - Postsecondary Basic	84.048	CTE53312	118,133	118,133
Vocational Rehabilitation	84.390	S397A090014	4,329	4,329
			<u>\$ 3,925,419</u>	<u>\$ 3,925,419</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 69,906	\$ 69,906
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	11-4226-00	\$ 29,763	\$ 29,763
Passed through Douglas C. Greene Center for Innovation and Entrepreneurship				
Rural Business Opportunity Grant	10.773		4,356	4,356
			<u>\$ 34,119</u>	<u>\$ 34,119</u>
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 10,233	\$ 10,233
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	11-181180	\$ 23,335	\$ 23,335
Rural Small Business Development Center	59.037	11-081180	55,436	55,436
Rural Small Business Development Center	59.037	12-561180	21,192	21,192
			<u>\$ 99,963</u>	<u>\$ 99,963</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		\$ 57,156	\$ 57,156
Delta Regional Authority Healthcare Training Grant	90.201		\$ 16,234	\$ 16,234
Delta Regional Authority Truck Driving Program	90.201	IL10187	34,912	34,912
			<u>\$ 51,146</u>	<u>\$ 51,146</u>
Total			<u>\$ 4,247,942</u>	<u>\$ 4,247,942</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 53,537	\$ 53,537
(M) Supplemental Educational Opportunity Grant	84.007		30,600	30,600
(M) PELL Grants - Southeastern Illinois College	84.063		2,905,562	2,905,562
Title III - Higher Education Institutional Aid	84.031	P031A100127-12	268,044	268,044
Title III - Higher Education Institutional Aid	84.031	P031A100127-11	127,278	127,278
Title IV - Student Support	84.042	P042A100947-12	241,726	241,726
Title IV - Student Support	84.042	P042A100947-11	39,915	39,915
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		75,519	75,519
V.E. Perkins - Innovation Grant	84.048	CTEL13533	2,179	2,179
V.E. Perkins - Postsecondary Basic	84.048	CTE53313	114,444	114,444
Improving Teacher Quality	84.367		114	114
			<u>\$ 3,858,918</u>	<u>\$ 3,858,918</u>
U.S. Forest Service Job Corp.	99.999		\$ 34,950	\$ 34,950
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	13-4226-00	\$ 28,441	\$ 28,441
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 4,109	\$ 4,109
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	13-181180	\$ 20,750	\$ 20,750
Rural Small Business Development Center	59.037	12-561180	19,308	19,308
Rural Small Business Development Center	59.037	11-081180	44,564	44,564
			<u>\$ 84,622</u>	<u>\$ 84,622</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		\$ 91,465	\$ 91,465
Total			<u>\$ 4,102,505</u>	<u>\$ 4,102,505</u>
(M) Major Program				

**Southeastern Illinois Community College District No. 533  
HARRISBURG, ILLINOIS**

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JUNE 30, 2014**

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<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 53,195	\$ 53,195
(M) Supplemental Educational Opportunity Grant	84.007		26,265	26,265
(M) PELL Grants - Southeastern Illinois College	84.063		2,701,488	2,701,488
Title III - Higher Education Institutional Aid	84.031	P031A100127-13	326,713	326,713
Title III - Higher Education Institutional Aid	84.031	P031A100127-12	105,685	105,685
Title IV - Student Support	84.042	P042A100947-13	225,523	225,523
Title IV - Student Support	84.042	P042A100947-12	47,587	47,587
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		58,720	58,720
V.E. Perkins - Dual Credit Enhancement Grant	84.048	14CTEDUAL533	6,331	6,331
V.E. Perkins - Postsecondary Basic	84.048	CTE53314	104,946	104,946
CTE New Look Project	84.048		1,905	1,861
Improving Teacher Quality	84.367		6,899	6,899
			<u>\$ 3,665,257</u>	<u>\$ 3,665,213</u>
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	14-4226-00	\$ 27,708	\$ 27,708
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 8,361	\$ 8,361
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	13-181180	\$ 20,750	\$ 20,750
Rural Small Business Development Center	59.037	14-561180	39,527	39,527
			<u>\$ 60,277</u>	<u>\$ 60,277</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		\$ 83,341	\$ 83,341
Veterans Affairs				
Direct Award				
Post-9/11 Veterans Educational Assistance	64.027		\$ 24,787	\$ 22,157
Delta Regional Authority				
Direct Award				
Delta Area Economic Development	90.201		31,071	30,964
Total			<u>\$ 3,900,802</u>	<u>\$ 3,898,021</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2015**

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**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2015**

Source of Funds

	CFDA Number	Project Number	Program Amount	Revenues/ Expenditures
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 49,419	\$ 49,419
(M) Supplemental Educational Opportunity Grant	84.007		27,000	27,000
(M) PELL Grants - Southeastern Illinois College	84.063		2,608,527	2,608,527
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-14	252,450	252,450
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-13	104,873	104,873
Title IV - Student Support	84.042	P042A100947-14	226,694	226,694
Title IV - Student Support	84.042	P042A100947-13	53,360	53,360
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		60,869	60,869
V.E. Perkins - Dual Credit Enhancement Grant	84.048	15DCE533	5,696	5,696
V.E. Perkins - Postsecondary Basic	84.048	CTE53315	82,959	82,959
			<u>3,471,847</u>	<u>3,471,847</u>
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	15-4226-00	23,255	23,255
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		8,567	8,567
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	14-561180	43,473	43,473
Rural Small Business Development Center	59.037	15-181180	31,201	31,201
			<u>74,674</u>	<u>74,674</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		50,977	50,977
Building the IL Bioeconomy	17.282		72,333	70,588
			<u>123,310</u>	<u>121,565</u>
Veterans Affairs				
Direct Award				
Post-9/11 Veterans Educational Assistance	64.027		24,205	24,205
Total			<u>\$ 3,725,858</u>	<u>\$ 3,724,113</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2016**

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southeastern Illinois Community College District No. 533 under programs of the federal government for the year ended June 30, 2016. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southeastern Illinois Community College District No. 533, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the College.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles of the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

**NOTE 3: INDIRECT COST RATE**

Southeastern Illinois CollegeSoutheastern Illinois Community College District No. 533 has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>Student Financial Assistance Cluster</b>			
<i>Department of Education Programs</i>			
(M) Federal Work Study	84.033		\$ 56,971
(M) Supplemental Educational Opportunity Grant	84.007		24,450
(M) PELL Grants - Southeastern Illinois College	84.063		<u>2,387,583</u>
<b>Total Student Financial Aid Cluster</b>			<u>2,469,004</u>
<b>Other Programs</b>			
<i>Department of Education Programs</i>			
Title III - Higher Education Institutional Aid	84.031		151,193
Title IV - Student Support	84.042		283,805
Passed Through Illinois Community College Board			
Federal Adult Education Basic	84.002	V002A150013	62,428
V.E. Perkins - Postsecondary Basic	84.048	CTE53316	<u>90,847</u>
<i>Total Department of Education Programs</i>			<u>588,273</u>
<i>Department of Veterans Affairs Programs</i>			
Post-9/11 Veterans Educational Assistance	64.027		<u>35,367</u>
<i>Total Department of Veterans Affairs Programs</i>			<u>35,367</u>
<i>United States Department of Agriculture Programs</i>			
Passed Through Illinois State Board of Education			
Child and Adult Care Food Program	10.558	15-4226-00	<u>25,656</u>
<i>Total Department of Agriculture Programs</i>			<u>25,656</u>
<i>Department of Health and Human Services Programs</i>			
Passed Through Illinois Department of Human Services			
Child Care and Development Block Grant	93.575		<u>116</u>
<i>Total Department of Health and Human Services Programs</i>			<u>116</u>
<i>Small Business Administration Programs</i>			
Passed Through Illinois Department of Commerce and Economic Opportunity			
Rural Small Business Development Center	59.037	15-181180	29,299
Rural Small Business Development Center	59.037	16-561180	<u>20,553</u>
<i>Total Small Business Administration Programs</i>			<u>49,852</u>
<i>Department of Labor Programs</i>			
Passed Through the College of Lake County			
TAA Career Pathways Grant	17.282		138
Passed Through Southern Illinois University Edwardsville			
Building the IL Bioeconomy	17.282	761566-004	<u>174,146</u>
<i>Total Department of Labor Programs</i>			<u>174,284</u>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>3,342,552</u></b>

(M) denotes Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2017**

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southeastern Illinois Community College District No. 533 under programs of the federal government for the year ended June 30, 2017. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southeastern Illinois Community College District No. 533, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the College.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles of the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

**NOTE 3: INDIRECT COST RATE**

Southeastern Illinois Community College District No. 533 has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>Student Financial Assistance Cluster</b>			
<i>Department of Education Programs</i>			
(M) Federal Work Study	84.033		\$ 53,195
(M) Supplemental Educational Opportunity Grant	84.007		22,500
(M) PELL Grants - Southeastern Illinois College	84.063		2,063,295
<b>Total Student Financial Aid Cluster</b>			<u>2,138,990</u>
<b>Other Programs</b>			
<i>Department of Education Programs</i>			
Title IV - Student Support	84.042		279,992
Passed Through Illinois Community College Board			
Federal Adult Education Basic	84.002	V002A150013	14,412
V.E. Perkins - Postsecondary Basic	84.048	CTE53317	116,831
Improving Teacher Quality	84.367		18,206
<i>Total Department of Education Programs</i>			<u>429,441</u>
<i>Department of Veterans Affairs Programs</i>			
Post-9/11 Veterans Educational Assistance	64.027		44,599
<i>Total Department of Veterans Affairs Programs</i>			<u>44,599</u>
<i>United States Department of Agriculture Programs</i>			
Passed Through Illinois State Board of Education			
Child and Adult Care Food Program	10.558	17-4226-00	16,778
<i>Total Department of Agriculture Programs</i>			<u>16,778</u>
<i>Small Business Administration Programs</i>			
Passed Through Illinois Department of Commerce and Economic Opportunity			
Rural Small Business Development Center	59.037	17-181180	20,000
Rural Small Business Development Center	59.037	16-561180	21,947
<i>Total Small Business Administration Programs</i>			<u>41,947</u>
<i>Department of Labor Programs</i>			
Passed Through Southern Illinois University Edwardsville			
Building the IL Bioeconomy	17.282	761566-004	193,691
<i>Total Department of Labor Programs</i>			<u>193,691</u>
<i>Delta Regional Authority</i>			
Delta Area Economic Development	90.201		45,050
<i>Total Delta Regional Authority Programs</i>			<u>45,050</u>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>2,910,496</u></b>

(M) denotes Major Program



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title: Fiscal Year 2018 Audit**

**Office of Origin: Office of Administrative Services**

**Document Summary: FY18 Audit completed by Kemper CPA Group**

Annually independent auditors express their opinion on compliance within each of the College's major federal programs based upon compliance requirements described in the OMB Compliance Supplement. This audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures deemed necessary. The most recent audit reflects the time period of July 2017 through June 2018.



**SOUTHEASTERN ILLINOIS COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**FINANCIAL STATEMENTS  
JUNE 30, 2018**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Southeastern Illinois Community College District No. 533  
Harrisburg, Illinois 62946

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of Southeastern Illinois Community College District No. 533 as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Southeastern Illinois College's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements of the Southeastern Illinois College Foundation were not audited in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Southeastern Illinois Community College District No. 533, as of June 30, 2018, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and State Universities Retirement System of Illinois trend data on pages 6-14 and 57-60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Southeastern Illinois Community College District No. 533's basic financial statements. The supplemental information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The supplemental information, including the schedule of expenditures of federal awards, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information, except for the portion marked unaudited, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information and the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2018, on our consideration of Southeastern Illinois Community College District No. 533's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Southeastern Illinois Community College District No. 533's internal control over financial reporting and compliance

*Kemper CPA Group LLP*

Kemper CPA Group LLP  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

October 12, 2018





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees  
Southeastern Illinois Community College District No. 533  
Harrisburg, Illinois 62946

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the discretely presented component unit of Southeastern Illinois Community College District No. 533 as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Southeastern Illinois Community College District No. 533's basic financial statements and have issued our report thereon dated October 11, 2018. The financial statements of the Southeastern Illinois College Foundation were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Southeastern Illinois College Foundation.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Southeastern Illinois Community College District No. 533's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southeastern Illinois Community College District No. 533's internal control. Accordingly, we do not express an opinion on the effectiveness of Southeastern Illinois Community College District No. 533's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented,

or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the schedule of findings and questioned costs as item 2018-001 that we consider to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southeastern Illinois Community College District No. 533's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2018-002.

### **Southeastern Illinois Community College District No. 533's Response to Findings**

Southeastern Illinois Community College District No. 533's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Southeastern Illinois Community College District No. 533's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Kemper CPA Group LLP*

Kemper CPA Group LLP  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

October 12, 2018

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**SOUTHEASTERN ILLINOIS COLLEGE  
COMMUNITY COLLEGE DISTRICT #533  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018**

This section of Southeastern Illinois College's Financial Statements represents management's discussion and analysis of the College's financial activity during the fiscal year ended June 30, 2018. Since this discussion and analysis is designed to focus on current activities and currently known facts, please read it in conjunction with the basic financial statements (pages 15-17) and the footnotes (pages 18-56). Responsibility for the completeness and fairness of this information rests with the College.

**Using this Annual Report**

These financial statements incorporate data from all the primary governmental and proprietary funds (see pages 15-17) and for financial reporting purposes we are considered a special purpose government engaged in only business-type activities. We focus on economic resources measurement and use the accrual basis of accounting just like a private sector business. The Statement of Net Position is to be considered the statement of financial position for the College showing all assets and liabilities. The Statement of Revenues, Expenses and Changes in Net Position present all transactions and events that affect net position using the economic resources measurement focus. These activities are supported by property taxes, state revenues, tuition and other revenues. This approach is intended to summarize and simplify the user's evaluation of the cost of various College services to students and the public.

For detailed information pertaining to the Foundation (the College's discretely presented component unit), refer to Note 10 Discretely Presented Component Unit beginning on page 53 and the separately issued Foundation financial statements for the year ended June 30, 2018.

**Financial Highlights**

As a result of implementing GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pension (OPEB), the college is recognizing a liability in FY2018 of \$5,592,175. Also, as a result of implementing GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions, the college is recognizing a prior period adjustment in FY2018 of \$2,233,670. Because this liability represents expenses not previously recognized as well as deferred inflow of resources not previously recognized, the beginning Net Position has been restated from \$18,851,488 to \$11,025,643. Refer to Note 1, page 21, Note 7, page 42-49, and Note 8, page 50 for further details. As of June 30, 2018, the College's end of the year total net position increased from \$11,025,643 to \$14,543,093, an increase of \$3,517,450. The increase to net position for the prior year was \$2,179,044. Removing the effect of the GASB prior year adjustments, revenue increased over the prior year by \$2,132,738. This was in large part due to the Hise Museum donation as well as an

increase in state funding and federal grants. Total expenditures increased over the prior year by \$794,332.

Cash and cash equivalents, both restricted and unrestricted, on page 15 of the Statement of Net Position equal \$20,043,615. This was an increase of \$4,202,732 compared to the June 30, 2017 balance of \$15,840,883. The Statement of Cash Flows on page 17 identifies the source and use of cash throughout the year.

The remaining funds (\$459,157) from the Protection, Health, and Safety Bonds issued in 2016 has been exhausted in completion of various projects throughout the year. Those projects included tuck-pointing brick walls on A, B, C, and F buildings, campus security upgrades consisting of door locks and cameras, water tempering valves in buildings A & B, theater curtain and grid repair, and Carmi center HVAC heating and cooling zones.

The new indoor archery center began construction in July 2017. Funds to complete the project totaled \$405,561. SIC is the only college among Division 1 US Collegiate Archery Association teams to provide an indoor range on campus. The facility opened to the public on October 2017.

In May 2018, SIC entered into a \$1,876,000 contract for the construction of the Ella Elizabeth Hise Museum of Regional Art. A donation given by retired Air Force Colonel William C. Hise of \$2,525,000 will be used to construct the museum and provide additional funds for an operational endowment. Completion of the museum is estimated to be in April 2019.

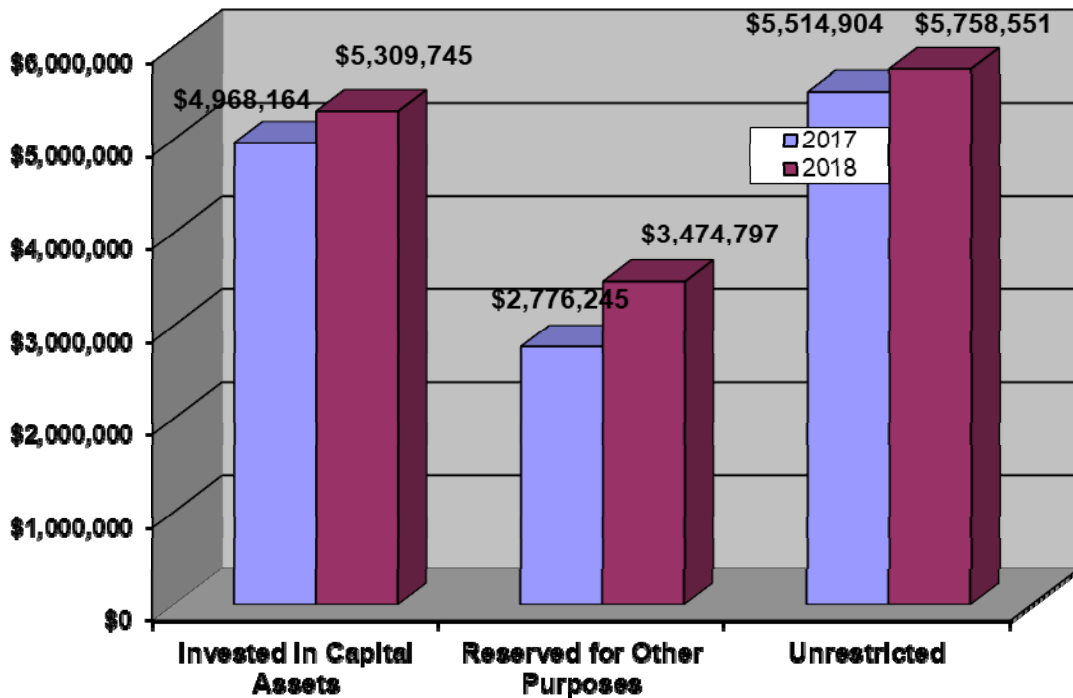
## Financial Analysis of the College as a Whole

This schedule is prepared from the College's Statement of Net Position (page 15), which is presented on the accrual basis of accounting whereby assets are capitalized and depreciated.

### Analysis of Net Position

<b>Assets</b>	<b>2017</b>	<b>2018</b>
<b>Current</b>		
Current Assets	\$14,406,028	\$25,829,051
Non-current Assets	\$19,162,201	\$13,699,293
Total Assets	\$33,568,229	\$39,528,344
Total Deferred Outflows	\$38,400	\$36,006
<b>Liabilities</b>		
Current Liabilities	\$3,141,035	\$2,816,493
Non-current Liabilities	\$11,372,103	\$16,184,127
Total Liabilities	\$14,513,138	\$19,000,620
Total Deferred Inflows	\$242,003	\$6,020,637
<b>Net Position</b>		
Invested in Capital Assets	\$10,560,339	\$5,309,745
Restricted for Other Purposes	\$2,776,245	\$3,474,797
Unrestricted	\$5,514,904	\$5,758,551
Total Net Position	\$18,851,488	\$14,543,093
Effect of OPEB Liability	(5,592,175)	
Effect of Deferred Property Taxes	(2,233,670)	
Net Position, Restated 7/1/2017	\$11,025,643	

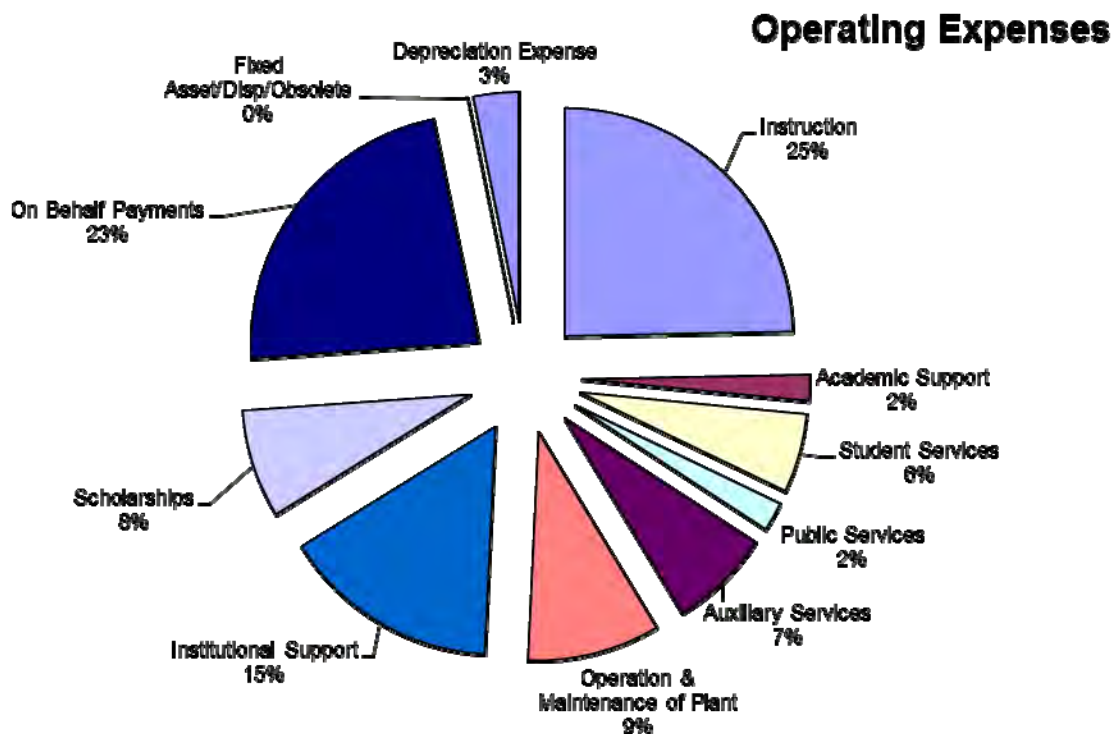
### Analysis of Net Position



Operating expenses for the College shown on page 16 for the fiscal year ending June 30, 2018 were \$17,874,986 compared to \$17,080,654 incurred in the previous year.

<b>Operating Expenses:</b>	<b>2017</b>	<b>2018</b>
Instruction	3,635,772	4,412,662
Academic Support	314,471	329,059
Student Services	956,850	1,000,587
Public Services	279,465	366,886
Auxiliary Services	1,367,823	1,283,302
Operation & Maint.of Plant	1,392,679	1,678,395
Institutional Support	2,749,123	2,759,516
Scholarships	1,499,363	1,375,926
Depreciation Expense	553,473	573,540
On Behalf Payments	4,331,635	4,095,113
<b>Total Operating Expenses</b>	<b>17,080,654</b>	<b>17,874,986</b>

The following is a graphic illustration of operating expenses excluding on behalf payments of pension and health insurance - see page 10 and note 6 beginning on page 35:



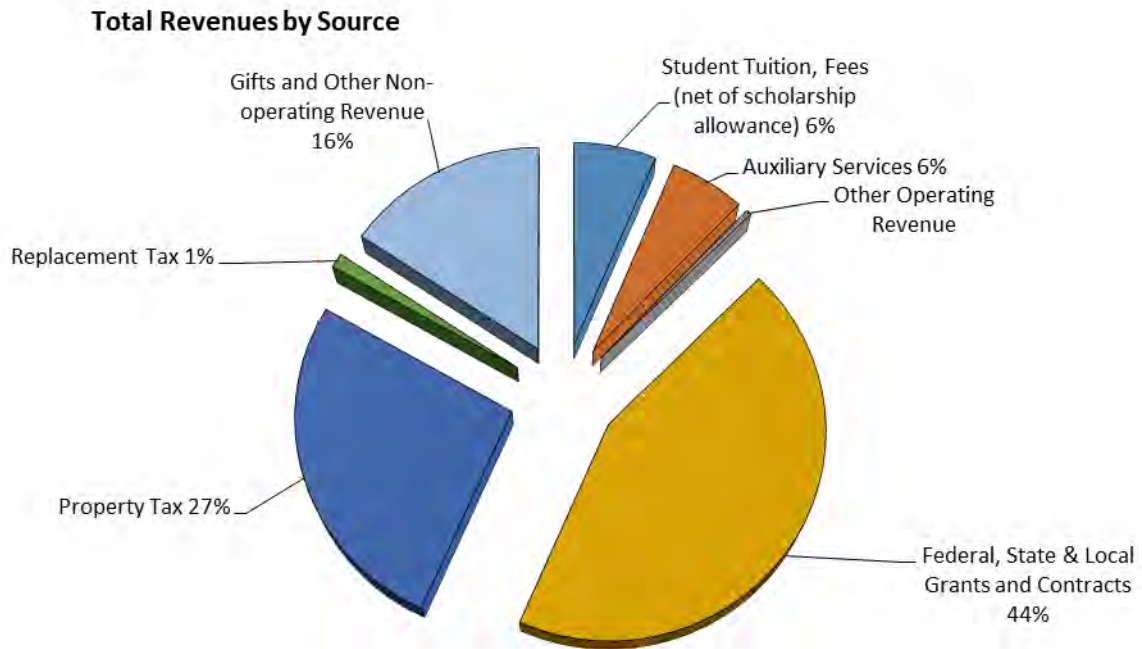
The operating revenues for the year on page 16 were \$2,224,392 compared to \$2,293,072 for FY 2017. Net Non-operating revenues (expenses) were \$19,168,044 compared to \$16,966,626 for FY 2017. On behalf payments of \$4,095,113 is our pensionable and retirement health insurance program contributions recognized as revenue and expense - see note 6 beginning on page 35.

### Operating Results

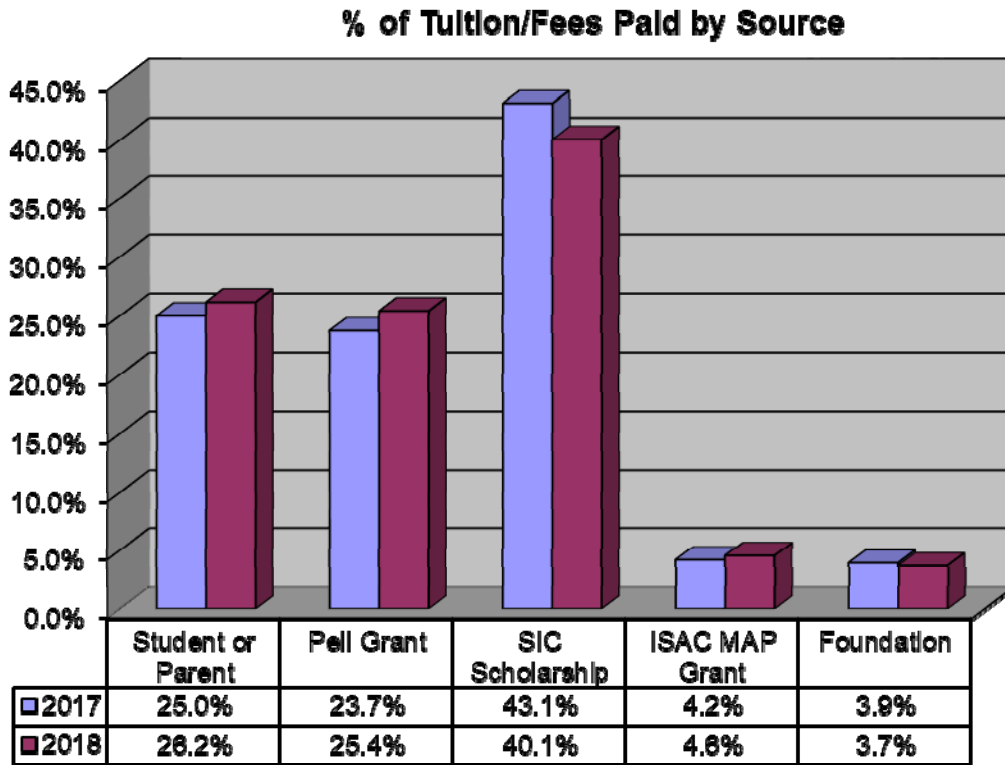
<b>Revenues</b>	<b>2017</b>	<b>2018</b>
Operating Revenues		
Student Tuition, Fees (net of scholarship allowance)	1,053,542	1,125,638
Auxiliary Services	1,201,278	1,027,337
On Behalf Payments	4,331,635	
Other Operating Revenue	38,252	71,417
Total Operating Revenues	6,624,707	2,224,392
Less Operating Expenses	17,080,654	17,874,986
Net Operating Income (Loss)	(10,455,947)	(15,650,594)
Non-operating Revenues		
Federal, State & Local Grants and Contracts	7,589,369	7,822,935
Property Tax	4,449,679	4,518,631
Replacement Tax	239,614	201,250
Interest Income (Expense), Net	(264,377)	(252,555)
Gifts and Other Non-operating Revenue	620,706	2,782,670
On Behalf Payments		4,095,113
Non-operating Revenues, Net	12,634,991	19,168,044
Increase (Decrease) in Net Assets	2,179,044	3,517,450
Net Assets, Beginning of Year	16,672,444	18,851,488
Prior Period Restatement - OPEB Liability		(5,592,175)
Prior Period Adjustment – Deferred Property Taxes		(2,233,670)
Net Assets, End of Year	18,851,488	14,543,093



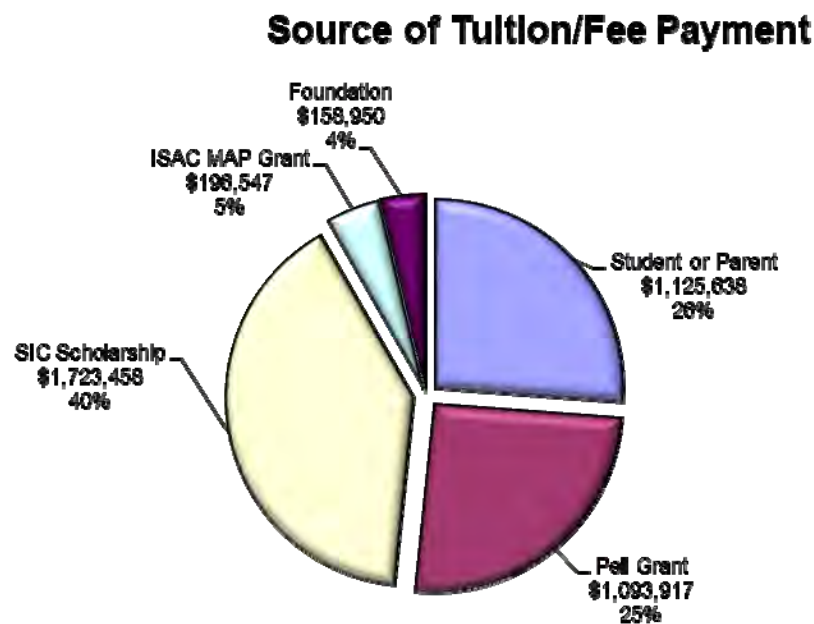
The following is a graphic representation of the source of operating and non-operating revenues excluding on behalf revenue:



The following graph is a comparison of current and prior year of tuition and fee payments by the source of the payment:



Twenty-six percent (26%) of total tuition and fees are paid by students. The remaining seventy-four percent (74%) is paid by student scholarships, Federal or State grants or the Southeastern Illinois College Foundation. The following is a graphic illustration of tuition and fee payment by source for FY2018:



## **Significant Transactions and Changes in Individual Funds**

The operating funds balance, represented by the combination of the Education and the Operations and Maintenance Funds experienced a \$971,754 increase in FY2018. The fund balance increase remains comparable with the FY2017 increase of \$1,006,547 when removing the effects of the \$4,500,000 FY2017 bond proceeds. Revenue from the state government as well as student tuition and fees saw a rise. Expenditures also saw a similar increase. Individually, the education fund balance increased \$938,107 and the operation and maintenance fund increased \$33,647.

The Liability, Protection and Settlement Fund balance increased \$90,736 in FY2018. The fund ends with a new reserve balance of \$793,438 for future liabilities and preventative risk management. Local property taxes are the source of revenues for this fund and are limited due to minimal growth of property value in the district. Due to potential volatility of the number and/or expense of claims possibly made against the district, this balance provides a reasonable surplus for unforeseen liabilities as well as for risk management initiatives to reduce the likelihood of such expenditures.

The Working Cash Fund balance remained the same at \$3,550,030. There presently is no repayment liability within FY2019.

The Capital Projects Fund balance increased by \$1,861,067 as a result of the donation for the construction of the Hise Museum. These additional funds should be expended upon completion of the museum estimated to be in April 2019.

The Auxiliary Fund balance decreased by \$84,049 in FY2018 to \$1,350,044. Income earned by the college bookstore though still positive, saw a drop of \$40,342. The FY2018 plans to improve child study center losses did have positive results by reducing the previous year's loss by \$35,884. Current plans for FY2019 are to increase fees in an effort to minimize any future losses. The SIC business office is continuing to monitor the billing and receivable functions of the center.

The Restricted Purposes fund decreased by \$(427,274) in FY2018. This decrease was a result of the use of funds from the 2010A bond fund for construction and repairs at the SIC Carmi Center, construction of the Archery Building, installation of the new chiller for E & F Buildings, and required matching funds for construction of the Coal Mine Training Center.

Beginning in FY 2012 the Southeastern Illinois College Foundation was considered a component unit of Southeastern Illinois College as defined on page 18 and 19 of the notes to the financial statements. The Foundation's financial information is discretely presented on pages 15 and 16. The Total Net Position of the foundation at the end of FY2018 was \$4,200,188 compared to FY2017 of \$4,321,200, a decrease of \$121,012. See Note 10 starting on page 53 for further details.

## **BASIC FINANCIAL STATEMENTS**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATEMENT OF NET POSITION  
JUNE 30, 2018**

	<b>Southeastern Illinois College</b>	<b>Component Unit Southeastern Illinois College Foundation</b>
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents - unrestricted	\$ 12,226,507	\$ 371,010
Restricted cash and cash equivalents	7,817,108	-
Receivables -		
Tuition and fees, net of allowance for doubtful accounts of \$375,323	89,114	-
Outside agencies	494,153	-
Fees, Child Study Center, net of allowance for doubtful accounts of \$22,287	31,224	-
Southeastern Illinois College Foundation	1,521	-
Property taxes	4,921,600	-
Other	-	1,455
Inventories	234,203	-
Prepaid expenses	13,621	-
Unconditional promises to give, restricted for scholarships	-	3,001
Total Current Assets	<u>25,829,051</u>	<u>375,466</u>
Non-Current Assets		
Long-term investments	-	3,758,256
Property held for investment	-	69,500
Capital assets, net	13,699,293	-
Total Non-Current Assets	<u>13,699,293</u>	<u>3,827,756</u>
<b>TOTAL ASSETS</b>	<u>39,528,344</u>	<u>4,203,222</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Federal, trust, or grant pension contributions	36,006	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<u>36,006</u>	<u>-</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable	509,259	6,738
Accrued expenses	953,250	-
Due to student groups	102,834	-
Lease purchase payable	51,150	-
Bonds payable - current portion	1,200,000	-
Total Current Liabilities	<u>2,816,493</u>	<u>6,738</u>
Non-Current Liabilities		
Lease purchase payable	2,625	-
Bonds payable	10,589,327	-
Other post employment benefits	5,592,175	-
Total Non-Current Liabilities	<u>16,184,127</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	<u>19,000,620</u>	<u>6,738</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred other post employment benefits	870,277	-
Deferred Heritage Festival booth rental fees	8,380	-
Deferred property taxes	4,921,600	-
Deferred tuition	220,380	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>6,020,637</u>	<u>-</u>
<b>NET POSITION</b>		
Net investment in capital assets	5,309,745	-
Restricted for:		
Expendable - capital projects	2,427,406	-
Expendable - debt service	(134,755)	-
Expendable - other	1,182,146	-
Permanently restricted	-	2,696,740
Temporarily restricted	-	1,443,580
Unrestricted	5,758,551	59,868
<b>TOTAL NET POSITION</b>	<u>\$ 14,543,093</u>	<u>\$ 4,200,188</u>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Southeastern Illinois College</u>	<u>Component Unit Southeastern Illinois College Foundation</u>
<b>REVENUES</b>		
Operating Revenues:		
Student tuition and fees, net of scholarship allowances of \$3,172,872	\$ 1,125,638	\$ -
Donations	-	539,490
Auxiliary enterprises revenue:		
Bookstore	525,329	-
Food service	176,565	-
Child study center fees	178,682	-
Other	146,761	-
Other	71,417	-
Total operating revenues	<u>2,224,392</u>	<u>539,490</u>
<b>EXPENSES</b>		
Operating Expenses:		
Instruction	4,412,662	-
Academic support	329,059	-
Student services	1,000,587	657,372
Public services	366,886	-
Auxiliary services	1,283,302	-
Operation and maintenance of plant	1,678,395	-
Institutional support	2,759,516	-
Scholarships	1,375,926	-
Depreciation	573,540	-
On behalf payments	4,095,113	-
Total operating expenses	<u>17,874,986</u>	<u>657,372</u>
Operating income (loss)	<u>(15,650,594)</u>	<u>(117,882)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
Property taxes	4,518,631	-
Replacement tax	201,250	-
State grants and contracts	4,837,530	-
Federal grants and contracts	2,985,405	-
Interest income	212,245	-
Interest expense	(464,800)	-
Gifts and other non-operating revenue	2,782,670	-
On behalf payments	4,095,113	-
Unrealized capital gains (losses)	-	(3,127)
Total non-operating revenues (expenses), net	<u>19,168,044</u>	<u>(3,127)</u>
Increase (decrease) in net position	3,517,450	(121,009)
Net Position - beginning of year, restated (see Note 8)	<u>11,025,643</u>	<u>4,321,197</u>
Net Position - end of year	<u>\$ 14,543,093</u>	<u>\$ 4,200,188</u>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2018**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Tuition and fees	\$ 1,127,363
Payments to and benefits for employees	(8,100,129)
Payments to suppliers	(3,909,326)
Auxiliary enterprise charges	1,031,573
Sales and services	71,417
Net cash used by operating activities	<u>(9,779,102)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>	
Property taxes	4,523,667
Replacement taxes	201,250
Grants and contracts	9,558,409
Gifts and other non-operating revenue	2,781,348
Net cash provided by noncapital financing activities	<u>17,064,674</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Principal paid on lease purchase	(61,312)
Interest paid on lease purchase	(2,889)
Principal paid on bonds	(5,660,000)
Interest paid on bonds	(638,405)
Proceeds from bonds	4,500,000
Purchase of capital assets	(1,432,479)
Net cash used by capital and related financing activities	<u>(3,295,085)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Interest income	212,245
Net cash provided by investing activities	<u>212,245</u>
Net increase in cash and cash equivalents	4,202,732
Cash and cash equivalents - beginning of year	<u>15,840,883</u>
Cash and cash equivalents - end of year	<u>\$ 20,043,615</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:</b>	
Operating loss	\$ (15,650,594)
<b>Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities</b>	
Depreciation expense	573,540
On behalf revenues	4,095,113
Decrease in tuition and fees receivable	3,592
Decrease in Child Study Center fees receivable	2,955
Decrease in inventories	44,274
Increase in prepaid expense	(13,180)
Decrease in federal, trust, or grant pension contributions	2,394
Increase in deferred post employment benefits	870,277
Increase in accounts payable	105,671
Decrease in accrued expenses, excluding accrued interest payable	175,882
Increase in amounts due to student groups	11,560
Increase in deferred Heritage Festival booth rental fees	1,281
Decrease in deferred tuition	(1,867)
Net cash used by operating activities	<u>\$ (9,779,102)</u>
Cash and cash equivalents - unrestricted	\$ 12,226,507
Cash and cash equivalents - restricted	7,817,108
Total cash and cash equivalents	<u>\$ 20,043,615</u>

The accompanying notes are an integral part of these financial statements.



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies**

Southeastern Illinois Community College District No. 533 (the College) is organized under the Illinois Public Community College Act with partial funding by the Illinois Community College Board. The College's district encompasses parts of eight counties in Southeastern Illinois. The accounting policies of the College conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities as well as those prescribed by the Illinois Community College Board (ICCB). The College reports are based on all applicable Government Accounting Standards Board (GASB) pronouncements as well as applicable Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Review Boards of Committee on Accounting Procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The following is a summary of the more significant policies.

**A. Reporting Entity**

The accompanying financial statements include all entities for which the Board of Trustees of the College has financial accountability.

In defining the financial reporting entity, the College has considered whether there are any potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GASB Statement No. 14, "The Financial Reporting Entity," as amended by GASB Statement No. 39, "Determining Whether Certain Organizations are Component Units," and GASB Statement No. 61, "Financial Reporting Entity". The primary criterion for including a potential component unit within the reporting entity is the financial accountability that the elected officials of the primary government have for the component unit, as well as the presence of a financial benefit or burden relationship between the primary government and the component unit.

The criteria used in assessing financial accountability consist of (1) the primary government is financially accountable if it appoints a voting majority of the organization's governing body and (a) it is able to impose its will on that organization or (b) there is a potential for the organization to provide specific financial benefits or impose specific financial burdens on the primary government; and (2) the primary government may be financially accountable if the organization is fiscally dependent.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

**A. Reporting Entity (Concluded)**

Fiscal dependency is determined if a component unit possesses one or more of the following characteristics: (1) it is unable to determine its budget without having the primary government approve or modify the budget; (2) it is unable to levy taxes or set rates or charges without approval by the primary government; or (3) it is unable to issue debt without approval of the primary government.

A financial benefit or burden relationship exists between the primary government and the component unit if any one of the following conditions exist: (1) the primary government is legally entitled to or can otherwise access the organization's resources; (2) the primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (3) the primary government is obligated in some manner for the debt of the organization.

Where no financial accountability exists, a legally separate, tax-exempt organization is reported as a component unit if all three of the following criteria are met: (1) the economic resources received or held by the organization are for the direct benefit of the primary government or its constituents; (2) the primary government is entitled to or has the ability to otherwise access a majority of the organization's economic resources; and (3) the economic resources received or held by the organization are significant to the primary government.

Using these criteria, the Southeastern Illinois College Foundation ("Foundation") has been determined to be a legally separate, tax-exempt component unit of the College. The Foundation was organized and operates exclusively for educational and charitable purposes designed to promote the welfare of the College. The board of the Foundation consists of graduates and friends of the College. Although the College does not control the timing or amount of receipts from the Foundation, the majority of the resources, or income thereof, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by or for the benefit of the College, the Foundation is considered a component unit of the College and is discretely presented in the College's financial statements. Complete financial statements for the Foundation can be obtained from the Foundation office.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

Non-exchange transactions, in which the College receives value without directly giving equal value in return, include property taxes; federal, state, and local grants; state appropriations; and other contributions. On an accrual basis, revenue from property taxes is recognized in the period for which the levy is intended to finance. Revenue from grants, state appropriations, and other contributions is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when the use is first permitted, matching requirements, in which the College must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the College on a reimbursement basis.

*New Accounting Guidance*

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, established new accounting requirements for interest cost incurred before the end of a construction period and is effective for reporting periods beginning after December 15, 2019. The implementation of this standard requires that interest cost incurred before the end of a construction period to be recognized as an expense in the period in which the cost is incurred.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Concluded)**

*New Accounting Guidance (Concluded)*

GASB Statement No. 75, *Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions*, primary objective is to improve accounting and financial reporting by State and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB). It also improves information provided by State and local governmental employers about financial support for OPEB that is provided by non-employer entities (the State of Illinois). The requirements of the Statement are effective for financial statements for periods beginning after June 15, 2017.

The accounting and reporting policies of the College conform to generally accepted accounting principles applicable to government units and Illinois community colleges. The GASB is the accepted standard setting body for establishing accounting and financial reporting principles. These authoritative pronouncements are consistent with the accounting practices prescribed or permitted by the Illinois Community College Board (ICCB), as set forth in the ICCB Fiscal Management Manual. The following is a summary of the more significant policies.

**C. Classification of Revenues**

Operating revenue includes activities that have the characteristics of exchange transactions such as (1) student tuition and fees and (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances. Non-operating revenue includes activities that have the characteristics of non-exchange transactions, such as (1) local property taxes, (2) state appropriations, (3) certain federal, state, and local grants and contracts and federal appropriations, and (4) gifts and contributions.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

D. Budgets

Although the College adopts an expanded operational budget, the budget legally required by the Illinois Community College Board contains only a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year.

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

Cash includes deposits held at banks and small amounts of cash on hand and petty cash funds. Illinois Funds Money Market Fund is considered to be cash equivalent due to their liquidity or short-term nature.

G. Receivable from Outside Agencies

The receivable from outside agencies is made up of amounts due from various governmental agencies. The amounts from the governmental agencies are considered to be 100% collectible.

H. Inventories

Inventories consisting of textbooks, college apparel, food, and miscellaneous school supplies are stated at the lower of average cost or net realizable value.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

**I. Capital Assets**

Capital assets include property, plant equipment, and infrastructure assets, such as roads and sidewalks. Capital assets are defined by the College as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation is computed by the straight-line method over the estimated lives as follows:

<u>Type of Property and Equipment</u>	<u>Estimated Useful Life</u>
Land improvements	20 Years
Buildings	50 Years
Equipment	5-15 Years

**J. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The College only has one item that qualifies for reporting in this category. It is the federal, trust, or grant pension contributions paid during the current fiscal year. See Note 6 to the financial statements for additional details.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

J. Deferred Outflows/Inflows of Resources (Concluded)

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The College has only one type of item, unavailable revenue, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. The College reports unavailable revenue of three types: unearned tuition and student fees, Heritage Festival booth rental fees, grants, and tax levies collected in the current fiscal year but applicable to periods occurring after year end. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

K. Amortization of Bond Issuance Premium/Discount

The College amortizes bond issuance premiums and discounts by the effective interest method over the period the related bond issue is outstanding. The bond premium/discount is amortized by using the same interest rate as the related bond issue, and the current period amortization is shown as a decrease (for a premium) or increase (for a discount) to current period interest expense.

L. Net Position

Net investment in capital assets – This represents the College’s total investment in capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

L. Net Position (Concluded)

Restricted net position – expendable – This includes assets/resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties, reduced by any liabilities and deferred inflows of resources related to those assets. Sources of restricted revenue include federal, state, and private grants and contracts. Externally restricted funds may be utilized only in accordance with the purpose established by the source of such funds and are in contrast with unrestricted funds over which the Board of Trustees retains full control to use in achieving any of its institutional purposes. When both restricted and unrestricted resources are available for use, it is the College's policy to use restricted resources first, then unrestricted resources when they are needed.

Unrestricted net position – This represents assets/resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the College and may be used at the discretion of the Board of Trustees to meet current expenses for any lawful purpose.

M. Insurance Coverage

Significant losses are covered by commercial insurance for all major programs: property, liability, and workman's compensation. During the year ended June 30, 2018, there were no significant reductions in coverage. Also, there have been no settlement amounts exceeding insurance coverage in the past three years.

N. Account Groups

The College maintains a General Long-Term Debt Account Group and General Fixed Asset Account Group to track the balances of debt to be paid from the debt service fund and fixed assets acquired by governmental funds, respectively. As these are not funds, they have been excluded from the Combined Balance Sheet - All Fund Types, but their balances are included in the Statement of Net Position.



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Continued)**

O. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the plan net position of the State Universities Retirement System (SURS or the System) and additions to/deductions from SURS' plan net position has been determined on the same basis as they are reported by SURS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For the purposes of financial reporting, the State of Illinois and participating employers are considered to be under a special funding situation. A special funding situation is defined as a circumstance in which a non-employer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity or entities and either (1) the amount of the contributions for which the non-employer entity is legally responsible is not dependent upon one or more events unrelated to pensions or (2) the non-employer is the only entity with a legal obligation to make contributions directly to a pension plan. The State of Illinois is considered a non-employer contributing entity. Participating employers are considered employer contributing entities.

P. Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other federal, state or nongovernmental programs, are recorded as nonoperating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies (Concluded)**

Q. Federal Financial Assistance Programs

The College participates in federally funded PELL Grants, SEOG Grants, Federal Work-Study, and Federal Family Education Loan Programs. Federal programs are audited in accordance with the Title 2 *U.S Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *Federal Awarding Agency Regulatory Implementation of Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Audit of States, Local Governments and Non-Profit Organizations*, and the *Compliance Supplement*.

R. Fund Balance Policy

The College maintains a fund balance policy to assure sufficient fiscal resources are available in the event of occurrences that could adversely affect the College's cash flow, responsibilities, and services. The general operating fund balance should be at a minimum 30% of the annual operating budget expenditures or the average of the previous three operating budget expenditures. All other funds, restricted or unrestricted, will be maintained in compliance with federal, state, and local laws and/or policies.

S. Date of Management's Review

The College has evaluated subsequent events through October 12, 2018, the date which the financial statements were available to be issued.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 2: Cash and Cash Equivalents**

At June 30, 2018, the carrying amount of the College's deposits at financial institutions was \$20,037,086, which does not include \$6,529 cash on hand and petty cash funds held at the College. The bank balance was \$20,213,019.

<u>Institution</u>	<u>Carrying Amount</u>	<u>Bank Balance</u>
Banterra Bank Group	\$ 7,610,333	\$ 7,786,265
<u>Investment Pool</u>		
Illinois Funds Money Market Fund		
U.S. Bank	12,426,753	12,426,754
	<u>\$ 20,037,086</u>	<u>\$ 20,213,019</u>

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. As of June 30, 2018, \$7,786,265 of the College's bank balance of \$20,213,019 was exposed to custodial credit risk as follows:

Collateralized by securities held by the pledging financial institution's agent in the College's name	<u>\$7,786,265</u>
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The Illinois Funds Money Market Fund is a money market fund created in 1975 by the Illinois General Assembly. Its primary purpose is to provide custodians of public funds with an alternative investment vehicle which enable them to earn a competitive rate of return on fully collateralized investments, while maintaining immediate access to invested funds.

The monies invested by the individual participants are pooled together and invested in U.S. Treasury bills and notes backed by full faith and credit of the U.S. Treasury. In addition, monies are invested in fully collateralized time deposits in Illinois financial institutions, in collateralized repurchase agreements, and in treasury mutual funds that invest in U.S. Treasury obligations and collateralized repurchase agreements.

The time deposits are collateralized 105% over FDIC or FSLIC \$250,000 insurance with U.S. Treasury obligations and marked to market on a daily basis to maintain sufficiency. The repurchase agreements are collateralized at 102% with U.S. Treasury obligations and the collateral is checked daily to determine sufficiency.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 2: Cash and Cash Equivalents (Concluded)**

The individual participants maintain separate investment accounts representing a proportionate share of the pool of assets and its respective collateral; therefore no collateral is identified with each individual participant's account. Given the nature of the Illinois Funds Money Market Fund, the carrying value approximates market value.

**NOTE 3: Changes in Capital Assets**

The following is a schedule of the College's investment in capital assets. The investment in capital assets is determined by reducing historical cost by accumulated depreciation.

	Balance 07-01-17	Additions	Deletions	Balance 06-30-18
Capital assets not being depreciated:				
Land	\$ 266,405	\$ -	\$ -	\$ 266,405
Construction in progress	795,494	199,586	879,019	116,061
	<u>1,061,899</u>	<u>199,586</u>	<u>879,019</u>	<u>382,466</u>
Other capital assets:				
Land improvements	1,200,645	90,340	-	1,290,985
Buildings	16,994,101	1,962,914	-	18,957,015
Equipment	<u>2,364,239</u>	<u>58,657</u>	<u>-</u>	<u>2,422,896</u>
Total other capital assets at historical costs	<u>20,558,985</u>	<u>2,111,911</u>	<u>-</u>	<u>22,670,896</u>
Total capital assets at historical cost	<u>\$ 21,620,884</u>	<u>\$ 2,311,497</u>	<u>\$ 879,019</u>	<u>\$ 23,053,362</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 3: Changes in Capital Assets (Concluded)**

Less Accumulated Depreciation:

Land improvements	\$ 1,041,223	\$ 7,322	\$ -	\$ 1,048,545
Buildings	6,278,209	371,186	-	6,649,395
Equipment	1,461,098	195,032	-	1,656,128
	<u>8,780,530</u>	<u>\$ 573,540</u>	<u>\$ -</u>	<u>9,354,069</u>
Capital Assets, Net	<u>\$ 12,840,354</u>			<u>\$ 13,699,293</u>

**NOTE 4: Changes in Long-Term Debt**

The following is a summary of long-term debt transactions of the College for the year ended June 30, 2018:

Bond payable at July 1, 2017	\$ 12,958,328
Bonds retired	(5,660,000)
Bonds issued	4,500,000
Bond premium amortization	(9,001)
Bond payable at June 30, 2018	<u>\$ 11,789,327</u>
Lease purchases payable at July 1, 2017	\$ 115,087
Leases issued	-
Lease principal paid	(61,312)
Lease purchases payable at June 30, 2018	<u>\$ 53,775</u>

The following is a description of the bond issues and the debt service requirement to maturity:

August 1, 2010 General Obligation Bonds, Series 2010A  
Maturity Date – December 1, 2019  
Total issue \$2,500,000  
Interest rate 5.25% - 5.5%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 400,000	\$ 52,738	\$ 452,738
2020	795,000	20,869	815,869
	<u>\$ 1,195,000</u>	<u>\$ 73,607</u>	<u>\$ 1,268,607</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4: Changes in Long-Term Debt (Continued)**

August 1, 2010 General Obligation Bonds, Series 2010B

Maturity Date – December 1, 2023

Total issue \$3,405,000

Interest rate 3.75% - 5.5%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ -	\$ 134,070	\$ 134,070
2020	-	134,070	134,070
2021	830,000	118,508	948,508
2022	865,000	86,078	951,078
2023	900,000	51,210	951,210
2024	810,000	16,605	826,605
	<u>\$ 3,405,000</u>	<u>\$ 540,541</u>	<u>\$ 3,945,541</u>

September 1, 2012 General Obligation Refunding Community College Bonds, Series 2012

Maturity Date – October 1, 2018

Total issue \$2,000,000

Interest rate 2.00% - 2.50%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 270,000	\$ 2,700	\$ 272,700
	<u>\$ 270,000</u>	<u>\$ 2,700</u>	<u>\$ 272,700</u>

February 19, 2016 - General Obligation Bonds, Series 2016A

Maturity Date – December 1, 2019

Total Issue \$1,690,000

Interest Rate 2.65%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 530,000	\$ 13,648	\$ 543,648
2020	250,000	3,312	253,312
	<u>\$ 780,000</u>	<u>\$ 16,960</u>	<u>\$ 796,960</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4: Changes in Long-Term Debt (Continued)**

February 19, 2016 - General Obligation Bonds, Series 2016B

Maturity Date – December 1, 2022

Total Issue \$1,630,000

Interest Rate 2.45%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ -	\$ 39,935	\$ 39,935
2020	205,000	37,424	242,424
2021	465,000	29,216	494,216
2022	475,000	17,701	492,701
2023	485,000	5,941	490,941
	<u>\$ 1,630,000</u>	<u>\$ 130,217</u>	<u>\$ 1,760,217</u>

June 1, 2017 – Alternate Revenue Bonds, Series 2017A

Maturity Date – December 1, 2026

Total Issue \$4,500,000

Interest Rate 3.875% - 4.25%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ -	\$ 243,183	\$ 243,183
2020	-	183,150	183,150
2021	-	183,150	183,150
2022	-	183,150	183,150
2023	-	183,150	183,150
2024-2027	4,500,000	471,281	4,971,281
	<u>\$ 4,500,000</u>	<u>\$ 1,447,064</u>	<u>\$ 5,947,064</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4: Changes in Long-Term Debt (Continued)**

IBM Backup Server lease purchase agreement with IBM LLC

Dated January 1, 2014

Maturity Date – December 1, 2018

Lease amount - \$71,263

Lease term – 60 months

Interest at 3.21%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 7,650	\$ 72	\$ 7,722
	<u>\$ 7,650</u>	<u>\$ 72</u>	<u>\$ 7,722</u>

Wireless Network Upgrades lease purchase agreement with Peoples National Bank

Dated October 1, 2014

Maturity Date – October 1, 2018

Lease amount - \$63,000

Lease term – 4 years

Interest at 2.98%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 16,461	\$ 497	\$ 16,958
	<u>\$ 16,461</u>	<u>\$ 497</u>	<u>\$ 16,958</u>

Tri State Business Copiers lease purchase agreement with Peoples National Bank

Dated July 31, 2014

Maturity Date – July 31, 2019

Lease amount - \$125,895

Lease term – 60 months

Interest at 2.98%

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 26,654	\$ 508	\$ 27,162
2020	2,625	6	2,631
	<u>\$ 29,279</u>	<u>\$ 514</u>	<u>\$ 29,793</u>



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4: Changes in Long-Term Debt (Concluded)**

At June 30, 2018, the College's future cash flow requirements for retirement of bond principal and interest obligations and other long-term debt obligations by fiscal year were as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 1,251,150	\$ 487,352	\$ 1,738,502
2020	1,252,625	378,831	1,631,089
2021	1,295,000	330,874	1,625,874
2022	1,340,000	286,929	1,626,929
2023	1,385,000	240,301	1,625,301
2024 – 2027	5,310,000	487,886	5,797,886
	<u>\$ 11,833,775</u>	<u>\$ 2,212,173</u>	<u>\$ 14,045,581</u>

Included in long-term debt payable, but not included in the above schedule of future cash flow requirements, is \$9,327 of unamortized bond issuance premium.

**NOTE 5: Property Taxes**

The 2017 property tax extension has been deferred to comply with Government Accounting Standards Board Statement No. 3 since it was levied to finance activities of the 2017/2018 academic year. In accordance with these guidelines, property tax revenue is to be recognized in the period the levy is intended to finance.

The College must file its tax levy ordinance by the last Tuesday in December of each year. The College's property tax is levied each year on all taxable real property located within the District. These taxes attach an enforceable lien on real property as of January 1 and are payable in two installments; due dates vary by county. The College receives significant property tax receipts from July through November.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 5: Property Taxes (Concluded)**

The following are the tax rates permitted and the actual rates levied per \$100 of assessed valuation.

	Maximum Rate	Actual Rate	
		2017 Levy Payable 2018	2016 Levy Payable 2017
Education	.28000	0.27784	0.28000
Operations and Maintenance	.10000	0.09922	0.10000
Tort Immunity	Unlimited	0.15338	0.15066
Audit	.00500	0.00500	0.00500
Social Security	Unlimited	0.01512	0.01655
Bond and Interest	Unlimited	0.31315	0.26138
		<u>0.86371</u>	<u>0.81359</u>

**NOTE 6: Defined Benefit Pension Plan**

General Information about the Pension Plan

*Plan Description*

Southeastern Illinois Community College District No. 533 contributes to the State Universities Retirement System of Illinois (SURS), a cost-sharing multiple-employer defined benefit plan with a special funding situation whereby the State of Illinois (the State) makes substantially all actuarially determined required contributions on behalf of the participating employers. SURS was established July 21, 1941, to provide retirement annuities and other benefits for staff members and employees of state universities, certain affiliated organizations, and certain other state educational and scientific agencies and for survivors, dependents, and other beneficiaries of such employees. SURS is considered a component unit of the State of Illinois' financial reporting entity and is included in the state's financial reports as a pension trust fund. SURS is governed by Chapter 40, Act 5, Article 15 of the *Illinois Compiled Statutes*. SURS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by accessing the website at [www.SURS.org](http://www.SURS.org).

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Continued)**

General Information about the Pension Plan (Continued)

*Benefits Provided*

A traditional benefit plan was established in 1941. Public Act 90-0448 enacted effective January 1, 1998, established an alternative defined benefit program known as the portable benefit package. The traditional and portable plan Tier 1 refers to members that began participation prior to January 1, 2011. Public Act 96-0889 revised the traditional and portable benefit plans for members who begin participation on or after January 1, 2011, and who do not have other eligible Illinois reciprocal system services. The revised plan is referred to as Tier 2. New employees are allowed 6 months after their date of hire to make an irrevocable election. A summary of the benefit provisions as of June 30, 2017 can be found in the System's comprehensive annual financial report (CAFR) Notes to the Financial Statements.

*Contributions*

The State of Illinois is primarily responsible for funding the System on behalf of the individual employers at an actuarially determined amount. Public Act 88-0593 provides a Statutory Funding Plan consisting of two parts: (i) a ramp-up period from 1996 to 2010 and (ii) a period of contributions equal to a level percentage of the payroll of active members of the System to reach 90% of the total Actuarial Accrued Liability by the end of Fiscal Year 2045. Employer contributions from "trust, federal, and other funds" are provided under Section 15-155(b) of the Illinois Pension Code and require employers to pay contributions which are sufficient to cover the accruing normal costs on behalf of applicable employees. The employer normal cost for fiscal year 2017 and 2018 respectively, was 12.53% and 12.46% of employee payroll. The normal cost is equal to the value of current year's pension benefit and does not include any allocation for the past unfunded liability or interest on the unfunded liability. Plan members are required to contribute 8.0% of their annual covered salary. The contribution requirements of plan members and employers are established and may be amended by the Illinois General Assembly.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Continued)**

General Information about the Pension Plan (Concluded)

*Contributions (Concluded)*

Participating employers make contributions toward separately financed specific liabilities under Section 15-139.5(e) of the Illinois Pension Code (relating to contributions payable due to the employment of “affected annuitants” or specific return to work annuitants) and Section 15-155(g) (relating to contributions payable due to earning increases exceeding 6% during the final rate of earnings period).

Pension Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

*Net Pension Liability*

The new pension liability (NPL) was measured as of June 30, 2017. At June 30, 2017, SURS reported a net pension liability (NPL) of \$25,481,105,995.

*Employer Proportionate Share of Net Pension Liability*

The amount of the proportionate share of the net pension liability to be recognized for Southeastern Illinois Community College District No. 533 is \$0. The proportionate share of the State’s net pension liability associated with Southeastern Illinois Community College District No. 533 is \$38,298,102 or 0.1503%. This amount should not be recognized in the financial statement. The net pension liability and total pension liability as of June 30, 2017 was determined based on the June 30, 2016 actuarial valuation rolled forward. The basis of allocation was used in the proportionate share of net pension liability is the actual reported pensionable contributions made to SURS during fiscal year 2017.

*Pension Expense*

At June 30, 2017 SURS reported a collective net pension expense of \$2,412,918,129.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Continued)**

Pension Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

*Employer Proportionate Share of Pension Expense*

The employer proportionate share of collective pension expense should be recognized similarly to on-behalf payments as both revenue and matching expenditure in the financial statements. The basis of allocation used in the proportionate share of collective pension expense is the actual reported pensionable contributions made to SURS during fiscal year 2017. As a result, Southeastern Illinois Community College District No. 533 recognized on-behalf revenue and pension expense of \$3,626,616 for the fiscal year ended June 30, 2018.

*Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

Deferred outflows of resources are the consumption of net position by the system that is applicable to future reporting periods.

SURS Collective Deferred Outflows and Deferred Inflows of Resources by Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 139,193,227	\$ 1,170,771
Changes in assumption	205,004,315	259,657,577
Net differences between projected and actual earnings on pension plan investments	94,620,827	-
Total	<u>\$ 438,818,369</u>	<u>\$ 260,828,348</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Continued)**

Pension Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Concluded)

*SURS Collective Deferred Outflows and Deferred Inflows of Resources by Year to be Recognized in Future Pension Expense*

Year Ending June 30	Net Deferred Outflows of Resources
2018	\$ 55,589,850
2019	187,874,276
2020	90,475,551
2021	(155,949,656)
2022	-
Thereafter	-
Total	<u>\$ 177,990,021</u>

Employer Deferral of Fiscal Year 2018 Pension Expense

Employer paid \$36,006 in federal, trust or grant contributions for the fiscal year ended June 30, 2018. These contributions were made subsequent to the pension liability measurement date of June 30, 2017 and are recognized as Deferred Outflows of Resources as of June 30, 2018.

Assumptions and Other Inputs

*Actuarial Assumptions*

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period June 30, 2010 – 2014. The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75 percent
Salary increases	3.75 to 15.00 percent, including inflation
Investment rate of return	7.25 percent beginning with the actuarial valuation as of June 30, 2014

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Continued)**

Assumptions and Other Inputs (Continued)

*Actuarial Assumptions (Concluded)*

Mortality rates were based on the RP2014 Combined Mortality Table with projected generational mortality and a separate morality assumption for disabled participants.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of the arithmetic real rates of return were adopted by the plan's trustees after considering input from the plan's investment consultant(s) and actuary(s). For each major asset class that is included in the pension plan's target asset allocation as of June 30, 2017, these best estimates are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Equity	23%	6.08%
Private Equity	6%	8.73%
Non-U.S. Equity	19%	7.34%
Global Equity	8%	6.85%
Fixed Income	19%	1.38%
Treasury-Inflation Protected Securities	4%	1.17%
Emerging Market Debt	3%	4.14%
Real Estate REITS	4%	5.75%
Direct Real Estate	6%	4.62%
Commodities	2%	4.23%
Hedged Strategies	5%	3.95%
Opportunity Fund	1%	6.71%
Total	100%	5.20%
Inflation		2.75%
Expected Arithmetic Return		7.95%

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 6: Defined Benefit Pension Plan (Concluded)**

Assumptions and Other Inputs (Concluded)

*Discount Rate*

A single discount rate of 7.09% was used to measure the total pension liability. This single discount rate was based on an expected rate of return on pension plan investments of 7.25% and a municipal bond rate of 3.56% (based on the weekly rate closest to but not later than the measurement date of the 20-Year Bond Buyer Index as published by the Federal Reserve). The projection of cash flows used to determine this single discount rate were the amounts of contributions attributable to current plan members and assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the statutory contribution rates under the System's funding policy. Based on these assumptions, the pension plan's fiduciary net position and future contributions were sufficient to finance the benefit payments through the year 2073. As a result, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the year 2073, and the municipal bond rate was applied to all benefit payments after that date.

*Sensitivity of the System's Net Pension Liability to Changes in the Discount Rate*

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 7.09%, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher:

1% Decrease	Current Single Discount Rate	1% Increase
6.09%	Assumption	8.09%
7.09%		
\$30,885,146,279	\$25,481,105,995	\$20,997,457,586

Additional information regarding the SURS basic financial statements including the Plan Net Position can be found in the SURS comprehensive annual financial report by accessing the website at [www.SURS.org](http://www.SURS.org).



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits**

*Plan Description*

In addition, Southeastern Illinois Community College District No. 533 contributes to the Community College Health Insurance Security Fund (CCHISF) (also known as the College Insurance Program “CIP”) that was established under the State Employees Group Insurance Act of 1971, as amended, 5 ILCS 375/6.9(f), which became effective July 1, 1999. The CCHISF is a cost-sharing, multiple-employer defined benefit OPEB Trust Fund, which has a special funding situation as described in 40 ILCS 15/1.4. A non-employer (the State) is required by statute to contribute a defined percentage of participant payroll directly to the OPEB plan, which is administered through the trust.

CCHISF has no component units and is not a component unit of any other entity. However, because CCHISF is not legally separate from the State of Illinois, the financials statements of the CCHISF are included in the financial statements of the State of Illinois as a pension (and other employee benefit) trust fund. This fund is a non-appropriated trust fund held outside the State Treasury, with the State Treasurer as custodian. Additions deposited into the Trust are for the sole purpose of providing health benefits to retirees, as established under the plan and associated administrative cost.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*Benefits Provided*

Through the trust the State provides health, dental, vision, and life insurance benefits for retirees and their dependents. Substantially all State employees become eligible for post-employment benefits if they eventually become annuitants of one of the State sponsored pension plans. Health, dental and vision benefits include basic benefits for annuitants and their dependents under the State's self-insurance plan and insurance contracts currently in force. Annuitants may be required to contribute towards health, dental, and vision benefits with the amount based on factors such as date of retirement, years of credited service with the State, whether the annuitant is covered by Medicare, and whether the annuitant has chosen a managed health care plan. Annuitants who retired prior to January 1, 1998, and who are vested in the State Employees' Retirement System do not contribute towards health, dental, and vision benefits. For annuitants who retire on or after January 1, 1998, the annuitant's contribution amount is reduced five percent for each year of credited service with the State allowing those annuitants with twenty or more years of credited service to not have to contribute towards health, dental, and vision benefits. Annuitants also receive life insurance coverage equal to the annual salary of the last day of employment until age 60, at which time the benefit becomes \$5,000.

The State pays for a portion of the employer costs for the benefits provided. The total cost of the State's portion of the health, dental, vision, and life insurance benefits of all members, including post-employment health, dental, vision, and life insurance benefits, is recognized as an expenditure by the State in the Illinois Comprehensive Annual Financial Report. The State finances the costs on a pay-as-you-go basis. The total costs incurred for health, dental, vision, and life insurance benefits are not separated by department or component unit for annuitants and their dependents nor active employees and the dependents.

A summary of post-employment benefit provision, changes in benefit provisions, employee eligibility requirements including eligibility for vesting, and the authority under which benefit provisions are established are included as an integral part of the financial statements of the Department of Central Management Services. A copy of the financial statements of the Department of Central Management Services, may be obtained by writing to the Department of Central Management Services, Stratton Office Building, 401 South Spring Street, Springfield, IL 62706.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*Contributions*

The State Employees Group Insurance Act of 1971 (5 ILCS 375/6.10) requires every active contributor of the State Universities Retirement System (SURS), who is a full-time employee of a community college district or an association of community college boards, to make contributions to the plan at the rate of 0.5% of salary. The same section of statute requires every community college district or association of community college boards that is an employer under the SURS, to contribute to the plan an amount equal to 0.5% of the salary paid to its full-time employees who participate in the plan. The State Pension Funds Continuing Appropriation Act (40 ILCS15/1.4) requires the State to make an annual appropriation to the fund in an amount certified by the SURS Board of Trustees. The State Employees Group Insurance Act of 1971 (5 ILCS 375/6.9) requires the Director of the Department to determine the rates and premiums for annuitants and dependent beneficiaries and establish the cost-sharing parameter, as well as funding. At the option of the board of trustees, the college districts may pay all or part of the balance of the cost of coverage for retirees from the district. Administrative costs are paid by the CCHISF. At June 30, 2018, the College's policy was not to subsidize health insurance premiums of their retirees.

Employers participating in a cost-sharing OPEB plan, and any non-employer contributing entities that meet the definition of a special funding situation, are required to recognize their proportionate share of the collective OPEBs amounts for the OPEB benefits provided to members through the CCHISF plan. During fiscal year 2018 the College recognized OPEB contributions of \$26,604.

*Actuarial Assumptions*

The total OPEB liability was determined by an actuarial valuation as of June 30, 2016, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*Actuarial Assumptions (Continued)*

Inflation	2.75%
Salary increases	Depends on service and ranges from 10.00% at 1 year of service to 3.75% at 34 or more years of service. Salary increase includes a 3.75% wage inflation assumption
Investment rate of return	0%, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	Actual trend used for fiscal year 2017. For fiscal years on and after 2018, trend starts at 8.00% and 9.00% for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.50%. Additional trend rate of 0.52% is added to non-Medicare costs on and after 2020 to account for the Excise Tax.

Mortality rates for retirement and beneficiary annuitants were based on the RP-2014 White Collar Annuitant Mortality Table, adjusted for TRS experience. For disabled annuitants mortality rates were based on the RP-Disabled Annuitant table. Mortality rates for pre-retirement were based on the RP-2014 White Collar Table. All tables reflect future mortality improvements using Projection Scale MP-2014.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2010 through June 30, 2014.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*Actuarial Assumptions (Concluded)*

Projected benefit payments are required to be discounted to their actuarial present values using a Single Discount Rate that reflects (1) a long-term expected rate of return on OPEB plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits), and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met). Since the CIP fund is financed on a pay-as-you-go basis, a discount rate consistent with the 20-year general obligation bond index has been selected. The discount rates are 2.85% as of June 30, 2016, and 3.56% as of June 30, 2017. The increase in the single discount rate from 2.85% to 3.56% caused the College's total OPEB liability to decrease by approximately \$454,988 from 2016 to 2017.

The actuarial valuation was based on the Entry Age Normal cost method. Under this method, the normal cost and actuarial accrued liability are directly proportional to the employee's salary. The normal cost rate equals the present value of future benefits at entry age divided by the present value of the future salary at entry age. The normal cost at the member's attained age equals the normal cost rate at entry age multiplied by the salary at attained age. The actuarial accrued liability equals the present value of the benefits at attained age less present value of future salaries at attained age multiplied by normal cost rate at entry age.

During the plan year ending June 30, 2017, the collective trust earned \$24,000 in interest and due to the significant benefit payable, the trust net assets at June 30, 2017 of the collective trust is a negative (deficit) balance of \$50,818,000. Given the significant benefit payable, negative asset value and pay-as-you-go funding policy, the long-term expected rate of return assumptions was set to zero.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*Sensitivity of the employer's proportionate share of the collective net OPEB liability to changes in the discount rate assumption*

The following presents the College's proportionate share of the collective net OPEB liability, as well as what the College's proportionate share of the collective net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.56 percent) or 1-percentage-point higher (4.56 percent) than the current discount rate:

	1% Decrease (2.56%)	Current Discount Rate (3.56%)	1% Increase (4.56%)
Employer's proportionate share of the collective net OPEB liability	\$ 6,395,554	\$ 5,592,175	\$ 4,899,557

*Sensitivity of the employer's proportionate share of the collective net OPEB liability to changes in the healthcare cost trend rates assumption*

The following table shows the College's net OPEB liability as of June 30, 2017, using current trend rates and sensitivity trend rates that are either 1-percentage-point higher or lower. The key trend rates are 8.00% in 2018 decreasing to an ultimate trend rate of 5.02% in 2025, for non-Medicare coverage, and 9.00% in 2018 decreasing to an ultimate trend rate of 4.50% in 2027 for Medicare coverage.

	1% Decrease <sup>a</sup>	Healthcare Cost Trend Rates	1% Increase <sup>b</sup>
Employer's proportionate share of the collective net OPEB liability	\$ 4,639,276	\$ 5,592,175	\$ 6,971,132

<sup>a</sup> One percentage point decrease in healthcare trend rates are 7.00% in 2018 decreasing to an ultimate rate of 4.02% in 2025 for non-Medicare coverage, and 8.00% in 2018 decreasing to an ultimate trend rate of 3.50% in 2027 for Medicare coverage.

<sup>b</sup> One percentage point increase in healthcare trend rates are 9.00% in 2018 decreasing to an ultimate trend rate of 6.02% in 2025, for non-Medicare coverage, and 10.00% in 2018 decreasing to an ultimate trend rate of 5.50% in 2027 for Medicare coverage

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and  
Deferred Inflows of Resources Related to OPEB*

The collective net OPEB liability was measured as of June 30, 2017. At June 30, 2017, the CCHISF reported a net OPEB liability of \$1,823,636,957.

At June 30, 2018, the College reported a liability for its proportionate share of the net OPEB liability that is reflected as a reduction for State OPEB support provided to the College. The collective net OPEB liability was measured as of June 30, 2017, and the total OPEB liability used to calculate the collective net OPEB liability was determined by an actuarial valuation as of that date. The College's proportion of the collective net OPEB liability was based on a projection of the College's long-term share of contributions to the OPEB plan relative to the projected contributions of the College, actuarially determined. At June 30, 2017, the College's proportion was \$5,592,175 (.306650%), which was a decrease of .02562% from its proportion measured as of June 30, 2016 of \$6,047,163 (.332270%). The State's support and total are for disclosure purposes only. The amount recognized by the College as its proportionate share of the net OPEB liability, the related State support, and the total portion of the net OPEB liability that was associated with the College were as follow:

Employer's proportionate share of the net OPEB liability	\$ 5,592,175
State's proportionate share of the net OPEB liability associated with the employer	<u>5,518,523</u>
Total	<u>\$ 11,110,698</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Continued)**

*OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Concluded)*

For the year ending June 30, 2018, the College recognized OPEB expense and revenue of \$441,893 for support provided on-behalf by the State. At June 30, 2018, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 15,827
Changes of assumptions	-	465,824
Net difference between projected and actual earnings on OPEB plan investments	-	59
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	388,564
Total Deferred Amounts Related to OPEB	\$ -	\$ 870,277

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the College's OPEB expense as follows:

Year Ending June 30,	Net Deferred Outflows of Resources
2019	\$ 195,635
2020	195,635
2021	195,635
2022	195,365
2023	87,738
Total	\$ 870,277



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 7: Post-Employment Benefits (Concluded)**

*Request for information*

CCHISF has no component units and is not a component unit of any other entity. However, because CCGISF is not legally separate from the State of Illinois, the financials statements of the CCHISF are included in the financial statement of the State of Illinois as a pension (and other employee benefit) trust fund. The State of Illinois' Comprehensive Annual Financial Report may be obtained by writing to the State Comptroller's office, Division of Financial Reporting, 325 West Adams Street, Springfield, Illinois, 62704-1871.

**NOTE 8: Restatement and Prior Period Adjustment**

The College implemented GASB Statement No. 75 (detailed in Note 1) and consequently recognized deferred outflows of resources, deferred inflows of resources, and net OPEB liability in the current year. Because these OPEB related opening balances reflect OPEB expenses not previously recognized, the beginning net position of the business-type activities on the Statement of Revenues, Expenses, and Changes in Net Position has been restated as follows:

Net Position

Net position – July 1, 2017	\$ 18,851,488
Effect of recognizing OPEB liability	(5,592,175)
Effect of recognizing deferred tax revenue	(2,233,670)
Net position, restated – July 1, 2017	<u>\$ 11,025,643</u>

The College implemented GASB Statement No. 33 (detailed in Note 1) and consequently recognized deferred inflows of resources for tax levies for future years. Because these deferred inflows were not previously adjusted, the beginning net position of the governmental Statement of Net Position has been restated as follows:

Net Position, General fund

Net position - July 1, 2017	\$ 9,902,128
Effect of recognizing deferred tax revenue	(1,034,652)
Net position, restated – July 1, 2017	<u>\$ 8,867,476</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 8: Restatement and Prior Period Adjustment (Continued)**

Net Position, Audit fund

Net position - July 1, 2017	\$ 4,981
Effect of recognizing deferred tax revenue	(13,740)
Net position, restated – July 1, 2017	<u>\$ (8,759)</u>

Net Position, Liability, protection and settlement fund

Net position - July 1, 2017	\$ 1,163,692
Effect of recognizing deferred tax revenue	(460,990)
Net position, restated – July 1, 2017	<u>\$ 702,702</u>

Net Position, Debt service fund

Net position - July 1, 2017	\$ 736,592
Effect of recognizing deferred tax revenue	(724,288)
Net position, restated – July 1, 2017	<u>\$ 12,304</u>

**NOTE 9: Commitments**

Federal & State Grants

The College has received a number of Federal and State grants for specific purposes which are subject to review and audit by grantor agencies. Such audits may result in requests for reimbursement to granting agencies for expenditures disallowed under the terms of the grants. Based on prior experience, College management believes that such disallowances, if any, will not be material.

Construction in Progress

The College is currently in the midst of constructing the Hise Museum. The estimated cost of the museum is \$1,876,000. Total costs incurred as of June 30, 2018 were \$196,762.

The College is currently in the midst of upgrading the Water Treatment Plant. The estimated cost of the upgrade is \$22,875. Total costs incurred as of June 30, 2018 were \$2,824.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 9: Commitments (Concluded)**

Phone Lease

Effective April 3, 2013, the College entered into a lease agreement with CTS Technology Solutions, Inc. for a phone system. The lease is for five years at \$2,288 per month for equipment and maintenance. Effective August 1, 2018, the College extended their lease with CTS Technology Solutions, Inc. The new lease is for five years at \$2,073 per month for equipment and maintenance. Lease expense for the year ended June 30, 2018 was \$27,623.

<u>Fiscal Year</u>	<u>Lease Payment Due</u>
2019	\$ 24,876
2020	24,876
2021	24,876
2022	24,876
2023	2,073
Total	<u>\$ 101,577</u>

Vacation & Sick Pay

As of June 30, 2018, employees had earned but not taken annual vacation and sick pay, which at salary rates in effect at the end of the year, totaled approximately \$375,744. The College has appropriately accrued this liability.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 10: Discretely Presented Component Unit**

The Southeastern Illinois College Foundation (component unit of Southeastern Illinois College) is a not-for-profit charitable organization.

The Foundations' financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Codification (ASC) 958-210, *Not-for-Profit Entities*. Under ASC 958-210, the Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Revenue Recognition**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All donor-restricted contributions are reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

**Investment Expenses**

Expenses related to investment revenues, including custodial fees and investment advisory fees, amounted to \$28,344 and have been included in student services expenses in the accompanying statement of revenues, expenses, and changes in net position.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 10: Discretely Presented Component Unit (Continued)**

Investments in Securities

The Foundation invests in equity mutual funds, equity securities, and fixed income securities. Fair values for investments are determined by reference to quoted market prices for similar investments, yield curves, and other relevant information. There were no changes in valuation techniques in the year ended June 30, 2018. The Foundation recognizes transfers into and out of levels within the fair value hierarchy at the end of the reporting period. There were no transfers between levels in the year ended June 30, 2018. Fair value measurements for investments reported at fair value on a recurring basis at June 30, 2018 were determined based on:

	Quoted Prices in Active Markets for Identical Assets (Level 1)
<u>Investments</u>	
Mutual funds	\$ 1,743,743
Stocks, options, & ETFs	1,323,944
Preferred/fixed rate cap sec	245,790
Unit investment trusts	134,300
Fixed income securities	310,479
	<u>\$ 3,758,256</u>

Donor-Designated Endowment Funds

The Foundation's endowment consists of funds established for a variety of purposes. Its endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence of donor-imposed restrictions. Funds designated by the Board of Trustees to function as endowments are voluntary and may be reversed by the governing board at any time. Accordingly, they are reported as part of the unrestricted class of net assets.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 10: Discretely Presented Component Unit (Continued)**

**Donor-Designated Endowment Funds (Continued)**

Absent explicit donor stipulations to the contrary, the Board of Trustees of the Foundation has interpreted the State Prudent Management of Institutional Funds (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by SPMIFA. In accordance with SPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

Endowment net asset composition by type of fund as of June 30, 2018 is as follows:

Endowment Fund Type	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Donor-restricted	\$ -	\$ 1,202,463	\$ 2,696,740	\$ 3,899,203
Board-designated	67,301	-	-	67,301
	<u>\$ 67,301</u>	<u>\$ 1,202,463</u>	<u>\$ 2,696,740</u>	<u>\$ 3,966,504</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 10: Discretely Presented Component Unit (Continued)**

**Donor-Designated Endowment Funds (Concluded)**

Changes in endowment net assets as of June 30, 2018 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Endowment net assets, July 1, 2017	\$ (69,131)	\$ 1,199,856	\$ 2,624,034	\$ 3,754,759
Contributions	130,110	2,073	50,914	183,097
Investment income	31,266	92,568	21,792	145,626
Realized gain (loss)	70,760	27,521	-	98,281
Unrealized gain (loss)	(3,127)	10,555	-	7,428
Amounts appropriated for expenditures	(92,577)	(130,110)	-	(222,687)
Endowment net assets, June 30, 2018	<u>\$ 67,301</u>	<u>\$ 1,202,463</u>	<u>\$ 2,696,740</u>	<u>\$ 3,966,504</u>

## **REQUIRED SUPPLEMENTARY INFORMATION**



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**REQUIRED SUPPLEMENTARY INFORMATION - STATE UNIVERSITIES  
RETIREMENT SYSTEM OF ILLINOIS TREND DATA  
FOR THE YEAR ENDED JUNE 30, 2018**

<b>SCHEDULE OF SHARE OF NET PENSION LIABILITY</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>SOUTHEASTERN ILLINOIS COLLEGE</b>				
( a ) Proportion Percentage of the Collective Net Pension Liability	0%	0%	0%	0%
( b ) Proportion Amount of the Collective Net Pension Liability	\$ -	\$ -	\$ -	\$ -
Portion of Nonemployer Contributing Entities' Total Proportion of				
( c ) Collective Net Pension Liability Associated with Employer	38,071,682	40,000,273	43,559,675	38,298,102
Total ( b ) + ( c )	<u>\$ 38,071,682</u>	<u>\$ 40,000,273</u>	<u>\$ 43,559,675</u>	<u>\$ 38,298,102</u>
Employer DB Covered Payroll	\$ 6,397,386	\$ 6,150,675	\$ 6,078,388	\$ 5,322,458
Proportion of Collective Net Pension Liability associated with Employer as a Percentage of DB Covered Payroll	596.79%	650.34%	716.63%	719.56%
SURS Plan Net Position as a Percentage of Total Pension Liability	44.39%	42.37%	39.57%	42.04%

<b>SCHEDULE OF CONTRIBUTIONS</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>SOUTHEASTERN ILLINOIS COLLEGE</b>				
Federal, Trust, Grant and Other Contribution	\$ 63,025	\$ 58,448	\$ 44,512	\$ 38,400
Contribution in Relation to Required Contribution	63,025	58,448	44,512	38,400
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Employer Covered Payroll	\$ 556,187	\$ 721,625	\$ 507,698	\$ 448,799
Contributions as a Percentage of Covered Payroll	11.33%	8.10%	8.77%	8.56%

<b>SOUTHEASTERN ILLINOIS COLLEGE</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
On-Behalf Payments for Community College Health Insurance Program	\$ 29,702	\$ 30,114	\$ 30,114	\$ 26,604	\$ 25,504

\* Note: The System implemented GASB No. 68 in fiscal year 2015. The information above is presented for as many years as available. The Schedule is intended to show information for 10 years.

Fiscal Year 2018 Total DB Contributions: \$ 406,850

Fiscal Year 2018 Total SMP Contributions: \$ 43,570

**SOUTHEASTERN ILLINOIS COLLEGE  
HARRISBURG, ILLINOIS**

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2018**

*Changes of Benefit Terms.*

There were no benefit changes recognized in the Total Pension Liability as of June 30, 2016.

*Changes of Assumptions.*

In accordance with Illinois Compiled Statutes, an actuarial review is to be performed at least once every three years to determine the reasonableness of actuarial assumptions regarding the retirement, disability, mortality, turnover, interest, and salary of the members and benefit recipients of SURS. An experience review for the years June 30, 2010 to June 30, 2014 was performed in February 2015, resulting in the adoption of new assumptions as of June 30, 2015.

- **Mortality Rates:** Change from the RP 2000 Mortality table projected to 2017, sex distinct, to the RP-2014 mortality tables with projected generational mortality improvement. Change to a separate mortality assumption for disabled participants.
- **Salary Increase:** Change assumption to service-based rates, ranging from 3.75 percent to 15.00 percent based on years of service, with underlying wage inflation of 3.75 percent.
- **Normal Retirement Rates:** Change to retirement rates at ages younger than 60, age 66, and ages 70-79 to reflect observed experiences.
- **Early Retirement Rates:** Change to a slight increase to the rates at ages 55 and 56.
- **Turnover Rates:** Change to produce lower expected turnover for members with less than 10 years of service and higher turnover for members with more than 10 years of service than the currently assumed rates.
- **Disability Rates:** Decrease rates and have separate rates for males and females to reflect observed experience.
- **Dependent Assumption:** Maintain the current assumption on marital status that varies by age and sex and the assumption that males are three years older than their spouses.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**REQUIRED SUPPLEMENTARY INFORMATION - STATE UNIVERSITIES  
OTHER POST-EMPLOYMENT BENEFIT SYSTEM OF ILLINOIS TREND DATA - *UNAUDITED*  
FOR THE YEAR ENDED JUNE 30, 2018**

	2017	2016
Employer's Proportion (percentage) of Collective Net OPEB Liability	0.306650%	0.332270%
Employer's Proportion (amount) of Collective Net OPEB Liability	\$ 5,592,175	\$ 6,047,163
Non-Employer Proportion (amount) of Collective Net OPEB Liability	5,518,517	6,300,629
TOTAL	<u>\$ 11,110,692</u>	<u>\$ 12,347,792</u>
Employer's Covered-Employee Payroll	\$ 448,799	\$ 507,698
Employer's Proportionate Share (amount) of the Collective Net OPEB Liability as a Percentage of the Employer's Covered Payroll	1246.03%	1191.09%
Plan's Fiduciary Net Position as a Percent of Total OPEB Liability	-21.86%	-32.27%

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**REQUIRED SUPPLEMENTARY INFORMATION - STATE UNIVERSITIES  
SCHEDULE OF STATE CONTRIBUTIONS - *UNAUDITED*  
FOR THE YEAR ENDED JUNE 30, 2018**

	2017	2016
Statutorily Required Contribution **	\$ 26,604	\$ 30,114
Contributions in Relation to the Employer's Covered-Employee Payroll	5.93%	5.93%
Annual Contribution Deficiency (Excess) **	N/A	N/A

*\*\* Statutorily Required Contributions = Actual Contributions*

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**REQUIRED SUPPLEMENTARY INFORMATION - STATE UNIVERSITIES  
NOTES TO REQUIRED OPEB SUPPLEMENTARY INFORMATION - *UNAUDITED*  
FOR THE YEAR ENDED JUNE 30, 2018**

Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Sponsor's Fiscal year End	June 30, 2018

***Methods and Assumptions Used to Determine Actuarial Liability and Contributions:***

Actuarial Cost Method	Entry Age Normal, used to measure the Total OPEB Liability
Contribution Policy	Benefits are financed on pay-as-you-go basis. Retired members contribute a percentage of premium rates based on service at retirement. The sponsor contributes claims and expenses in excess of retired member contributions. The goal of the policy is to finance current year costs plus margin for incurred but not paid plan costs.
Retirees' Share of Benefit-Related Costs	Healthcare premium rates for members depend on the date of retirement and the years of service earned at retirement. Members who retired before January 1, 1998, are eligible for single coverage at no cost to the member. Members who retire after January 1, 1998, are eligible for single coverage provided they pay a portion of the premium equal to 5 percent for each service under 20 years. Eligible dependents receive coverage provided they pay 100 percent of the required dependent premium. Premiums for plan year 2017 and 2018 are based on actual premiums. Premiums after 2018 were projected based on the same healthcare cost trend rates applied to per capita claim cost but excluding the additional trend rate that estimates the impact of the Excise Tax.
Asset Valuation Method	Not Applicable
Investment Rate of Return	Not Applicable
Inflation	2.75%
Healthcare Cost Trend Rates	Actual trend used for fiscal year 2017. For fiscal years on and after 2018, trends start at 8.00% and 9.00% for non-Medicare cost and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.50%. Additional trend rate of 0.49% is added to non-Medicare cost on and after 2020 to account for the Excise Tax.
Aging Factors	Based on the 2013 SOA Study "Health Care Costs – From Birth to
Expenses	Health administrative expenses are included in the development of the per capita claims costs. Operating expenses are included as a component of the Annual OPEB Expense.
Salary Increases	Depends on service ad rages from 15.00% at less than 1 year of service to 3.75% at 34 or more years of service. Salary increases includes a 3.75% wage inflation assumption.
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the June 30, 2014, actuarial valuation.
Mortality	Retirement and Beneficiary Annuitants: RP-2014 White Collar Annuitant Mortality Table, adjusted for TRS experience. Disabled Annuitants: RP-2014 Disabled Annuitant Table. Pre-Retirement: RP-2014 White Collar Table. All tables reflect future mortality improvements using Projection

## **SUPPLEMENTAL INFORMATION**

## **COMBINED FINANCIAL STATEMENTS**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINED BALANCE SHEET - ALL FUND TYPES  
JUNE 30, 2018**

	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPE	FIDUCIARY FUND TYPE	TOTALS (MEMO- RANDOM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	AGENCY	
<b>ASSETS</b>							
Cash and cash equivalents - unrestricted	\$ 11,166,674	\$ -	\$ -	\$ -	\$ 1,059,833	\$ -	\$ 12,226,507
Cash and cash equivalents - restricted	-	5,140,066	53,357	2,520,851	-	102,834	7,817,108
Receivables -							
Tuition and fees, net of allowance for doubtful accounts of \$375,323	89,114	-	-	-	-	-	89,114
Outside agencies	150,217	310,214	-	-	33,722	-	494,153
Fees, Child Study Center, net of allowance for doubtful accounts of \$28,883	-	-	-	-	31,224	-	31,224
Southeastern Illinois College Foundation	1,521	-	-	-	-	-	1,521
Property taxes	2,133,006	992,338	1,796,256	-	-	-	4,921,600
Inventories	-	-	-	-	234,203	-	234,203
Prepaid expenses	-	13,621	-	-	-	-	13,621
Property, plant, and equipment (net)	-	-	-	-	59,810	-	59,810
<b>TOTAL ASSETS</b>	<b>\$ 13,540,532</b>	<b>\$ 6,456,239</b>	<b>\$ 1,849,613</b>	<b>\$ 2,520,851</b>	<b>\$ 1,418,792</b>	<b>\$ 102,834</b>	<b>\$ 25,888,861</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>							
Liabilities							
Accounts payable	\$ 418,848	\$ 93,568	\$ -	\$ 93,445	\$ 12,946	\$ -	\$ 618,807
Accrued expenses	689,686	3,187	188,112	-	18,495	-	899,480
Due to student groups	-	-	-	-	-	102,834	102,834
Lease purchase payable	-	-	-	-	28,927	-	28,927
<b>Total Liabilities</b>	<b>1,108,534</b>	<b>96,755</b>	<b>188,112</b>	<b>93,445</b>	<b>60,368</b>	<b>102,834</b>	<b>1,650,048</b>
Deferred Inflows of Resources							
Deferred Heritage Festival booth rental fees	-	-	-	-	8,380	-	8,380
Deferred property taxes	2,133,006	992,338	1,796,256	-	-	-	4,921,600
Deferred tuition	459,762	-	-	-	-	-	459,762
<b>Total Deferred Inflows of Resources</b>	<b>2,592,768</b>	<b>992,338</b>	<b>1,796,256</b>	<b>-</b>	<b>8,380</b>	<b>-</b>	<b>5,389,742</b>
Fund Balances							
Retained earnings unreserved	-	-	-	-	1,350,044	-	1,350,044
Fund balances -							
Restricted	-	5,367,146	(134,755)	2,427,406	-	-	7,659,797
Unrestricted	9,839,230	-	-	-	-	-	9,839,230
<b>Total Fund Balances</b>	<b>9,839,230</b>	<b>5,367,146</b>	<b>(134,755)</b>	<b>2,427,406</b>	<b>1,350,044</b>	<b>-</b>	<b>18,849,071</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 13,540,532</b>	<b>\$ 6,456,239</b>	<b>\$ 1,849,613</b>	<b>\$ 2,520,851</b>	<b>\$ 1,418,792</b>	<b>\$ 102,834</b>	<b>\$ 25,888,861</b>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2018**

	GOVERNMENTAL FUND TYPES				TOTALS (MEMO- RANDOM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	
Revenues					
Local governments	\$ 2,302,210	\$ 957,979	\$ 1,459,692	\$ -	\$ 4,719,881
State governments	4,302,790	338,193	-	-	4,640,983
Federal governments	3,212	2,962,218	-	-	2,965,430
Student tuition and fees	4,298,510	-	-	-	4,298,510
Other sources	261,218	99,438	514	2,534,546	2,895,716
Total Direct Revenues	11,167,940	4,357,828	1,460,206	2,534,546	19,520,520
On behalf payments - Community College Health Insurance Program	441,893	-	-	-	441,893
On behalf payments - State Universities Retirement System	3,653,220	-	-	-	3,653,220
Total Revenues	15,263,053	4,357,828	1,460,206	2,534,546	23,615,633
Expenditures					
Instruction	3,174,000	460,262	-	-	3,634,262
Academic support	336,626	-	-	-	336,626
Student services	725,934	273,870	-	-	999,804
Public services	4,067	359,395	-	-	363,462
Auxiliary services	58,365	3,600	-	-	61,965
Operation and maintenance of plant	1,578,589	294,083	-	-	1,872,672
Institutional support	7,010,393	1,033,160	1,607,265	487,669	10,138,487
Capital outlay	-	-	-	194,577	194,577
Scholarships	1,419,168	2,270,765	-	-	3,689,933
Total Direct Expenditures	14,307,142	4,695,135	1,607,265	682,246	21,291,788
On behalf payments - Community College Health Insurance Program	441,893	-	-	-	441,893
On behalf payments - State Universities Retirement System	3,653,220	-	-	-	3,653,220
Total Expenditures	18,402,255	4,695,135	1,607,265	682,246	25,386,901
Revenues over (under) expenditures	(3,139,202)	(337,307)	(147,059)	1,852,300	(1,771,268)
Other Financing Sources (Uses)					
Transfers in	365,440	61,173	-	8,767	435,380
Transfers out	(754,484)	(60,304)	-	-	(814,788)
Bond proceeds	4,500,000	-	-	-	4,500,000
Total Other Financing Sources (Uses)	4,110,956	869	-	8,767	4,120,592
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Sources (Uses)	971,754	(336,438)	(147,059)	1,861,067	2,349,324
Fund Balance, Restated (See Note 8) - July 1, 2017	8,867,476	5,703,584	12,304	566,339	15,149,703
Fund Balance - June 30, 2018	\$ 9,839,230	\$ 5,367,146	\$ (134,755)	\$ 2,427,406	\$ 17,499,027



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL - ALL BUDGETED GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2018**

	GENERAL FUND		SPECIAL REVENUE FUNDS		DEBT SERVICE		CAPITAL PROJECTS	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenues								
Local governments	\$ 2,299,200	\$ 2,302,210	\$ 951,170	\$ 957,979	\$ 1,445,172	\$ 1,459,692	\$ -	\$ -
State governments	4,315,360	4,302,790	262,475	338,193	-	-	-	-
Federal governments	3,400	3,212	3,822,534	2,962,218	-	-	-	-
Student tuition and fees	4,390,620	4,298,510	-	-	-	-	-	-
Other sources	163,500	261,218	71,697	99,438	1,800	514	1,754,000	2,534,546
Total Direct Revenues	11,172,080	11,167,940	5,107,876	4,357,828	1,446,972	1,460,206	1,754,000	2,534,546
On behalf payments - Comm College Health Insurance Program	-	441,893	-	-	-	-	-	441,893
On behalf payments - State Universities Retirement System	-	3,653,220	-	-	-	-	-	3,653,220
Total Revenues	11,172,080	15,263,053	5,107,876	4,357,828	1,446,972	1,460,206	1,754,000	6,629,659
Expenditures								
Instruction	3,393,423	3,174,000	974,201	460,262	-	-	-	-
Academic support	344,021	336,626	-	-	-	-	-	-
Student services	749,922	725,934	299,774	273,870	-	-	-	-
Public services	8,950	4,067	258,100	359,395	-	-	-	-
Auxiliary services	61,689	58,365	2,700	3,600	-	-	-	-
Operation and maintenance of plant	1,572,910	1,578,589	384,170	294,083	-	-	-	-
Institutional support	8,072,027	7,010,393	1,066,454	1,033,160	1,445,172	1,607,265	557,485	487,669
Capital outlay	-	-	-	-	-	-	-	194,577
Scholarships	1,554,000	1,419,168	2,576,084	2,270,765	-	-	-	-
Total Direct Expenditures	15,756,942	14,307,142	5,561,483	4,695,135	1,445,172	1,607,265	557,485	682,246
On behalf payments - Comm College Health Insurance Program	-	441,893	-	-	-	-	-	441,893
On behalf payments - State Universities Retirement System	-	3,653,220	-	-	-	-	-	3,653,220
Total Expenditures	15,756,942	18,402,255	5,561,483	4,695,135	1,445,172	1,607,265	557,485	4,777,359
Revenues over (under) Expenditures	(4,584,862)	(3,139,202)	(453,607)	(337,307)	1,800	(147,059)	1,196,515	1,852,300
Other Financing Sources (Uses)								
Transfers in	370,650	365,440	61,000	61,173	-	-	9,000	8,767
Transfers out	(787,646)	(754,484)	(88,650)	(60,304)	-	-	-	-
Bond proceeds	-	4,500,000	-	-	-	-	-	-
Total Other Financing Sources (Uses)	(416,996)	4,110,956	(27,650)	869	-	-	9,000	8,767
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ (5,001,858)</u>	<u>971,754</u>	<u>\$ (481,257)</u>	<u>(336,438)</u>	<u>\$ 1,800</u>	<u>(147,059)</u>	<u>\$ 1,205,515</u>	<u>1,861,067</u>
Fund Balance, Restated (See Note 8) - July 1, 2017		8,867,476		5,703,584		12,304		566,339
Fund Balance - June 30, 2018		<u>\$ 9,839,230</u>		<u>\$ 5,367,146</u>		<u>\$ (134,755)</u>		<u>\$ 2,427,406</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN RETAINED EARNINGS - BUDGET AND ACTUAL  
ALL PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2018**

	PROPRIETARY FUND TYPE	
	ENTERPRISE	AUXILIARY FUND
	BUDGET	ACTUAL
Operating Revenues		
Auxiliary Fund	\$ 1,198,000	\$ 900,551
Other	196,140	146,761
Total Operating Revenues	<u>1,394,140</u>	<u>1,047,312</u>
Operating Expenses		
Auxiliary Fund		
Salaries	499,982	498,259
Contractual services	69,035	52,887
Supplies and materials	852,134	629,876
Office Equipment	14,400	14,398
Conference and meeting expense	78,748	51,692
Fixed charges	67,036	55,867
Other	4,933	4,286
Scholarships	242,500	215,170
Total Operating Expenses	<u>1,828,768</u>	<u>1,522,435</u>
Operating Income (Loss)	<u>(434,628)</u>	<u>(475,123)</u>
Non-operating Revenues (Expenses)	<u>6,000</u>	<u>11,667</u>
Income (Loss) Before Operating Transfers	(428,628)	(463,456)
Operating Transfers In (Out)	<u>435,646</u>	<u>379,407</u>
Net Income (Loss)	<u>\$ 7,018</u>	(84,049)
Retained Earnings - July 1, 2017		<u>1,434,093</u>
Retained Earnings - June 30, 2018		<u>\$ 1,350,044</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATEMENT OF CASH FLOWS  
ALL PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>PROPRIETARY FUND TYPE ENTERPRISE AUXILIARY FUND</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Auxiliary enterprise charges	\$ 1,042,440
Grants and contracts	19,975
Payments to suppliers	(746,294)
Payments to employees	(500,485)
Payments for scholarships	(215,170)
Net Cash Used by Operating Activities	<u>(399,534)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>	
Interfund transfers in	383,393
Interfund transfers out	(3,986)
Net Cash Provided by Noncapital Financing Activities	<u>379,407</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	
Principal paid on lease purchase	(25,862)
Net Cash Used by Capital and Related Financing Activities	<u>(25,862)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Interest on cash deposits	11,667
Net Cash Provided by Investing Activities	<u>11,667</u>
Net Increase in Cash and Cash Equivalents	(34,322)
Cash and Cash Equivalents - July 1, 2017	<u>1,094,155</u>
Cash and Cash Equivalents - June 30, 2018	<u><u>\$ 1,059,833</u></u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:</b>	
Operating Loss	\$ (475,123)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities	
Depreciation expense	29,448
Decrease in accounts receivable	13,822
Decrease in inventory	44,274
Decrease in accounts payable	(11,010)
Decrease in accrued expenses	(2,226)
Increase in Heritage Festival booth rentals	1,281
Net Cash Used by Operating Activities	<u><u>\$ (399,534)</u></u>
<b>NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES:</b>	

## **COMBINING FINANCIAL STATEMENTS**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINING BALANCE SHEET - GENERAL FUND  
JUNE 30, 2018**

	EDUCATION FUND	OPERATIONS AND MAINTENANCE FUND	TOTALS
Assets and Deferred Outflows of Resources			
Assets			
Cash and Cash Equivalents - Unrestricted	\$ 9,042,337	\$ 2,124,337	\$ 11,166,674
Cash and Cash Equivalents - Restricted	-	2,520,851	2,520,851
Receivables -			
Tuition and fees, net of allowance for doubtful accounts of \$375,323	89,114	-	89,114
Outside agencies	130,065	20,152	150,217
Southeastern Illinois College Foundation	1,521	-	1,521
Property taxes	1,569,308	563,698	2,133,006
Total Assets and Deferred Outflows of Resources	<u>\$ 10,832,345</u>	<u>\$ 5,229,038</u>	<u>\$ 16,061,383</u>
Liabilities, Deferred Inflows of Resources, and Fund Balances			
Liabilities			
Accounts payable	\$ 313,355	\$ 105,493	\$ 418,848
Accrued expenses	683,304	6,382	689,686
Total Liabilities	<u>996,659</u>	<u>675,573</u>	<u>1,672,232</u>
Deferred Inflows of Resources			
Deferred property taxes	1,569,308	563,698	2,133,006
Deferred tuition	459,762	-	459,762
Total Deferred Inflows of Resources	<u>2,029,070</u>	<u>563,698</u>	<u>2,592,768</u>
Fund Balances			
Unrestricted	7,806,616	2,032,614	9,839,230
Restricted	-	2,520,851	2,520,851
Total Fund Balances	<u>7,806,616</u>	<u>4,553,465</u>	<u>12,360,081</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 10,832,345</u>	<u>\$ 5,792,736</u>	<u>\$ 16,625,081</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2018**

	EDUCATION FUND	OPERATIONS AND MAINTENANCE FUND	TOTALS
Revenues			
Local governments	\$ 1,646,175	\$ 656,035	\$ 2,302,210
State governments	3,742,365	560,425	4,302,790
Federal governments	3,212	-	3,212
Student tuition and fees	4,298,510	-	4,298,510
Other sources	204,625	56,593	261,218
Total Revenues	9,894,887	1,273,053	11,167,940
On behalf payments - Community College Health Insurance Program	441,893	-	441,893
On behalf payments - State Universities Retirement System	3,653,220	-	3,653,220
Total On Behalf Payments	4,095,113	-	4,095,113
Total Revenues	13,990,000	1,273,053	15,263,053
Expenditures			
Instruction	3,174,000	-	3,174,000
Academic support	336,626	-	336,626
Student services	725,934	-	725,934
Public services	4,067	-	4,067
Auxiliary services	58,365	-	58,365
Operation and maintenance of plant	-	1,578,589	1,578,589
Institutional support	7,005,481	4,912	7,010,393
Scholarships	1,419,168	-	1,419,168
Total Expenditures	12,723,641	1,583,501	14,307,142
On behalf payments - Community College Health Insurance Program	441,893	-	441,893
On behalf payments - State Universities Retirement System	3,653,220	-	3,653,220
Total On Behalf Expenditures	4,095,113	-	4,095,113
Total Expenditures	16,818,754	1,583,501	18,402,255
Revenues over (under) Expenditures	(2,828,754)	(310,448)	(3,139,202)
Other Financing Sources (Uses)			
Transfers in	21,345	344,095	365,440
Transfers out	(754,484)	-	(754,484)
Bond proceeds	4,500,000	-	4,500,000
Total Other Financing Sources (Uses)	3,766,861	344,095	4,110,956
Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	938,107	33,647	971,754
Fund Balance, Restated (See Note 8) - July 1, 2017	6,868,509	1,998,967	8,867,476
Fund Balance - June 30, 2018	\$ 7,806,616	\$ 2,032,614	\$ 9,839,230

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINING BALANCE SHEET - ALL SPECIAL REVENUE FUNDS  
JUNE 30, 2018**

	AUDIT FUND	LIABILITY, PROTECTION, AND SETTLE- MENT FUND	RESTRICTED PURPOSES FUND	WORKING CASH FUND	TOTALS
<b>Assets</b>					
Cash and Cash Equivalents - Restricted	\$ (8,659)	\$ 802,811	\$ 795,884	\$ 3,550,030	\$ 5,140,066
Receivables -					
Outside agencies	-	-	310,214	-	310,214
Property taxes	28,286	964,052	-	-	992,338
Prepaid expenses	-	13,621	-	-	13,621
	<u>-</u>	<u>13,621</u>	<u>-</u>	<u>-</u>	<u>13,621</u>
Total Assets	<u>\$ 19,627</u>	<u>\$ 1,780,484</u>	<u>\$ 1,106,098</u>	<u>\$ 3,550,030</u>	<u>\$ 6,456,239</u>
<b>Liabilities, Deferred Inflows of Resources, and Fund Balances</b>					
<b>Liabilities</b>					
Accounts payable	\$ -	\$ 22,980	\$ 70,588	\$ -	\$ 93,568
Accrued expenses	-	14	3,173	-	3,187
Total Liabilities	<u>47,913</u>	<u>22,994</u>	<u>73,761</u>	<u>-</u>	<u>96,755</u>
<b>Deferred Inflows of Resources</b>					
Deferred property taxes	<u>28,286</u>	<u>964,052</u>	<u>-</u>	<u>-</u>	<u>992,338</u>
Total Deferred Inflows of Resources	<u>28,286</u>	<u>964,052</u>	<u>-</u>	<u>-</u>	<u>992,338</u>
<b>Fund Balances</b>					
Restricted	<u>(8,659)</u>	<u>793,438</u>	<u>1,032,337</u>	<u>3,550,030</u>	<u>5,367,146</u>
Total Fund Balances	<u>(8,659)</u>	<u>793,438</u>	<u>1,032,337</u>	<u>3,550,030</u>	<u>5,367,146</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 67,540</u>	<u>\$ 1,780,484</u>	<u>\$ 1,106,098</u>	<u>\$ 3,550,030</u>	<u>\$ 6,456,239</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - ALL SPECIAL REVENUE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2018**

	AUDIT FUND	LIABILITY, PROTECTION AND SETTLE- MENT FUND	RESTRICTED PURPOSES FUND	WORKING CASH FUND	TOTALS
Revenues					
Local governments	\$ 27,770	\$ 930,209	\$ -	\$ -	\$ 957,979
State governments	-	-	338,193	-	338,193
Federal governments	-	-	2,962,218	-	2,962,218
Other sources	-	8,835	51,644	38,959	99,438
Total Revenues	<u>27,770</u>	<u>939,044</u>	<u>3,352,055</u>	<u>38,959</u>	<u>4,357,828</u>
Expenditures					
Instruction	-	-	460,262	-	460,262
Student services	-	-	273,870	-	273,870
Public services	-	-	359,395	-	359,395
Auxiliary services	-	-	3,600	-	3,600
Operation and maintenance of plant	-	294,083	-	-	294,083
Institutional support	41,670	554,225	437,265	-	1,033,160
Scholarships	-	-	2,270,765	-	2,270,765
Total Expenditures	<u>41,670</u>	<u>848,308</u>	<u>3,805,157</u>	<u>-</u>	<u>4,695,135</u>
Revenues over (under) Expenditures	<u>(13,900)</u>	<u>90,736</u>	<u>(453,102)</u>	<u>38,959</u>	<u>(337,307)</u>
Other Financing Sources (Uses)					
Transfers in	14,000	-	47,173	-	61,173
Transfers out	-	-	(21,345)	(38,959)	(60,304)
Total Other Financing Sources (Uses)	<u>14,000</u>	<u>-</u>	<u>25,828</u>	<u>(38,959)</u>	<u>869</u>
Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	100	90,736	(427,274)	-	(336,438)
Fund Balance, Restated (See Note 8) - July 1, 2017	<u>(8,759)</u>	<u>702,702</u>	<u>1,459,611</u>	<u>3,550,030</u>	<u>5,703,584</u>
Fund Balance - June 30, 2018	<u>\$ (8,659)</u>	<u>\$ 793,438</u>	<u>\$ 1,032,337</u>	<u>\$ 3,550,030</u>	<u>\$ 5,367,146</u>



## **FINANCIAL DATA**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**SCHEDULE OF VALUATIONS AND TAX EXTENSIONS - UNAUDITED**  
**JUNE 30, 2018**

	2017 LEVY PAYABLE IN 2018		2016 LEVY PAYABLE IN 2017		2015 LEVY PAYABLE IN 2016	
	<u>RATE</u>	<u>EXTENSION</u>	<u>RATE</u>	<u>EXTENSION</u>	<u>RATE</u>	<u>EXTENSION</u>
Fund						
Education	0.27784	\$ 1,577,423	0.28000	\$ 1,538,894	0.27922	\$ 1,531,975
Operations and Maintenance	0.09922	563,317	0.10000	549,605	0.09973	547,181
Tort Immunity	0.15338	870,807	0.15066	828,035	0.14171	777,510
Audit	0.00500	28,387	0.00500	27,480	0.00500	27,433
Social Security	0.01512	85,843	0.01655	90,960	0.01844	101,173
Bond and Interest	0.31315	1,777,894	0.26138	1,436,557	0.26368	1,446,713
	<u>0.86371</u>	<u>\$ 4,903,671</u>	<u>0.81359</u>	<u>\$ 4,471,531</u>	<u>0.80778</u>	<u>\$ 4,431,985</u>
District Valuation		<u>\$ 567,745,086</u>		<u>\$ 549,604,946</u>		<u>\$ 548,662,494</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF LEGAL DEBT MARGIN - UNAUDITED  
FOR THE YEAR ENDED JUNE 30, 2018**

Assessed Valuation - 2017 Levy	
Gallatin	\$ 63,035,460
Hamilton	7,734,370
Hardin	31,022,800
Johnson	12,257,497
Pope	49,927,452
Saline	258,944,886
White	143,386,276
Williamson	1,436,345
	<u>\$ 567,745,086</u>
 Debt Limit, 2.875% of Assessed Valuation	 \$ 16,322,671
 Less: Total Indebtedness	 <u>11,843,102</u>
 Legal Debt Margin	 <u>\$ 4,479,569</u>

## **UNIFORM FINANCIAL STATEMENT**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #1  
ALL FUNDS SUMMARY  
FOR THE YEAR ENDED JUNE 30, 2018**

	Education Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)	Bond and Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund
Fund Balance, Restated (See Note 8) July 1, 2017	\$6,868,509	\$1,998,967	\$566,339	\$12,304	\$1,434,093	\$1,459,611	\$3,550,030
Revenues:							
Local Tax Revenue	1,545,550	555,410		1,459,692			
All Other Local Revenue	100,625	100,625					
ICCB Grants	3,742,365	560,425				51,662	
All Other State Revenue					72,106	286,531	
Federal Revenue	3,212				19,975	2,962,218	
Student Tuition and Fees	4,298,510						
All Other Revenue	4,704,625	56,593	2,534,546	514	966,898	51,644	38,959
Total Direct Revenue	14,394,887	1,273,053	2,534,546	1,460,206	1,058,979	3,352,055	38,959
State On-Behalf Payments	3,641,870	453,243					
Total Revenues	<u>\$18,036,757</u>	<u>\$1,726,296</u>	<u>\$2,534,546</u>	<u>\$1,460,206</u>	<u>\$1,058,979</u>	<u>\$3,352,055</u>	<u>\$38,959</u>
Expenditures							
Instruction	4,082,490				29,560	460,262	
Academic Support	432,978				14,466		
Student Services	933,717					273,870	
Public Service/Continuing Education	5,231		194,590		11,154	327,021	
Organized Research							
Auxiliary Services	75,071				1,249,288	3,600	
Operations and Maintenance		2,030,426					
Institutional Support	9,010,649	6,318	487,656	1,607,265		452,639	
Scholarships, Grants, Waivers	1,825,375				217,967	2,287,765	
Total Expenditures	<u>16,365,511</u>	<u>2,036,744</u>	<u>682,246</u>	<u>1,607,265</u>	<u>1,522,435</u>	<u>3,805,157</u>	<u>0</u>
Net Transfers	<u>(733,139)</u>	<u>344,095</u>	<u>8,767</u>		<u>379,407</u>	<u>25,828</u>	<u>(38,959)</u>
Fund Balance June 30, 2018	<u>\$7,806,616</u>	<u>\$2,032,614</u>	<u>\$2,427,406</u>	<u>(\$134,755)</u>	<u>\$1,350,044</u>	<u>\$1,032,337</u>	<u>\$3,550,030</u>

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

UNIFORM FINANCIAL STATEMENT #1  
ALL FUNDS SUMMARY  
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Audit Fund</u>	<u>Liability, Protection Settlement Fund</u>	<u>Building Bonds Proceeds Fund</u>	<u>PBC * Rental Fund</u>	<u>PBC * Operations and Maintenance Fund</u>	<u>Total</u>
Fund Balance, Restated (See Note 8) July 1, 2017	(\$8,759)	\$702,702				\$16,583,796
Revenues:						
Local Tax Revenue	27,770	930,209				4,518,631
All Other Local Revenue						201,250
ICCB Grants						4,354,452
All Other State Revenue						358,637
Federal Revenue						2,985,405
Student Tuition and Fees						4,298,510
All Other Revenue		8,835				8,362,614
Total Revenue	<u>\$27,770</u>	<u>\$939,044</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,079,499</u>
State On-Behalf Payments						\$4,095,113
Total Revenues	<u>\$27,770</u>	<u>\$939,044</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$29,174,612</u>
Expenditures						
Instruction						4,572,312
Academic Support						447,444
Student Services						1,207,587
Public Service/Continuing Education						537,996
Organized Research						0
Auxiliary Services						1,327,959
Operations and Maintenance		296,460				2,326,886
Institutional Support	41,670	551,848				12,158,045
Scholarships, Grants, Waivers						4,331,107
Total Expenditures	<u>\$41,670</u>	<u>\$848,308</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$26,909,336</u>
Net Transfers	<u>14,000</u>					(1)
Fund Balance June 30, 2018	<u>(\$8,659)</u>	<u>\$793,438</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$18,849,071</u>

\* Public Building Commission

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #2  
SUMMARY OF FIXED ASSETS AND DEBT  
FOR THE YEAR ENDED JUNE 30, 2018**

	Fixed Asset/Debt Account Groups <u>July 1, 2017</u>	<u>Additions</u>	<u>Deletions</u>	Fixed Asset/Debt Account Groups <u>June 30, 2018</u>
<b>Fixed Assets</b>				
Sites and Improvements	\$1,460,300	\$75,375		\$1,535,675
Buildings, Additions, and Improvements	17,789,596	1,298,444		19,088,040
Equipment	2,182,777	58,658		2,241,435
Other Fixed Assets	<u>0</u>	<u></u>	<u></u>	<u>0</u>
Accumulated Depreciation	<u>8,681,577</u>	<u>544,091</u>	<u>0</u>	<u>9,225,668</u>
Net Fixed Assets	<u>\$12,751,096</u>	<u>\$888,386</u>	<u>\$0</u>	<u>\$13,639,482</u>
<b>Fixed Debt</b>				
Bonds Payable	\$12,940,000	\$4,500,000	\$5,660,000	\$11,780,000
Other Fixed Liabilities	<u>60,298</u>	<u></u>	<u>6,523</u>	<u>53,775</u>
Total Fixed Liabilities	<u>\$13,000,298</u>	<u>\$4,500,000</u>	<u>\$5,666,523</u>	<u>\$11,833,775</u>
	<u>Outstanding July 1, 2017</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Outstanding June 30, 2018</u>
<b>Education Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>Operations and Maintenance Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>Bond and Interest Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>Audit Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>Liability, Protection, and Settlement Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>PBC Rental Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0
<b>PBC Operations and Maintenance Fund</b>				
Tax Anticipation Warrants				0
Tax Anticipation Notes				0

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #3  
OPERATING FUNDS REVENUES AND EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2018**

	Education <u>Fund</u>	Operations and Maintenance <u>Fund</u>	PBC Operations and Maintenance <u>Fund</u>	Total Operating Funds
OPERATING REVENUES BY SOURCE				
Local Government Revenue:				
Local Taxes	\$1,551,403	\$554,073		\$2,105,476
Chargeback Revenue				0
CPPRT	100,625	100,625		201,250
Other				0
TOTAL LOCAL GOVERNMENT	<u>\$1,652,028</u>	<u>\$654,698</u>	<u>\$0</u>	<u>\$2,306,726</u>
State Government:				
ICCB Base Operating Grant	\$989,310			\$989,310
ICCB Equalization Grant	2,460,425	560,425		3,020,850
ICCB Career & Technical Education	130,995			130,995
ICCB Adult Education				0
Other ICCB Grants not listed above	161,635			161,635
Dept. of Corrections				0
Dept. of Veterans Affairs				0
Illinois Student Assistance Commission				0
Other State On-Behalf Payments	<u>3,641,870</u>	<u>453,243</u>		<u>4,095,113</u>
TOTAL STATE GOVERNMENT	<u>\$7,384,235</u>	<u>\$1,013,668</u>	<u>\$0</u>	<u>\$8,397,903</u>
Federal Government:				
Dept. of Education	\$2,890			\$2,890
Dept. of Labor				0
Dept. of Health & Human Services				0
Other	<u>322</u>			<u>322</u>
TOTAL FEDERAL GOVERNMENT	<u>\$3,212</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,212</u>
Student Tuition and Fees				
Tuition	\$ 3,324,299			\$ 3,324,299
Fees	974,211			974,211
Other Student Assessments				0
TOTAL TUITION AND FEES	<u>\$4,298,510</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,298,510</u>
Other Sources				
Sales and Service Fees	\$71,417	\$3,665		\$75,082
Facilities Revenue		24,000		24,000
Investment Revenue	101,824	23,153		124,977
Non-Governmental Grants				0
Other	<u>4,531,384</u>	<u>5,775</u>		<u>4,537,159</u>
TOTAL OTHER REVENUE	<u>\$4,704,625</u>	<u>\$56,593</u>	<u>\$0</u>	<u>\$4,761,218</u>
TOTAL REVENUE	<u>\$18,042,610</u>	<u>\$1,724,959</u>	<u>\$0</u>	<u>\$19,767,569</u>
Less: Non-Operating Items *				
Tuition Chargeback Revenue				\$0
Instructional Service Contracts				0
ADJUSTED REVENUE	<u>\$18,042,610</u>	<u>\$1,724,959</u>	<u>\$0</u>	<u>\$19,767,569</u>

\* Enter as negative



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #3  
OPERATING FUNDS REVENUES AND EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2018**

	Education <u>Fund</u>	Operations and Maintenance <u>Fund</u>	PBC Operations and Maintenance <u>Fund</u>	Total Operating Funds
OPERATING EXPENDITURES				
BY PROGRAM				
Instruction	\$4,082,490			\$4,082,490
Academic Support	432,978			432,978
Student Services	933,717			933,717
Public Service/Continuing Education	5,231			5,231
Organized Research				0
Auxiliary Services	75,071			75,071
Operations and Maintenance		2,030,426		2,030,426
Institutional Support	9,010,649	6,318		9,016,967
Scholarships, Grants, Waivers	1,825,375			1,825,375
TOTAL EXPENDITURES	<u>\$16,365,511</u>	<u>\$2,036,744</u>	<u>\$0</u>	<u>\$18,402,255</u>
Less Non-Operating Items*				
Tuition Chargeback				\$0
Instructional Service Contracts				0
Transfers	731,239	(344,095)		387,144
ADJUSTED EXPENDITURES	<u>\$17,096,750</u>	<u>\$1,692,649</u>	<u>\$0</u>	<u>\$18,789,399</u>
BY OBJECT				
Salaries	\$4,835,104	\$133,677		\$4,968,781
Employee Benefits	618,620			618,620
Contractual Services	474,345	650,585		1,124,930
General Materials and Supplies	632,688	35,314		668,002
Library Materials**				0
Conference and Meeting Expenses	95,386	170		95,556
Fixed Charges	4,576,008	29,757		4,605,765
Utilities		508,166		508,166
Capital Outlay	19,845	194,273		214,118
Other	1,471,645	31,559		1,503,204
SURS Pension On-Behalf Payments	3,248,885	404,335		3,653,220
OPEB On-Behalf Payments	392,985	48,908		441,893
Student Grants & Scholarships**				0
TOTAL EXPENDITURES	<u>\$16,365,511</u>	<u>\$2,036,744</u>	<u>\$0</u>	<u>\$18,402,255</u>
Less Non-Operating Items*				
Tuition Chargeback				\$0
Instructional Service Contracts				0
Transfers	731,239	(344,095)		387,144
ADJUSTED EXPENDITURES	<u>\$17,096,750</u>	<u>\$1,692,649</u>	<u>\$0</u>	<u>\$18,789,399</u>

\* Enter as negative

\*\* Non-add line.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #4  
RESTRICTED PURPOSES FUND REVENUES AND EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2018**

	Restricted Purposes Fund
REVENUE BY SOURCE:	
TOTAL LOCAL GOVERNMENT	\$0
State Government	
ICCB - Program Improvement Grant	\$14,555
ICCB - Adult Education	37,107
ICCB - (Other , Attach Itemization)	
Dept. of Corrections	
Illinois Student Assistance Commission	
Other (Attach Itemization)	286,531
TOTAL STATE GOVERNMENT	\$338,193
Federal Government	
Dept. of Education	\$2,777,061
Dept. of Labor	167,268
Dept. of Health & Human Services	
Other	17,889
TOTAL FEDERAL GOVERNMENT	\$2,962,218
Other Sources	
Tuition and Fees	
Other	51,644
TOTAL OTHER SOURCES	\$51,644
TOTAL RESTRICTED PURPOSES FUND REVENUES	\$3,352,055
EXPENDITURES BY PROGRAM	
Instruction	\$460,262
Academic Support	
Student Services	273,870
Public Service/Continuing Education	327,021
Organized Research	
Auxiliary Services	3,600
Operations and Maintenance	
Institutional Support	452,639
Scholarships, Grants and Waivers	2,287,765
TOTAL RESTRICTED PURPOSES FUND EXPENDITURES	\$3,805,157
EXPENDITURES BY OBJECT	
Salaries	\$521,844
Employee Benefits	101,344
Contractual Services	70,940
Student Financial Aid	
General Materials and Supplies	195,148
Library Materials*	
Travel & Conference//Meeting Expenses	55,135
Fixed Charges	24,000
Utilities	936
Capital Outlay	548,045
Other	2,287,765
Scholarships, Grants, Waivers*	
TOTAL RESTRICTED PURPOSES FUND EXPENDITURES	\$3,805,157
* Non-add line	

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**UNIFORM FINANCIAL STATEMENT #5  
CURRENT FUNDS \* EXPENDITURES BY ACTIVITY  
FOR THE YEAR ENDED JUNE 30, 2018**

**INSTRUCTION**

Instructional Programs	\$3,083,368
Other	1,488,944
Total Instruction	<u>\$4,572,312</u>

**ACADEMIC SUPPORT**

Library Center	\$163,748
Instructional Materials Center	187,344
Educational Media Services	
Academic Computing Support	
Academic Administration and Planning	
Other	96,352
Total Academic Support	<u>\$447,444</u>

**STUDENT SERVICES SUPPORT**

Admissions and Records	\$39,771
Counseling and Career Services	337,741
Financial Aid Administration	359,382
Other	470,693
Total Student Services Support	<u>\$1,207,587</u>

**PUBLIC SERVICE/CONTINUING EDUCATION**

Community Education	\$211,801
Customized Training (Instructional)	73,451
Community Services	
Other	58,154
Total Public Service/Continuing Education	<u>\$343,406</u>

**ORGANIZED RESEARCH**

<b>AUXILIARY SERVICES</b>	<u>\$1,327,959</u>
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**OPERATIONS AND MAINTENANCE OF PLANT**

Maintenance	\$359,075
Custodial Services	438,042
Grounds	70,360
Campus Security	239,803
Transportation	(3,086)
Utilities	716,765
Administration	47,290
Other	460,043
Total Operations and Maintenance of Plant	<u>\$2,328,292</u>

**INSTITUTIONAL SUPPORT**

Executive Management	\$266,348
Fiscal Operations	313,157
Community Relations	260,122
Administrative Support Services	68,793
Board of Trustees	22,905
General Institutional	6,497,498
Institutional Research	73,564
Administrative Data Processing	499,376
Other	2,059,955
Total Institutional Support	<u>\$10,061,718</u>

<b>SCHOLARSHIPS, STUDENTS GRANTS, &amp; WAIVERS</b>	<u>\$4,331,107</u>
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<b>TOTAL CURRENT FUNDS EXPENDITURES</b>	<u><u>\$24,619,825</u></u>
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\* Current Funds include the Education; Operations and Maintenance; Auxiliary Enterprises; Restricted Purposes; Audit; Liability, Protection, and Settlement; and PBC Operations and Maintenance funds.

**CERTIFICATION OF CHARGEBACK REIMBURSEMENTS**

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**CERTIFICATION OF CHARGEBACK REIMBURSEMENTS  
FOR FISCAL YEAR 2019**

All Fiscal Year 2018 Non-Capital Audited Operating  
Expenditures from the Following Funds:

Education Fund	\$ 12,711,431
Operations and Maintenance Fund	1,389,228
Bond and Interest Fund	1,607,265
Restricted Purposes Fund	3,264,928
Audit Fund	41,670
Liability, Protection, and Settlement Fund	848,308
Total Non-Capital Audited Expenditures	<u>19,862,830</u>

Depreciation on Capital Outlay Expenditures (Equipment, Buildings, and Fixed Equipment Paid) from Sources other than State and Federal Funds	<u>476,023</u>
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Total Costs Included	<u>20,338,853</u>
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Total Certified Semester Credit Hours for FY 2018	<u>27,742.0</u>
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Per Capita Cost	<u>733.14</u>
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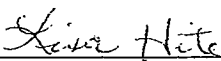
All FY 2018 State and Federal Operating Grants for Noncapital Expenditures	<u>2,700,704</u>
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FY 2018 State and Federal Grants Per Semester Credit Hour	<u>97.35</u>
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District's Average ICCB Grant Rate (Excluding Equalization Grants) for FY 2019	<u>39.07</u>
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District's Student Tuition and Fee Rate Per Semester Credit Hour for FY 2019	<u>126.00</u>
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Chargeback Reimbursement Per Semester Credit Hour	<u><u>\$ 470.72</u></u>
---	-------------------------

 Chief Fiscal Officer	<u>10-10-18</u> Date
---	-------------------------

 Chief Executive Officer	<u>10/10/18</u> Date
---	-------------------------

**ILLINOIS COMMUNITY COLLEGE BOARD  
STATE GRANTS FINANCIAL COMPLIANCE SECTION**



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH STATE REQUIREMENTS FOR  
CAREER AND TECHNICAL EDUCATION –  
PROGRAM IMPROVEMENT GRANTS AND  
ADULT EDUCATION AND FAMILY LITERACY GRANTS**

Board of Trustees  
Southeastern Illinois Community College District No. 533  
Harrisburg, Illinois 62946

**Report on the Financial Statements**

We have audited the accompanying balance sheets of the Career and Technical Education Improvement and Adult Education and Family Literacy grants of Southeastern Illinois Community College District No. 533 as of June 30, 2018, and the related statements of revenues, expenditures, and changes in fund balance for the year then ended.

**Management's Responsibility for the Financial Statements**

These financial statements are the responsibility of the College's management. Management's responsibilities include the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the grant policy guidelines of the Illinois Community College Board's *Fiscal Management Manual*. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. Our audit also included a review of compliance with the provisions of laws, regulations, contracts, and grants between Southeastern Illinois Community College District No. 533 and the State of Illinois and Illinois Community College Board (ICCB). We believe that our audit provides a reasonable basis for our opinion, and the College is in compliance with the provisions of laws, contracts, and ICCB policy guidelines for restricted grants.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Career and Technical Education – Program Improvement and Adult Education and Family Literacy grants of Southeastern Illinois Community College District No. 533 at June 30, 2018, and the results of their operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Information**

The accompanying balance sheets and statements of revenue and expenditures were prepared for the purpose of complying with the terms of the ICCB grants and are not intended to be a complete presentation of the College's revenue and expenditures in conformity with accounting principles generally accepted in the United States of America.

*Kemper CPA Group LLP*

Kemper CPA Group LLP  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

October 12, 2018



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATE ADULT EDUCATION RESTRICTED FUNDS  
BALANCE SHEET  
JUNE 30, 2018**

	<u>State Basic</u>	<u>Performance</u>	<u>Total</u>
ASSETS			
Cash	\$ -	\$ -	\$ -
TOTAL ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
LIABILITIES AND FUND BALANCE			
General Ledger Overdraft	\$ -	\$ -	\$ -
Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**STATE ADULT EDUCATION RESTRICTED FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

	State Basic	Performance	Total
Revenues (6149, 6150)			
State Sources	\$ 5,097	\$ 32,010	\$ 37,107
Total Revenues	5,097	32,010	37,107
Expenditures by Program:			
Instruction	3,997	-	3,997
Total Instructional and Student Services	3,997	-	3,997
Improvement of Instructional Services	447	14,472	14,919
General Administration	653	93	746
Data and Information Services	-	17,445	17,445
Total Program Support	1,100	32,010	33,110
Total Expenditures	5,097	32,010	37,107
Excess of Revenues over (under) Expenditures	\$ -	\$ -	-
Fund Balance - July 1, 2017			-
Fund Balance - June 30, 2018			\$ -

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**ICCB COMPLIANCE STATEMENT FOR ADULT EDUCATION AND FAMILY LITERACY GRANT  
EXPENDITURE AMOUNTS AND PERCENTAGES FOR ICCB GRANT FUNDS ONLY  
FOR THE YEAR ENDED JUNE 30, 2018**

	AUDITED EXPENDITURE AMOUNT	ACTUAL EXPENDITURE PERCENTAGE
<u>State Basic</u> (FY17 Grant Including Carryover)		
Instruction (45% Minimum Required)	\$ 9,953	62 %
General Administration (15% Maximum Allowed)	\$ -	- %

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**CAREER AND TECHNICAL EDUCATION - PROGRAM IMPROVEMENT  
BALANCE SHEET  
JUNE 30, 2018**

ASSETS

Cash	\$	-
		<hr/>
TOTAL ASSETS	\$	-
		<hr/> <hr/>

LIABILITIES AND FUND BALANCE

Liabilities - Deferred Revenue	\$	-
Fund Balance		-
		<hr/>
TOTAL LIABILITIES AND FUND BALANCE	\$	-
		<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**CAREER AND TECHNICAL EDUCATION - PROGRAM IMPROVEMENT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

Revenues (6253)	
State Sources	\$ 14,555
Total Revenues	14,555
Expenditures	
Supplies	12,828
Travel	2,789
Total Expenditures	15,617
Excess of Revenues over (under) Expenditures	(1,062)
Fund Balance - July 1, 2017	-
Fund Balance (Deficit) - June 30, 2018	\$ (1,062)

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533**  
**HARRISBURG, ILLINOIS**

**NOTE TO FINANCIAL STATEMENTS**  
**JUNE 30, 2018**

**NOTE 1: Summary of Significant Accounting Policies**

A. General

The accompanying statements include only those transactions resulting from the Illinois Community College Board (ICCB) Career and Technical Education – Program Improvement and Adult Education and Family Literacy grant programs. These transactions have been accounted for in the Restricted Purposes Fund of Southeastern Illinois Community College District No. 533.

B. Basis of Accounting

The statements have been prepared on the modified accrual basis. Expenditures include all accounts payable representing liabilities for goods and services actually received as of June 30, 2018. Funds obligated for goods prior to June 30 for which the goods are received prior to August 31 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

C. Fixed Assets

Fixed asset purchases are recorded as capital outlay and are accounted for in the General Fixed Asset Account Group.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**BACKGROUND INFORMATION ON STATE GRANT ACTIVITY  
JUNE 30, 2018**

**Unrestricted Grants**

Base Operating Grants

General operating funds provided to colleges based upon credit enrollment.

Small College Grants

Funds provided to colleges with full-time equivalent enrollments of less than 2,500 students. Intended to help small colleges pay for some of the “fixed costs” of operating a smaller institution.

Equalization Grants

Grants provided to institutions with less than the statewide average local tax dollars available per full-time equivalent student.

**Restricted Grants/Special Initiatives**

Career and Technical Education – Program Improvement Grants

Grant funding recognizes that keeping career and technical education programs current and reflective of the highest quality practices in the workplace is necessary to prepare students to be successful in their chosen careers and to provide employers with the well-trained workforce they require. The grant funds are dedicated to enhancing instruction and academic support activities to strengthen and improve career and technical programs and services.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**BACKGROUND INFORMATION ON STATE GRANT ACTIVITY  
JUNE 30, 2018**

**Restricted Adult Education Grants/State**

State Basic

Grant awarded to Adult Education and Family Literacy providers to establish special classes for the instruction of persons of age 21 and over or persons under the age of 21 and not otherwise in attendance in public school for the purpose of providing adults in the community, and other instruction as may be necessary to increase their qualifications for employment or other means of self-support and their ability to meet their responsibilities as citizens including courses of instruction regularly accepted for graduation from elementary or high schools and for Americanization and General Education Development Review classes. Included in this grant are funds for support services, such as student transportation and child care facilities or provision.

Performance

Grant awarded to Adult Education and Family Literacy providers based on performance outcomes.



**SCHEDULE OF ENROLLMENT DATA AND  
RECONCILIATION OF SEMESTER CREDIT HOURS**



**INDEPENDENT AUDITOR'S REPORT ON THE SCHEDULE  
OF ENROLLMENT DATA AND OTHER BASES UPON  
WHICH CLAIMS ARE FILED**

Board of Trustees  
Southeastern Illinois Community College District No. 533  
Harrisburg, Illinois 62946

We have examined the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed of Southeastern Illinois Community College District No. 533 for the year ended June 30, 2018.

**Management's Responsibility**

The Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed is the responsibility of the College's Management. Management's responsibility includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the schedule.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the schedule based upon our examination. Our examination was made in accordance with the guidelines of the Illinois Community College Board's *Fiscal Management Manual* and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

**Opinion**

In our opinion, the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed is fairly presented in accordance with the provisions of the aforementioned guidelines.

*Kemper CPA Group LLP*

Kemper CPA Group LLP  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

October 12, 2018

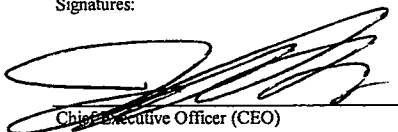
SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

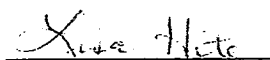
SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON WHICH CLAIMS ARE FILED  
FOR THE YEAR ENDED JUNE 30, 2018

Categories	Total Semester Credit Hours by Term (In-District and Out-of-District Reimbursable)							
	Summer		Fall		Spring		Total	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Baccalaureate	1,750.5	0.0	7,329.5	0.0	7,339.0	0.0	16,419.0	0.0
Business Occupational	151.0	0.0	872.5	4.0	948.0	3.0	1,971.5	7.0
Technical Occupational	225.0	0.0	1,619.0	6.0	1,789.0	0.0	3,633.0	6.0
Health Occupational	558.0	0.0	1,909.5	0.0	1,690.5	0.0	4,158.0	0.0
Remedial Developmental	178.0	0.0	646.0	0.0	652.0	0.0	1,476.0	0.0
Adult Basic Education/Adult Secondary Education	0.0	0.0	0.0	71.5	0.0	0.0	0.0	71.5
<b>TOTAL</b>	<b>2,862.5</b>	<b>0.0</b>	<b>12,376.5</b>	<b>81.5</b>	<b>12,418.5</b>	<b>3.0</b>	<b>27,657.5</b>	<b>84.5</b>

	Attending In-District	Attending Out-of-District on Chargeback or a Cooperative/Contractual Agreement	Total
Reimbursable Semester Credit Hours (All Terms)	25,999.5	3,603.0	29,602.5
	Dual Credit	Dual Enrollment	
Reimbursable Semester Credit Hours (All Terms)	2,043.0	3,339.0	
District Prior Year Equalized Assessed Valuation			\$ 549,604,946

Signatures:

 10/14/18  
Chief Executive Officer (CEO)

 10-10-18  
Chief Financial Officer (CFO)

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**RECONCILIATION OF TOTAL SEMESTER CREDIT HOURS  
FOR THE YEAR ENDED JUNE 30, 2018**

	Total Unrestricted Credit Hours	Total Unrestricted Credit Hours Certified to the ICCB	Total Restricted Credit Hours	Total Restricted Credit Hours Certified to the ICCB
Baccalaureate	16,419.0	16,419.0	0.0	0.0
Business Occupational	1,971.5	1,971.5	7.0	7.0
Technical Occupational	3,633.0	3,633.0	6.0	6.0
Health Occupational	4,158.0	4,158.0	0.0	0.0
Remedial Developmental	1,476.0	1,476.0	0.0	0.0
Adult Basic Education/Adult Secondary Education	0.0	0.0	71.5	71.5
<b>TOTAL</b>	<u>27,657.5</u>	<u>27,657.5</u>	<u>84.5</u>	<u>84.5</u>

**RECONCILIATION OF IN-DISTRICT/CHARGEBACK AND  
COOPERATIVE/CONTRACTUAL AGREEMENT CREDIT HOURS**

	Total Attending (Unrestricted and Restricted)	Total Attending as Certified to the ICCB (Unrestricted and Restricted)
In-District Residents	25,999.5	25,999.5
Out-of-District on Chargeback or Contractual Agreement	3,603.0	3,603.0
<b>TOTAL</b>	<u>29,602.5</u>	<u>29,602.5</u>

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**DOCUMENTATION OF RESIDENCY VERIFICATION STEPS  
JUNE 30, 2018**

**In-District Student**

*Description:* A student who has lived in Saline, Hardin, Pope, Gallatin or eligible portions of Johnson, White, Hamilton or Williamson counties for at least 30 days prior to the beginning of the semester. All students who attend or attended Norris City-Omaha-Enfield high school are also treated as in-district even though some of these students technically live in the Rend Lake College (RLC) district. This arrangement is allowed because of an official agreement between the Presidents of SIC and RLC.

*Residency Code:* In-district

*Acceptable Documentation:* Includes driver's license, voter registration card, property tax statement, in-district high school transcript with a graduation date that is within three years, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

*Tuition Charge:* Current in-district tuition charge

**Student Employed Full-Time in the District**

*Description:* An Illinois resident who lives outside the district but works full-time at a business or industry located in the district.

*Residency Code:* Out-of-district

*Acceptable Documentation:* A signed letter from employer verifying that the student works full-time in the district.

*Tuition Charge:* Current in-district tuition charge

**Out-of-District Student**

*Description:* A student who has lived outside the district boundaries but within the state of Illinois for at least 30 days prior to the beginning of the semester.

*Residency Code:* Out-of-district

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**DOCUMENTATION OF RESIDENCY VERIFICATION STEPS  
JUNE 30, 2018**

**Out-of-District Student (Concluded)**

*Acceptable Documentation:* Includes driver's license, voter registration card, property tax statement, high school transcript with a graduation date that is within three years, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

*Tuition Charge:* Current out-of-district tuition charge

**Chargeback Student**

*Description:* A student who lives in Illinois outside the district boundaries but attends SIC because his/her home community college does not offer a specific degree/certificate program.

*Residency Code:* Out-of-district

*Acceptable Documentation:* A signed chargeback agreement from home community college.

*Tuition Charge:* Current in-district tuition charge

**Reciprocal Agreement Student**

*Description:* A student who lives in the John A. Logan College, Rend Lake College, or Shawnee College district but attends SIC for the purpose of enrolling in a program or specific course not offered by the home community college. Since this is an agreement made among these four colleges, a chargeback request is not required.

*Residency Code:* Out-of-district

*Acceptable Documentation:* A letter of reciprocity from the home community college.

*Tuition Charge:* Current in-district tuition charge

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**DOCUMENTATION OF RESIDENCY VERIFICATION STEPS  
JUNE 30, 2018**

**Out-of-State Student**

*Description:* A student who lives outside the state of Illinois.

*Residency Code:* Out-of-state

*Acceptable documentation:* Includes driver's license, voter registration card, property tax statement, high school transcript with a graduation date that is within three years, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

*Tuition Charge:* Current out-of-state tuition charge

**International Student**

*Description:* A student who lives outside of the United States.

*Residency Code:* Out-of-country

*Acceptable Documentation:* None, other than the typical international student admission paperwork which is completed with the International Advisor.

*Tuition Charge:* Current out-of-state tuition charge

**International Athlete**

*Description:* A student who lives outside of the United States but who attends SIC for the purpose of playing collegiate sports.

*Residency Code:* Out-of-country

*Acceptable Documentation:* None, other than the typical international student admission paperwork which is completed with the Director of Counseling.

*Tuition Charge:* Current out-of-country tuition rate. Must provide proof of in-district residency 30 days prior to the start of the semester.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**DOCUMENTATION OF RESIDENCY VERIFICATION STEPS  
JUNE 30, 2018**

**Job Corps Student**

*Description:* A student who is enrolled at the federal Job Corps facility in Golconda.

*Residency Code:* Out-of-district

*Acceptable Documentation:* None is required.

*Tuition Charge:* Current out-of-district tuition charge

**Border County Agreements**

*Description:* Students who live out-of-state in the Indiana and Kentucky zip codes noted on the Border County Agreement list.

*Residency Code:* Out-of-state

*Acceptable Documentation:* Includes driver's license, voter registration card, property tax statement, high school transcript with a graduation date that is within three years, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

*Tuition Charge:* Current out-of-district tuition charge



## **FEDERAL COMPLIANCE SECTION**



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees  
Southeastern Illinois Community College District No. 533  
Harrisburg, Illinois 62946

**Report on Compliance for Each Major Federal Program**

We have audited Southeastern Illinois Community College District No. 533's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southeastern Illinois Community College District No. 533's major federal programs for the year ended June 30, 2018. Southeastern Illinois Community College District No. 533's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Southeastern Illinois Community College District No. 533's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements for Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southeastern Illinois Community College District No. 533's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southeastern Illinois Community College District No. 533's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Southeastern Illinois Community College District No. 533, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002. Our opinion on each major federal program is not modified with respect to those matters.

Southeastern Illinois Community College District No. 533's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Southeastern Illinois Community College District No. 533's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on Internal Control Over Compliance**

Management of Southeastern Illinois Community College District No. 533 is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southeastern Illinois Community College District No. 533's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southeastern Illinois Community College District No. 533's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be significant deficiencies. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2018-002 that we consider to be a material weakness.

Southeastern Illinois Community College District No. 533's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Southeastern Illinois Community College District No. 533's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Kemper CPA Group LLP*

Kemper CPA Group LLP  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

October 12, 2018

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>U.S. Department of Education</b>			
Student Financial Assistance Cluster			
(M) Federal Work Study	84.033		\$ 53,195
(M) Supplemental Educational Opportunity Grant	84.007		31,274
(M) PELL Grants - Southeastern Illinois College	84.063		2,221,318
Total Student Financial Aid Cluster			<u>2,305,787</u>
 Title IV - Student Support	 84.042		 308,104
Passed Through Illinois Community College Board:			
V.E. Perkins - Postsecondary Basic	84.048	CTE53318	97,949
<b>Total Department of Education Programs</b>			<u>2,711,840</u>
 <b>Department of Veterans Affairs Programs</b>			
Post-9/11 Veterans Educational Assistance	64.027		46,514
<b>Total Department of Veterans Affairs Programs</b>			<u>46,514</u>
 <b>Small Business Administration Programs</b>			
Passed Through Illinois Department of Commerce and Economic Opportunity			
Rural Small Business Development Center	59.037	17-181180	21,375
Rural Small Business Development Center	59.037	18-561180	15,248
<b>Total Small Business Administration Programs</b>			<u>36,623</u>
 <b>Department of Labor Programs</b>			
Passed Through Southern Illinois University Edwardsville			
Building the IL Bioeconomy	17.282	761566-004	117,268
Passed Through Southern 14 Workforce Investment Board, Inc.			
One-Stop Career Center	17.258	7117-63018	50,000
<b>Total Department of Labor Programs</b>			<u>167,268</u>
 <b>Total Expenditures of Federal Awards</b>			 \$ <u>2,962,245</u>

(M) Denotes Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2018**

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southeastern Illinois Community College District No. 533 under programs of the federal government for the year ended June 30, 2018. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southeastern Illinois Community College District No. 533, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the College.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles of the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

**NOTE 3: INDIRECT COST RATE**

Southeastern Illinois Community College District No. 533 has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**SECTION I - AUDITOR'S RESULTS**

**JUNE 30, 2018**

- |     |  |            |
|-----|--|------------|
| 1.  | Type of report issued on the financial statements:   | Unmodified |
| 2.  | During the audit of the financial statements, were any material weaknesses in internal control over financial reporting disclosed? | No         |
| 2a. | Were any significant deficiencies identified that are not considered material weaknesses?  | Yes        |
| 3.  | Did the audit disclose any instances of noncompliance that would be required to be reported under Governmental Auditing Standards? | Yes        |
| 4.  | Were any material weaknesses in internal control over major programs disclosed?  | Yes        |
| 4a. | Were any significant deficiencies identified that are not considered material weaknesses?  | No         |
| 5.  | Type of report issued on compliance for major programs:  | Unmodified |
| 6.  | Did the audit disclose any audit findings required to be reported in accordance with 2 CFR 200.516(a)?                             | Yes        |
| 7.  | Major programs are:<br>Department of Education<br>Federal Student Aid Cluster  |            |
| 8.  | Dollar threshold to distinguish between Type A and Type B programs:  | \$ 750,000 |
| 9.  | Does the auditee qualify as a low-risk auditee?  | Yes        |

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**JUNE 30, 2018**

**Finding No. 2018-001** - Inadequate Treasurer's Bond Coverage

**Criteria or specific requirement:** The amount of the College's treasurer bond coverage is required to be at least 25% of the cash balance of the College throughout the year.

**Condition:** The amount of the College's treasurer bond was less than 25% of their cash balance during the periods July through December 2017 and January and June of 2018.

**Effect:** The College was at risk of loss during the periods of under coverage.

**Cause:** The College had periodic increases in their cash balance due to receipt of bond revenue, a significant donation, and tax levy.

**Auditor's Recommendation:** We recommend that the College closely monitor its total cash balance and adjust the level of bond coverage accordingly.

**Management's Response:** Lisa Hite, Dean of Administration and Business Affairs, will monitor the College's projected cash levels going forward and will purchase additional treasurer's bonding if necessary.



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**JUNE 30, 2018**

**Finding No. 2018-002** - Lack of Internal Controls over Student Financial Aid

**Federal Program Name:** Federal Work Study, Supplemental Educational Opportunity Grant, and PELL Grants

**CFDA No:** 84.033, 84.007, and 84.063

**Federal Agency:** U.S. Department of Education

**Criteria or specific requirement:** The College is required to have internal control procedures to ensure that the calculation of federal aid to be returned or refunded is calculated accurately and returned or refunded within 45 days.

**Condition:** During the testing of students withdrawn from the College and the calculation of return of federal funds we found the following:

- Twelve return of funds calculations used an incorrect amount of break days resulting in incorrect amounts being returned to the Department of Education
- Six return of funds calculations used incorrect tuition charges resulting in incorrect amounts being returned to the Department of Education
- Six student refund were not refunded within 45 days

**Questioned costs:** None

**Context:** Of 25 withdrawals and return of funds calculations tested, exceptions were noted in 16 calculations and the College under returned \$68 to the Department of Education on those tested.

**Effect:** The College returned the incorrect amount of federal funds to the Department of Education and was not in compliance with the grant requirements.

**Cause:** Misinterpretation of the requirements by College personnel.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**JUNE 30, 2018**

**Auditor's Recommendation:** We recommend that the College develop internal controls to ensure that personnel working on the grant are knowledgeable of the grant requirements and ensure the accuracy of the return of funds calculation.

**Management's Response:** Michelle Metten, Financial Aid Director, agrees with finding and will take steps to implement corrective action.

October 12, 2018

Kemper CPA Group LLP  
713 S. Commercial Street  
Harrisburg, IL

The findings from the October 12, 2018 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

### **FINDINGS – FINANCIAL STATEMENT AUDIT**

Significant Deficiency:

2018-001 Inadequate treasurer's bonding coverage

*Recommendation:* The College should monitor their projected cash levels going forward and purchase additional treasurer's bonding if necessary.

*Action Taken:* Lisa Hite, Dean of Administrative and Business Affairs, plans to implement action plan immediately.

Material Weakness: None noted.

### **FINDINGS – STUDENT FINANCIAL AID CLUSTER**

Significant Deficiency: None noted.

Material Weakness:

2018-002 Lack of Internal Controls over Student Financial Aid

*Recommendation:* We recommend that the College ensure a knowledgeable staff reviews all R2T4 calculations to verify accuracy.

*Action Taken:* Chad Flannery, Dean of Student Services and Enrollment, and Michelle Metten, Director of Financial Aid, plan to assess the needs of their Financial Aid Department and hire additional employees if deemed necessary.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**SECTION V - SUMMARY OF PRIOR AUDIT FINDINGS**

**JUNE 30, 2018**

None Reported.



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** PCI Scores FY 17

**Office of Origin:** Business Office

**Document Summary:** Financial information; Public Composite Financial Index; Net Operating Revenue Ratio Calculations; Return on Net Assets Ratio Calculations; Viability Ratio Calculations; GASB Primary Reserve Ratio Calculations; GASB Net Operating Revenue Ratio Calculations; GASB Return on Net Assets Ratio Calculations; GASB Viability Ratio Calculations

Fax	(618) 252-5028
Email Address	greg.mcculloch@sic.edu

### *Financial Information*

	FY 2017	FY 2016	FY 2015
Ending month of fiscal year:	June	June	June
Last completed audit year:	2017	2016	2015
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

### *Public Composite Financial Index*

#### **Primary Reserve Ratio Calculation**

	FY 2017	FY 2016	FY 2015
Institution unrestricted net assets	5515.00	4144.00	5777.00
Institution expendable restricted net assets	2776.00	3449.00	1735.00
Component Unit (C.U.) unrestricted net assets	-84.00	-328.00	-262.00
C.U. temporarily restricted net assets	1781.00	1466.00	1468.00
C.U. net investment in plant	70.00	70.00	52.00
Numerator Total	9918.00	8661.00	8666.00
Institution operating expenses	17081.00	17847.00	17758.00
Institution non-operating expenses	335.00	295.00	313.00
C.U. total expenses	358.00	354.00	415.00
Denominator Total	17774.00	18496.00	18486.00
Primary reserve ratio	0.56	0.47	0.47
Primary reserve strength	4.20	3.52	3.52

Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	1.47	1.23	1.23

### Net Operating Revenue Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution operating income (loss)	-10456.00	-11890.00	-11975.00
Institution net non-operating revenues	12635.00	10304.00	13125.00
C.U. change in unrestricted net assets	243.00	-36.00	-916.00
Numerator Total	2422.00	-1622.00	234.00
Institution operating revenues	6625.00	5957.00	5783.00
Institution non-operating revenues	12970.00	10599.00	13437.00
C.U. total unrestricted revenues	601.00	422.00	495.00
Denominator Total	20196.00	16978.00	19715.00
Net operating revenue ratio	0.12	-0.10	0.01
Net operating revenue strength	9.22	-4.00	0.91
Net operating revenue weight	0.10	0.10	0.10
Net operating revenue CFI	0.92	-0.40	0.09

### Return on Net Assets Ratio Calculation

	FY 2017	FY 2016	FY 2015
Change in net assets plus C.U. change in net assets	2783.00	-1219.00	556.00
Total net assets + C.U. total net assets (beginning of year)	20390.00	21608.00	21052.00
Return on net assets ratio	0.14	-0.06	0.03
Return on net assets strength	6.82	-2.82	1.32
Return on net assets weight	0.20	0.20	0.20

Return on net assets CFI	1.36	-0.56	0.26
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### Viability Ratio Calculation

	FY 2017	FY 2016	FY 2015
Expendable net assets (from Primary Reserve Numerator)	9918.00	8661.00	8666.00
Institution long-term debt (total project-related debt)	13073.00	9737.00	7158.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	13073.00	9737.00	7158.00
Viability ratio	0.76	0.89	1.21
Viability strength	1.82	2.13	2.90
Viability weight	0.35	0.35	0.35
Viability CFI	0.64	0.75	1.02

	FY 2017	FY 2016	FY 2015
Total Composite Financial Indicator Score	4.39	1.02	2.60
Comments	<p>No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are reported rounded to the thousands of dollars.</p> <p>No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are reported rounded to the thousands of dollars.</p> <p>No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are reported rounded to the thousands of dollars.</p>		

### Public Composite Financial Index (Excluding GASB 68)

### GASB Primary Reserve Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution unrestricted net assets	5515.00	4144.00	5777.00



Institution expendable restricted net assets	2776.00	3449.00	1735.00
Component Unit (C.U.) unrestricted net assets	-84.00	-328.00	-262.00
C.U. temporarily restricted net assets	1781.00	1466.00	1468.00
C.U. net investment in plant	70.00	70.00	52.00
Numerator Total	9918.00	8661.00	8666.00
Institution operating expenses	17081.00	17847.00	17758.00
Institution non-operating expenses	335.00	295.00	313.00
C.U. total expenses	358.00	354.00	415.00
Denominator Total	17774.00	18496.00	18486.00
Primary reserve ratio	0.56	0.47	0.47
Primary reserve strength	4.20	3.52	3.52
Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	1.47	1.23	1.23

### **GASB Net Operating Revenue Ratio Calculation**

	FY 2017	FY 2016	FY 2015
Institution operating income (loss)	-10456.00	-11890.00	-11975.00
Institution net non-operating revenues	12635.00	10304.00	13125.00
C.U. change in unrestricted net assets	243.00	-36.00	-916.00
Numerator Total	2422.00	-1622.00	234.00
Institution operating revenues	6625.00	5957.00	5783.00
Institution non-operating revenues	12970.00	10599.00	13437.00
C.U. total unrestricted revenues	601.00	422.00	495.00
Denominator Total	20196.00	16978.00	19715.00
Net operating revenue ratio	0.12	-0.10	0.01
Net operating revenue strength	9.22	-4.00	0.91
Net operating revenue weight	0.10	0.10	0.10

Net operating revenue CFI	0.92	-0.40	0.09
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### GASB Return on Net Assets Ratio Calculation

	FY 2017	FY 2016	FY 2015
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Total net assets + C.U. total net assets (beginning of year)	20390.00	21608.00	21052.00
Return on net assets ratio	0.14	-0.06	0.03
Return on net assets strength	6.82	-2.82	1.32
Return on net assets weight	0.20	0.20	0.20
Return on net assets CFI	1.36	-0.56	0.26

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Viability strength	1.82	2.13	2.90
Viability weight	0.35	0.35	0.35
Viability CFI	0.64	0.75	1.02

	FY 2017	FY 2016	FY 2015
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Total Composite Financial Indicator Score	4.39	1.02	2.60
Comments	No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and the liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are rounded to the thousands of dollars.	No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and the liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are reported rounded to the thousands of dollars.	No impact to financial statements for GASB 68 this year as the contribution is made by the state of Illinois and liability is reported by the state of Illinois. See Note 6 to our financial statements. Amounts are reported rounded to thousands of dollars

### *Federal Compliance*

**Please click the button below to view accrediting agencies reported to HLC.**

There are no accrediting agencies.

I have reviewed the list of accrediting agencies provided and made any necessary changes by contacting [legalaffairs@hlcommission.org](mailto:legalaffairs@hlcommission.org)

☒ Yes

☐ No

Academic Term

(Select all that apply)

- ☐ Continuous
- ☐ Four-one-four
- ☐ Modular
- ☐ Quarter
- ☒ Semester
- ☐ Trimester

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title: Title IV Audits FY09-FY17**

**Office of Origin: Office of Administrative Services**

**Document Summary: FY09-FY17 Title IV Audits completed by Kemper CPA Group**  
Annually independent auditors express their opinion on compliance within each of the College's major federal programs based upon compliance requirements described in the OMB Compliance Supplement. This audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures deemed necessary. The attached audits reflect the time period of July 2009 through June 2017.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2009**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2009

Source of Funds	CFDA Number	Project Number	Program Amount	Fund Balance July 1, 2008	Revenues	Expenditures	Ending Fund Balance June 30, 2009
Department of Education							
Direct Awards							
(M) Federal Work Study	84.033	P033A081284	\$ 47,962	\$ 0	\$ 47,962	\$ 47,962	\$ 0
(M) Supplemental Educational Opportunity Grant	84.007	P007A081284	39,900	0	39,900	39,900	0
(M) PELL Grants - Southeastern Illinois College	84.063	P063P081382	2,273,985	0	2,273,985	2,273,985	0
(M) Academic Competitiveness Grant	84.375	P375A081382	2,875	0	2,875	2,875	0
CCAMPIS Grant	84.335A	P335A050140	28,888	0	28,888	28,888	0
Title IV - Student Support	84.042A	P042A050284-07	54,440	0	54,440	54,440	0
Title IV - Student Support	84.042A	P042A050284-08	215,662	0	215,662	215,662	0
Passed through State of Illinois - Illinois Community College Board							
Federal Adult Education Basic	84.002A	53301	59,516	0	59,516	59,516	0
V.E. Perkins - Innovation Grant	84.048	CTEL09 533	7,076	0	7,076	7,076	0
V.E. Perkins - Postsecondary Basic	84.048	CTE53309	130,117	0	130,117	130,117	0
Passed through State of Illinois - Partnership for College & Career Success							
College & Career Success Grant	84.048		2,000	0	2,000	2,000	0
			\$ 2,862,421	\$ 0	\$ 2,862,421	\$ 2,862,421	\$ 0
U.S. Forest Service Job Corp.	99.999	53-82X9-2- J145	\$ 61,475	\$ 0	\$ 61,475	\$ 61,475	\$ 0
Department of Agriculture							
Passed through State of Illinois - Illinois State Board of Education							
Child and Adult Care Food Program	10.558	07-4226-00	27,669	0	27,669	27,669	0
			\$ 27,669	\$ 0	\$ 27,669	\$ 27,669	\$ 0
Department of Health and Human Services							
Passed through State of Illinois - Department of Human Services							
Child Care and Development Block Grant	93.575		\$ 14,897	\$ 0	\$ 14,897	\$ 14,897	\$ 0
Small Business Administration							
Passed through State of Illinois - Illinois Department of Commerce and							
Economic Opportunity							
Rural Small Business Development Center	59.037	09-181180	\$ 40,500	\$ 0	\$ 40,500	\$ 40,500	\$ 0
Rural Small Business Development Center	59.037	08-561180	40,500	0	40,500	40,500	0
			\$ 81,000	\$ 0	\$ 81,000	\$ 81,000	\$ 0
Department of Labor							
Passed through Mantracon							
Community-Based Job Training Grant	17.269		\$ 11,000	\$ 0	\$ 11,000	\$ 11,000	\$ 0
Total			\$ 3,058,462	\$ 0	\$ 3,058,462	\$ 3,058,462	\$ 0

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2010**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2010**

<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 57,518	\$ 57,518
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	52,461	52,461
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	3,481,072	3,481,072
(M) Academic Competitiveness Grant	84.375	P375A081382	9,550	9,550
Burn Tunnel Project Grant	84.116Z	P116Z090048	190,000	190,000
Title IV - Student Support	84.042A	P042A050284-08	62,989	62,989
Title IV - Student Support	84.042A	P042A050284-09	226,640	226,640
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002A	53301	49,000	49,000
V.E. Perkins - Innovation Grant	84.048	CTEL10 533	7,076	7,076
V.E. Perkins - Postsecondary Basic	84.048	CTE53310	131,751	131,751
ARRA Education Stabilization Funds	84.394	S394A090014	60,599	60,599
ARRA Government Services Funds	84.397	S397A090014	18,797	18,797
			<u>\$ 4,347,453</u>	<u>\$ 4,347,453</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 64,122	\$ 64,122
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	10-4226-00	\$ 29,675	\$ 29,675
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 11,244	\$ 11,244
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	09-181180	\$ 40,500	\$ 40,500
Rural Small Business Development Center	59.037	10-561180	40,073	40,073
			<u>\$ 80,573</u>	<u>\$ 80,573</u>
Department of Labor				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
WIA Healthcare Training Grants ARRA	17.258	08-731017	\$ 108,420	\$ 108,420
Delta Regional Authority Fire Science Training Program	90.201	IL-5259	\$ 24,227	\$ 24,227
Total			<u>\$ 4,665,714</u>	<u>\$ 4,665,714</u>
(M) Major Program				



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2011**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

Source of Funds

	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 52,710	\$ 52,710
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	25,985	25,985
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	3,501,156	3,501,156
(M) Academic Competitiveness Grant	84.375	P375A081382	20,000	20,000
Title IV - Student Support	84.042	P042A050284-09	58,875	58,875
Title IV - Student Support	84.042	P042A100947-01	197,739	197,739
Title III - Higher Education Institutional Aid	84.031	P031A100127	261,902	261,902
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002	53301	32,972	32,972
V.E. Perkins - Innovation Grant	84.048	CTEL11533	7,076	7,076
V.E. Perkins - Postsecondary Basic	84.048	CTE53311	142,052	142,052
V.E. Perkins - Programs of Study Grant	84.048	CTEL11POS533	25,000	25,000
Vocational Rehabilitation	84.390	S397A090014	321	321
			<u>\$ 4,325,788</u>	<u>\$ 4,325,788</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 66,991	\$ 66,991
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	11-4226-00	\$ 33,841	\$ 33,841
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 18,507	\$ 18,507
ARRA Child Care and Development Block Grant	93.713		34	34
			<u>\$ 18,541</u>	<u>\$ 18,541</u>
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and				
Economic Opportunity				
Rural Small Business Development Center	59.037	10-561180	\$ 40,927	\$ 40,927
Rural Small Business Development Center	59.037	11-801180	16,930	16,930
			<u>\$ 57,857</u>	<u>\$ 57,857</u>
Department of Labor				
Passed through State of Illinois - Illinois Department of Commerce and				
Economic Opportunity				
WIA Healthcare Training Grants ARRA	17.258	08-731017	\$ 15,740	\$ 15,740
Delta Regional Authority Fire Science Training Program	90.201	IL-5259	\$ 28,273	\$ 28,273
Total			<u>\$ 4,547,031</u>	<u>\$ 4,547,031</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE OF FEDERAL AWARDS  
JUNE 30, 2012**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2012**

Source of Funds

	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033	P033A091284	\$ 53,919	\$ 53,919
(M) Supplemental Educational Opportunity Grant	84.007	P007A091284	36,550	36,550
(M) PELL Grants - Southeastern Illinois College	84.063	P063P091382	2,942,269	2,942,269
(M) Title IV - Student Support	84.042	P042A050284-11	269,806	269,806
(M) Title IV - Student Support	84.042	P042A100947-01	65,664	65,664
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-11	261,163	261,163
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127	137,161	137,161
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002	53301	33,159	33,159
V.E. Perkins - Innovation Grant	84.048	CTEL12533	3,266	3,266
V.E. Perkins - Postsecondary Basic	84.048	CTE53312	118,133	118,133
Vocational Rehabilitation	84.390	S397A090014	4,329	4,329
			<u>\$ 3,925,419</u>	<u>\$ 3,925,419</u>
U.S. Forest Service Job Corp.	99.999	53-82X9-2-J145	\$ 69,906	\$ 69,906
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	11-4226-00	\$ 29,763	\$ 29,763
Passed through Douglas C. Greene Center for Innovation and Entrepreneurship				
Rural Business Opportunity Grant	10.773		4,356	4,356
			<u>\$ 34,119</u>	<u>\$ 34,119</u>
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		<u>\$ 10,233</u>	<u>\$ 10,233</u>
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	11-181180	\$ 23,335	\$ 23,335
Rural Small Business Development Center	59.037	11-081180	55,436	55,436
Rural Small Business Development Center	59.037	12-561180	21,192	21,192
			<u>\$ 99,963</u>	<u>\$ 99,963</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		<u>\$ 57,156</u>	<u>\$ 57,156</u>
Delta Regional Authority Healthcare Training Grant	90.201		\$ 16,234	\$ 16,234
Delta Regional Authority Truck Driving Program	90.201	IL10187	34,912	34,912
			<u>\$ 51,146</u>	<u>\$ 51,146</u>
Total			<u>\$ 4,247,942</u>	<u>\$ 4,247,942</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2013**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2013**

<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 53,537	\$ 53,537
(M) Supplemental Educational Opportunity Grant	84.007		30,600	30,600
(M) PELL Grants - Southeastern Illinois College	84.063		2,905,562	2,905,562
Title III - Higher Education Institutional Aid	84.031	P031A100127-12	268,044	268,044
Title III - Higher Education Institutional Aid	84.031	P031A100127-11	127,278	127,278
Title IV - Student Support	84.042	P042A100947-12	241,726	241,726
Title IV - Student Support	84.042	P042A100947-11	39,915	39,915
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		75,519	75,519
V.E. Perkins - Innovation Grant	84.048	CTEL13533	2,179	2,179
V.E. Perkins - Postsecondary Basic	84.048	CTE53313	114,444	114,444
Improving Teacher Quality	84.367		114	114
			<u>\$ 3,858,918</u>	<u>\$ 3,858,918</u>
U.S. Forest Service Job Corp.	99.999		<u>\$ 34,950</u>	<u>\$ 34,950</u>
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	13-4226-00	<u>\$ 28,441</u>	<u>\$ 28,441</u>
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		<u>\$ 4,109</u>	<u>\$ 4,109</u>
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	13-181180	\$ 20,750	\$ 20,750
Rural Small Business Development Center	59.037	12-561180	19,308	19,308
Rural Small Business Development Center	59.037	11-081180	44,564	44,564
			<u>\$ 84,622</u>	<u>\$ 84,622</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		<u>\$ 91,465</u>	<u>\$ 91,465</u>
Total			<u>\$ 4,102,505</u>	<u>\$ 4,102,505</u>
(M) Major Program				

**Southeastern Illinois Community College District No. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2014**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2014**

<u>Source of Funds</u>	<u>CFDA Number</u>	<u>Project Number</u>	<u>Program Amount</u>	<u>Revenues/ Expenditures</u>
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 53,195	\$ 53,195
(M) Supplemental Educational Opportunity Grant	84.007		26,265	26,265
(M) PELL Grants - Southeastern Illinois College	84.063		2,701,488	2,701,488
Title III - Higher Education Institutional Aid	84.031	P031A100127-13	326,713	326,713
Title III - Higher Education Institutional Aid	84.031	P031A100127-12	105,685	105,685
Title IV - Student Support	84.042	P042A100947-13	225,523	225,523
Title IV - Student Support	84.042	P042A100947-12	47,587	47,587
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		58,720	58,720
V.E. Perkins - Dual Credit Enhancement Grant	84.048	14CTEDUAL533	6,331	6,331
V.E. Perkins - Postsecondary Basic	84.048	CTE53314	104,946	104,946
CTE New Look Project	84.048		1,905	1,861
Improving Teacher Quality	84.367		6,899	6,899
			<u>\$ 3,665,257</u>	<u>\$ 3,665,213</u>
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	14-4226-00	\$ 27,708	\$ 27,708
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		\$ 8,361	\$ 8,361
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	13-181180	\$ 20,750	\$ 20,750
Rural Small Business Development Center	59.037	14-561180	39,527	39,527
			<u>\$ 60,277</u>	<u>\$ 60,277</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		\$ 83,341	\$ 83,341
Veterans Affairs				
Direct Award				
Post-9/11 Veterans Educational Assistance	64.027		\$ 24,787	\$ 22,157
Delta Regional Authority				
Direct Award				
Delta Area Economic Development	90.201		31,071	30,964
Total			<u>\$ 3,900,802</u>	<u>\$ 3,898,021</u>

(M) Major Program



**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2015**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. The schedule presents the current year expenditures for all federal award programs.

**B. Basis of Accounting**

For financial reporting purposes, Southeastern Illinois Community College District No. 533 is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's financial statements have been presented using the economic resources and measurement focus and the accrual basis of accounting. The District's Schedule of Expenditures of Federal Awards is prepared in conformity with the same basis of accounting.

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2015**

Source of Funds

	CFDA Number	Project Number	Program Amount	Revenues/ Expenditures
Department of Education				
Direct Awards				
(M) Federal Work Study	84.033		\$ 49,419	\$ 49,419
(M) Supplemental Educational Opportunity Grant	84.007		27,000	27,000
(M) PELL Grants - Southeastern Illinois College	84.063		2,608,527	2,608,527
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-14	252,450	252,450
(M) Title III - Higher Education Institutional Aid	84.031	P031A100127-13	104,873	104,873
Title IV - Student Support	84.042	P042A100947-14	226,694	226,694
Title IV - Student Support	84.042	P042A100947-13	53,360	53,360
Passed through State of Illinois - Illinois Community College Board				
Federal Adult Education Basic	84.002		60,869	60,869
V.E. Perkins - Dual Credit Enhancement Grant	84.048	15DCE533	5,696	5,696
V.E. Perkins - Postsecondary Basic	84.048	CTE53315	82,959	82,959
			<u>3,471,847</u>	<u>3,471,847</u>
Department of Agriculture				
Passed through State of Illinois - Illinois State Board of Education				
Child and Adult Care Food Program	10.558	15-4226-00	23,255	23,255
Department of Health and Human Services				
Passed through State of Illinois - Department of Human Services				
Child Care and Development Block Grant	93.575		8,567	8,567
Small Business Administration				
Passed through State of Illinois - Illinois Department of Commerce and Economic Opportunity				
Rural Small Business Development Center	59.037	14-561180	43,473	43,473
Rural Small Business Development Center	59.037	15-181180	31,201	31,201
			<u>74,674</u>	<u>74,674</u>
Department of Labor				
Passed through College of Lake County				
TAA Career Pathways Grant	17.282		50,977	50,977
Building the IL Bioeconomy	17.282		72,333	70,588
			<u>123,310</u>	<u>121,565</u>
Veterans Affairs				
Direct Award				
Post-9/11 Veterans Educational Assistance	64.027		24,205	24,205
Total			<u>\$ 3,725,858</u>	<u>\$ 3,724,113</u>

(M) Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2016**

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southeastern Illinois Community College District No. 533 under programs of the federal government for the year ended June 30, 2016. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southeastern Illinois Community College District No. 533, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the College.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles of the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

**NOTE 3: INDIRECT COST RATE**

Southeastern Illinois CollegeSoutheastern Illinois Community College District No. 533 has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>Student Financial Assistance Cluster</b>			
<i>Department of Education Programs</i>			
(M) Federal Work Study	84.033		\$ 56,971
(M) Supplemental Educational Opportunity Grant	84.007		24,450
(M) PELL Grants - Southeastern Illinois College	84.063		<u>2,387,583</u>
<b>Total Student Financial Aid Cluster</b>			<u>2,469,004</u>
<b>Other Programs</b>			
<i>Department of Education Programs</i>			
Title III - Higher Education Institutional Aid	84.031		151,193
Title IV - Student Support	84.042		283,805
Passed Through Illinois Community College Board			
Federal Adult Education Basic	84.002	V002A150013	62,428
V.E. Perkins - Postsecondary Basic	84.048	CTE53316	<u>90,847</u>
<i>Total Department of Education Programs</i>			<u>588,273</u>
<i>Department of Veterans Affairs Programs</i>			
Post-9/11 Veterans Educational Assistance	64.027		<u>35,367</u>
<i>Total Department of Veterans Affairs Programs</i>			<u>35,367</u>
<i>United States Department of Agriculture Programs</i>			
Passed Through Illinois State Board of Education			
Child and Adult Care Food Program	10.558	15-4226-00	<u>25,656</u>
<i>Total Department of Agriculture Programs</i>			<u>25,656</u>
<i>Department of Health and Human Services Programs</i>			
Passed Through Illinois Department of Human Services			
Child Care and Development Block Grant	93.575		<u>116</u>
<i>Total Department of Health and Human Services Programs</i>			<u>116</u>
<i>Small Business Administration Programs</i>			
Passed Through Illinois Department of Commerce and Economic Opportunity			
Rural Small Business Development Center	59.037	15-181180	29,299
Rural Small Business Development Center	59.037	16-561180	<u>20,553</u>
<i>Total Small Business Administration Programs</i>			<u>49,852</u>
<i>Department of Labor Programs</i>			
Passed Through the College of Lake County			
TAA Career Pathways Grant	17.282		138
Passed Through Southern Illinois University Edwardsville			
Building the IL Bioeconomy	17.282	761566-004	<u>174,146</u>
<i>Total Department of Labor Programs</i>			<u>174,284</u>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>3,342,552</u></b>

(M) denotes Major Program

**SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS**

**NOTES TO SCHEDULE EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2017**

**NOTE 1: BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southeastern Illinois Community College District No. 533 under programs of the federal government for the year ended June 30, 2017. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southeastern Illinois Community College District No. 533, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the College.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles of the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.

**NOTE 3: INDIRECT COST RATE**

Southeastern Illinois Community College District No. 533 has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SOUTHEASTERN ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 533  
HARRISBURG, ILLINOIS

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>Student Financial Assistance Cluster</b>			
<i>Department of Education Programs</i>			
(M) Federal Work Study	84.033		\$ 53,195
(M) Supplemental Educational Opportunity Grant	84.007		22,500
(M) PELL Grants - Southeastern Illinois College	84.063		2,063,295
<b>Total Student Financial Aid Cluster</b>			<u>2,138,990</u>
<b>Other Programs</b>			
<i>Department of Education Programs</i>			
Title IV - Student Support	84.042		279,992
Passed Through Illinois Community College Board			
Federal Adult Education Basic	84.002	V002A150013	14,412
V.E. Perkins - Postsecondary Basic	84.048	CTE53317	116,831
Improving Teacher Quality	84.367		18,206
<i>Total Department of Education Programs</i>			<u>429,441</u>
<i>Department of Veterans Affairs Programs</i>			
Post-9/11 Veterans Educational Assistance	64.027		44,599
<i>Total Department of Veterans Affairs Programs</i>			<u>44,599</u>
<i>United States Department of Agriculture Programs</i>			
Passed Through Illinois State Board of Education			
Child and Adult Care Food Program	10.558	17-4226-00	16,778
<i>Total Department of Agriculture Programs</i>			<u>16,778</u>
<i>Small Business Administration Programs</i>			
Passed Through Illinois Department of Commerce and Economic Opportunity			
Rural Small Business Development Center	59.037	17-181180	20,000
Rural Small Business Development Center	59.037	16-561180	21,947
<i>Total Small Business Administration Programs</i>			<u>41,947</u>
<i>Department of Labor Programs</i>			
Passed Through Southern Illinois University Edwardsville			
Building the IL Bioeconomy	17.282	761566-004	193,691
<i>Total Department of Labor Programs</i>			<u>193,691</u>
<i>Delta Regional Authority</i>			
Delta Area Economic Development	90.201		45,050
<i>Total Delta Regional Authority Programs</i>			<u>45,050</u>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>2,910,496</u></b>

(M) denotes Major Program



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** NLSDS Cohort Default Rates

**Office of Origin:** Financial Aid Office

**Document Summary:** Composite list of student loan default rates.

ID: [DRC035](#)

Type: --Select--

Name: SCHOOL COHORT DEFAULT RATE HIST RPT

[Return to Report List](#)[Go to Report List](#)

## Report Parameters

School: 001757

EXTRACT TYPE: STANDARD

Sort By: --Select--

Output Medium: SAIG

## Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
<input type="checkbox"/>	2015	3YR OFFICIAL	N/A	N/A	N/A	08/18/2018
<input type="checkbox"/>	2014	3YR DRAFT	N/A	N/A	N/A	01/27/2018
<input type="checkbox"/>	2014	3YR OFFICIAL	0	0	0	08/05/2017
<input type="checkbox"/>	2014	3YR DRAFT	0	0	0	01/28/2017
<input type="checkbox"/>	2013	3YR OFFICIAL	0	0	0	08/06/2016
<input type="checkbox"/>	2014	3YR DRAFT	0	2	0	01/23/2016
<input type="checkbox"/>	2012	3YR OFFICIAL	0	0	0	08/08/2015
<input type="checkbox"/>	2014	3YR DRAFT	0	3	0	01/24/2015
<input type="checkbox"/>	2011	2YR OFFICIAL	1	7	14.2	07/27/2013
<input type="checkbox"/>	2014	2YR DRAFT	1	7	14.2	02/23/2013
<input type="checkbox"/>	2014	3YR OFFICIAL	1	7	14.2	07/26/2014
<input type="checkbox"/>	2014	3YR DRAFT	1	7	14.2	01/11/2014





3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Great Lakes CDS School Agreement

**Office of Origin:** Business Office

**Document Summary:**

Copy of agreement with Great Lakes Educational Loan Services, Inc. for transfer of funds and refunds



## CDS School Agreement

Central Disbursement Service (CDS) transfers funds and supporting detailed information (on rosters) for disbursements and refunds between Great Lakes Educational Loan Services, Inc. (Great Lakes) and your school via Automated Clearing House (ACH). Funds are available in your account the day after transfers are authorized by Great Lakes. In rare circumstances, funds may be wired. Great Lakes reserves the right to limit or terminate your use of CDS if in Great Lakes' sole judgment it is necessary to do so to protect the integrity of CDS.

School Name <u>SOUTHEASTERN ILLINOIS COLLEGE</u>	8-Digit School ID <u>00175700</u>
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This section should be completed by the individual at School authorized to work with ACH transfers and enter information pertaining to ACH transfers.

### ACH Contact Information *(Confirms ACH transfers and resolves questions regarding bank information.)*

☒ New ☐ Revised

Contact Name <u>DAVID WRIGHT</u>	Contact Email Address <u>DAVID.WRIGHT@SIU.EDU</u>	Contact Phone Number (including area code) <u>618-252-5400</u> X <u>2511</u>
-------------------------------------	--	---

### Depository Bank Information *(Account to which disbursement funds and refunds (if applicable) should be routed.)*

☒ New ☐ Revised

Depository Bank Name <u>BANTERRA BANK</u> (Depository)	Routing (ABA) No.	City <u>ELDORADO</u>	State <u>IL</u>
Bank Account No.	(Account)	<b>Note:</b> Great Lakes uses company ID D391090394 for our ACH transfers when we credit your account for disbursement funds.	

### Refund Debits *(How to handle money supporting School's monetary changes. The first option is preferred. Select one.)*

☒ New ☐ Revised

☐ School authorizes Great Lakes to initiate ACH debits from the preceding account for refunds, unless another account is indicated below.

Account No. (at bank Depository listed previously) (Account)	<b>Note:</b> Great Lakes uses company ID C391090394 for our ACH transfers when we debit School's account for refunds.
---	---

☐ School initiates ACH credit to Great Lakes' bank account, which could result in processing delays.

Transit ABA No.	Account No.
-----------------	-------------

☒ School sends a paper check to Great Lakes, which could result in processing delays.

Send checks to: Great Lakes  
CDS and Lender Services  
PO Box 7891  
Madison, WI 53707

Make checks payable to: Great Lakes

### Additional Terms

Great Lakes will use its best efforts to provide CDS and shall not be responsible or liable if it is unable to complete a scheduled transfer due to circumstances beyond its control.

School, to the fullest extent provided by law, shall indemnify, defend, and hold harmless Great Lakes from and against any and all costs, damages, expenses, losses, actions, and judgments, including, if applicable, reasonable attorney's fees, and court costs arising out of or resulting from School's acts or omissions in performing its obligations with respect to CDS.

Upon receipt of a disbursement into School's account, School accepts full responsibility for distributing the funds in accordance with the roster for the transfer and for returning any funds not disbursed in accordance with the roster to Great Lakes, which shall return the funds to the lender.

School is responsible for the gross amount of a loan, plus any interest and fees that the lender would have been entitled to under the loan if School received a disbursement and (a) it failed to timely release the loan proceeds to the borrower specified in the roster or to timely return them to Great Lakes, (b) the loan proceeds are otherwise improperly handled by School, or (c) the holder of the loan is unable to collect on the loan because the borrower contends that the proceeds were never received and School cannot provide proof that the loan was disbursed to the correct borrower.

School authorizes Great Lakes to initiate entries using CDS, to the appropriate Account at Depository specified above. School has and agrees to this agreement and authorizes transfers to continue until Great Lakes and Depository have received written notification from School of its termination in such time and in such manner as to afford Great Lakes and Depository a reasonable time to act on it.

This agreement will be considered signed when the signature of a party is delivered by facsimile transmission or delivered by scanned image (for example, .pdf or .tiff file extension name) as an attachment to electronic mail (email). Such facsimile or scanned signature must be treated in all respects as having the same effect as an original signature.

School Name

SOUTHEASTERN ILLINOIS COLLEGE

School Representative Signature

By:

Date

2-21-12

School Representative Name (Print)

School Representative Title

DAVID P. WRIGHT

Controller

Upon completion of this form, please return it via email to [fundsmanagement@glhec.org](mailto:fundsmanagement@glhec.org) or via fax to (608) 246-1619.

## Great Lakes Use

## Great Lakes Contact Information

If School has questions about this form, please contact:

Marketing and Sales Representative Name

Phone Number

Email Address

## Disbursement Process Preferences

School's disbursement process preferences.

Day of Week Preferences (Select all that apply.)

☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Requested First Fund Date

## Disbursement Process Contact Information

Contact information for an individual in School's financial aid office who can resolve questions regarding School's disbursement process. This information is shared with originators.

Contact Name

Contact Phone Number (including area code)

Contact Email Address

## Report Recipient

Information for an individual at School who should receive reports.

Contact Name

Contact Email Address



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Private Student Loan Counseling Certification Form

**Office of Origin:** Financial Aid Office

**Document Summary:**

Terms and conditions of private student loans; student document



Southeastern Illinois College  
Financial Aid Office  
3575 College Rd.  
Harrisburg, IL 62946  
Phone: (618) 252-5400 Fax: (618) 252-3062  
Email: [fao@sic.edu](mailto:fao@sic.edu)

## Private Student Loan Counseling Certification

The Financial Aid Office requires every borrower or potential borrower review the terms and conditions of private student loans. Southeastern does not participate in the Federal Direct or Stafford Loan Program. Terms and conditions of the Federal Direct or Stafford Loan Program may be more favorable than the provisions of private student loans. Please initial next to each line and sign at the bottom.

\_\_\_\_ 1. I understand I must complete a Free Application for Federal Student Aid (FAFSA) and exhaust my eligibility for federal and state grants.

\_\_\_\_ 2. I understand I can only borrow up to the cost of my attendance minus any financial aid I may receive at Southeastern. I also understand I must be enrolled in at least six credit hours.

\_\_\_\_ 3. I understand I will have to repay the loan regardless if I complete my education, become employed, or feel that the education I received did not meet my expectations.

\_\_\_\_ 4. I understand I may cancel or reduce my loan at any time before the loan is disbursed.

\_\_\_\_ 5. I understand I must notify my lender if my name, address, telephone number, and/or Social Security Number changes or withdraw from school, or transfer to another school.

\_\_\_\_ 6. I understand eligibility for a private student loan is based on my (and co-borrower's) credit history.

\_\_\_\_ 7. I understand interest will accrue while I am in school and will have to negotiate repayment terms with my lender of choice.

\_\_\_\_ 8. I understand my interest rate may be based on my credit history and the LIBOR or Prime Rate. I also understand that there are both fixed and adjustable interest rates and I should carefully review the benefits of having a fixed interest rate versus adjustable.

\_\_\_\_ 9. I have compared the borrower benefits and understand that the lender may have the right to reduce or eliminate my borrower benefits.

\_\_\_\_ 10. I understand my lender must disclose my loan costs and monthly payments to me three times: when I apply, when they approve the loan if they adjusted costs based on credit history, and when the money is disbursed.

\_\_\_\_ 11. I understand my private student loan cannot be cancelled or discharged due to bankruptcy.

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title: Preferred Lenders List**

**Office of Origin: Financial Aid**

**Document Summary:** Students can visit <http://www.sic.edu/financial-aid/student-loans> to learn more about using student loans at SIC. The preferred lender list is available through FASTChoice at <https://choice.fastproducts.org/FastChoice/home/175700/1>

[Home](#) › [Financial Aid](#) › Student Loans

## STUDENT LOANS

Southeastern offers private (or alternative) loans to students who need additional financial assistance beyond grants and scholarships. We do not participate in the federal student loan program any longer. Therefore, it is important for you to consider carefully whether borrowing is the best option for you. Private student loans are offered by private banks and lending institutions. The applicant (and co-borrower if necessary) must meet the credit requirements established by each lender. Interest rates, terms, and conditions may vary among lenders.

### Consider your options

Before applying for a private student loan, we require you to complete a Free Application for Federal Student Aid (FAFSA) and exhaust your grant eligibility. Be sure to pursue work-study and scholarships from Southeastern and outside agencies. In addition, most students will need a credit-worthy co-borrower (for example a parent, grandparent, or other relative) to increase the probability of having your loan approved while ensuring that you receive the lowest interest rate possible. Interest rates on private student loans are based on your (and co-borrower's) credit rating along with the LIBOR or Prime Rate and a Margin. Be aware that almost all private loans are adjustable rate loans, which means the rates vary monthly or quarterly. Most likely, the interest rate will increase over the life of the loan.

Southeastern has limited lenders due to limited lenders with restrictions for community college students.

### Repayment

Each lender will offer different repayment options. Select the repayment options that best fits your financial situation. You will save money by making interest payments while in school. If you are not able to make interest payments while in school, be sure that your lender offers an in-school deferment option. Keep in mind the longer the term of your loan, the lower your monthly payment will be. However, you will pay more in interest. You will always have the option of paying more than the minimum monthly payment.

### Apply

To apply for a private student loan, you need to read the disclosure information and carefully compare the three lenders. Students should visit **[FAST Choice](#)** to understand their options and apply. Once you apply, the Financial Aid Office will review your application and mail you a Loan Request form and Private Student Loan Counseling Certification form. Return forms to the Financial Aid Office. Your loan will not be certified until both forms are completed. Below are the four lenders we currently certify.

Citizens Equity First Credit Union (CEFCU) is a member-owned credit union that offers competitive options for students who need a financial boost for their educational expenses. To learn more or apply, go to [www.cefcu.com/loans/private-student-loan.php](http://www.cefcu.com/loans/private-student-loan.php) or call 800.542.3328.

The **[Your Future Education Loan®](#)** from Commerce Bank offers a flexible way to bridge the gap between federal loans and the cost of your education expenses. To learn more or apply, click on the link above or call 800.453.2265.

Sallie Mae offers the Smart Option Student Loan®, which gives students the flexibility with repayment options, along with competitive interest rates and borrower benefits. To learn more or to apply go to [www.salliemae.com](http://www.salliemae.com) or call 800.4.SALLIE (800.472.5543).

Wells Fargo Collegiate Loan or the Wells Fargo Education Connection Loan® provides supplemental financial assistance for both full time and part time students. To learn more or to apply, go to [www.wellsfargo.com/student](http://www.wellsfargo.com/student) or call 800.869.3557. **[Wells Fargo Student Loan for Career and Community Colleges Application and Solicitation Disclosure](#)**

### Truth in Lending Act (TILA)

The Truth in Lending Act, also known as Regulation Z, was issued by the Board of Governors of the Federal Reserve System. The purpose of the act is to promote consumer awareness and transparency in terms and costs from credit agencies, banks, etc. The act also regulates private student loan application or solicitation disclosures. For the complete act, visit the FDIC website.

For additional information, please contact the Financial Aid Office at 618.252.5400 ext. 4110 or email at [fao@sic.edu](mailto:fao@sic.edu).

Note: Southeastern does not participate in the Federal Stafford Loan Program. Terms and conditions of the Federal Stafford Loan program may be more favorable than the provisions of private student loans.







Southeastern Illinois College

(618) 252-5400 ext. 2450

: [michelle.metten@sic.edu](mailto:michelle.metten@sic.edu) : [www.sic.edu](http://www.sic.edu)



## Please Select the Appropriate Option

Begin by choosing the option below that best matches your situation.

[Private Loans](#)

[Repayment Info for Private Loans](#)

### Southeastern Illinois College

3575 College Rd

Harrisburg, IL 62946

(618) 252-5400 ext. 2450

[michelle.metten@sic.edu](mailto:michelle.metten@sic.edu)

[www.sic.edu](http://www.sic.edu)

[Self-Certification Form](#) 

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Southeastern Illinois College

(618) 252-5400 ext. 2450

: [michelle.metten@sic.edu](mailto:michelle.metten@sic.edu) : [www.sic.edu](http://www.sic.edu)



## Welcome to FASTChoice

Thank you for using FASTChoice to choose your private loan!



---

### Searching for a Private Loan?

There are many ways to pay for higher education, and choosing the right approach requires a good understanding of your options, your responsibilities, and the various details of each lender's loan products.

It's a lot to keep in mind. FASTChoice makes it easy by providing you with information about private loans in an easy-to-understand format, to help you determine which private student loan best meets your needs.

**Let's get started!**

---

### Borrowing Essentials

Borrowing Essentials provides an interactive overview of some basic information about borrowing money to pay for your education.

The next few pages will quickly get you up to speed. Having a good understanding of these topics will help you get the most out of what you borrow on the best possible terms. You'll be better equipped to make an informed decision.

continue

[I've already completed Borrowing Essentials](#)

**Southeastern Illinois College**

3575 College Rd  
Harrisburg, IL 62946  
(618) 252-5400 ext. 2450  
[michelle.metten@sic.edu](mailto:michelle.metten@sic.edu)  
[www.sic.edu](http://www.sic.edu)

[Self-Certification Form](#) 

[Technical Support](#)

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3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** 2018-2019 Loan Request Form

**Office of Origin:** Financial Aid Office

**Document Summary:** A copy of SIC's loan request form.



Southeastern Illinois College  
Financial Aid Office  
3575 College Rd.  
Harrisburg, IL 62946  
Phone: (618) 252-5400 Fax: (618) 252-3062  
Email: [fao@sic.edu](mailto:fao@sic.edu)

## 2018-2019 Loan Request Form

### **Please complete the following before submitting your loan request form.**

1. Complete FAFSA.
2. Complete Private Loan Entrance Counseling.
3. Indicate below your total outstanding private and federal student loans (if applicable).
4. Return Loan Request Form to the Financial Aid Office for processing.
5. Check your mail for a letter from the Financial Aid Office, which will be sent when your loan has been certified.

### **Step 1: Student Information**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Outstanding Private Loans: \$ \_\_\_\_\_ Outstanding Federal Loans: \$ \_\_\_\_\_

### **Step 2: Cost of Attendance and Estimated Financial Aid**

Cost of Attendance: \$ \_\_\_\_\_

Estimated Financial Aid: \$ \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Difference: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ Anticipated Monthly Payments: \$ \_\_\_\_\_

### **Step 3: Amount Requested**

NOTE: Remember the loan has to be repaid. **ONLY** request what you need!  
Check all terms you would like to receive a private loan and enter the amount.

- ☐ Fall 2018
- ☐ Spring 2019
- ☐ Summer 2019

Amount Requested: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

*Continue to the next page.*

### **Step 5: Explanation of Private Loan Need**

Please explain on the next page the need of your private loan (ie. tuition/fees, books, supplies, housing, etc.). If you have financial aid eligibility, please explain why you need additional assistance beyond your financial aid.

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the paper.

### Step 4: Student Signature

I certify that the information provided on this form is true and correct.

---

Student's Signature
Date

---

Date \_\_\_\_\_

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Board Policy #9009 – Students Right to Know and Campus Security Act

**Office of Origin:** Board of Trustees Policy Manual

**Document Summary:**

Policy addressing campus awareness of suspected criminal activity which could be a significant threat to safety



It is the policy of Southeastern Illinois College to keep students, faculty, visitors and guests to the college campus aware of any suspected criminal activity that may be of a significant threat to their safety. Information pertaining to this criminal activity will be posted in a timely fashion in the student center.

It is the policy of Southeastern Illinois College to encourage students, employees, visitors and guests to promptly report all suspected criminal actions or other emergencies occurring on campus to a responsible college employee.

1. Educational programs dealing with forcible and nonforcible sex offenses will be made available through the Office of Student Affairs. These include the distribution of printed materials such as Channing L. Bete Company's literature, guest speakers from local law enforcement agencies and other campus security personnel and video tapes when available.
2. Possible sanctions for those convicted of sexual offenses on campus and include dismissal from Southeastern Illinois College.
3. If any personnel allege that a sexual offense has occurred, they should report that according to the existing procedures developed and published in the Campus Security Act of Southeastern Illinois College. In such cases it is important for the accuser to preserve any evidence that may be necessary concerning proof of sexual assault.
4. Both the accuser and the accused shall be entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
5. Students also have the option of notifying proper law enforcement authorities (off-campus) and the option of being assisted by officials at Southeastern Illinois College in notifying these authorities.
6. Counseling services are available in the Office of Student Affairs where referrals can be made by college counselors to external agencies when needed.
7. Counselors and other officials in the Office of Student Affairs will work with students following an alleged sexual assault incident when requested by the accuser in changing academic situations when that possibility is reasonably available.

Adopted:  
Amended:  
Legal Ref:  
Cross Ref:

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Clery Annual Security Report Disclosure

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:** Annual security report distributed per requirement of federal Jeanne Clery Campus Safety and Security Act (e-mail distribution), stamp-dated 9/28/2018 by Chad Flannery, Executive Dean for Student Services.

## Cara Lehman

---

**From:** Chad Flannery  
**Sent:** Friday, September 28, 2018 2:54 PM  
**To:** Chad Flannery  
**Subject:** Annual Clery Campus Security Disclosure  
**Attachments:** Crime Statistics 2017-2018.pdf; Campus Emergency Operations Plan for Clery Disclosure.pdf; Engaging Bystanders to Prevent Sexual Violence.pdf; Sexual Discrimination Procedures.pdf; SIC Security Report Information.pdf

Attached, please find the Annual Security report for Southeastern Illinois College as required by the federal Jeanne Clery Campus Safety and Security Act.

Paper copies can be obtained in the Office of the Executive Dean of Student Services, E128.

Copies can also be found on the SIC website: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

Thanks,

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)

# 2018 Campus Safety and Security Survey

Institution: Main Campus (148937001)  
User ID: C1489371

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

<input checked="" type="radio"/>	No.
<input type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)
Number of On-campus Student Housing Facilities:	

### 2. Does your institution have any noncampus buildings or properties?

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
-----------------------	-----	----------------------------------	----

### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2015	2016	2017	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	1	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2015	2016	2017	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).**

[illegible]

Criminal offense	2016 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

[illegible]

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

[illegible]

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

[illegible]

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2015	2016	2017	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.				
Crime	Total occurrences on Public Property			
	2015	2016	2017	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# **SOUTHEASTERN ILLINOIS COLLEGE CAMPUS EMERGENCY OPERATIONS PLAN CLERY CAMPUS SECURITY DISCLOSURE**

## **COMMUNICATIONS ANNEX**

It is assumed that during an emergency event, clear channels of communication, both internal and external, will be vital to resolving the event. There is no single method of communication that will reach all persons or groups involved. It is therefore important to have redundant methods of communication.

It is the purpose of this function to assure, to the degree possible, that these avenues of communication exist between all groups responding to an emergency situation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of the communications function.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster situation.

Below is a list of the redundant methods of communication available during an emergency situation:

**Campus Security:** Two way radios & cell phones

**Sector Leaders:** Two way radios for person to person. Backup methods include hand held megaphones and air horns.

**NIMS Team:** Two way radios, Short wave radio

**Facility Services:** Two way radios & PTT cell phones.

**Fire Alarm System:** Activates visual strobes and audible alarms during an activated fire alarm.

**Public Address System:** Public Address system

**E2Campus:** Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

**Closed Circuit Television:** Displays emergency announcements.

**News Media:** President's Office disseminates information through established media contacts as needed.

Under the SIC NIMS plan, the Public Information Officer (PIO) duties are generally a function within the President's Office. The PIO will handle dissemination of emergency communications to the campus community. Additionally, Campus Police may utilize all methods of

communication listed above, to relay emergency information to the campus community in the event of a threatening event.

### **WARNING / DISASTER & EMERGENCY INFORMATION ANNEX**

It is assumed that during disasters or life threatening emergencies, providing the public with timely warnings and direction, is likely to reduce injuries, death and confusion. Annual drills and ongoing training along with clearly posted evacuation signage, directions and maps are essential parts of successful preparation for and response to emergency events.

The purpose of this function is to assure, to the degree possible, that there are clearly established methods with which to convey emergency notices to the college's students, staff and visitors, during the course of an emergency event.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP; by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster event.

Upon receipt of information, that a life threatening event is occurring, or about to occur, Campus Security will provide emergency information, via the PA or alarm systems of the campus involved. Examples include, but are not limited to fire, tornado, active shooter, bomb threats and all other hazards.

Below is a list of the redundant methods of communication available during an emergency situation:

**Campus Security:** Two way radios & cell phones

**Sector Leaders:** Two way radios for person to person. Backup methods include hand held megaphones and air horns.

**NIMS Team:** Two way radios, Short wave radio

**Facility Services:** Two way radios & PTT cell phones.

**Fire Alarm System:** Activates visual strobes and audible alarms during an activated fire alarm.

**Public Address System:** Public Address system

**E2Campus:** Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

**Closed Circuit Television:** Displays emergency announcements.

**News Media:** President's Office disseminates information through established media contacts as needed.

Sector Leaders and/or Campus Emergency Response Team members as well as Student assist campus security in evacuating disabled persons and those with limited English abilities.

The President's Office, acting as the Community Relations Officer, is generally assigned to review and disseminate information to the public. In the event of an in progress emergency of a life threatening nature, Campus Security will activate all immediate notifications for those on campus. Follow up notifications will be handled through Community Relations.

If activated, the NIMS plan (Appendix A), the Safety Officer (Campus Police) and the (PIO) Community Relations will handle the warning and emergency notification duties in this annex.

### **EVACUATION/SHELTER-IN-PLACE/LOCKDOWN ANNEX**

It is assumed that in most emergency situations there will be a need for members of the public to take some action to minimize their exposure to injury or death. This may include sheltering in place, or movement from an area of perceived danger to an area of perceived safety. It is also assumed that the public will seek direction from college personnel during these events.

The purpose of this function is to plan for the movement of the public from areas of risk to areas of safety, to the degree possible, during an emergency event.

The objective of this function is to assure continuity in the area of evacuation and sheltering, with the rest of the CEOP by assuring, to the degree possible, that notice is provided to the public regarding shelter areas and evacuation routes, and that drills are conducted.

During an in progress event, with the potential to cause serious injury or death, Campus Police will serve as the first line of notification to the public. By means of the PA system or through direct contact, they will announce, to the public, the need to shelter in place or evacuate, depending on the nature of the event. Sector Leaders will assist in movement or sheltering of the public during such events.

For purposes of severe weather, shelter areas have been designated with clearly posted signage. Evacuation maps have been posted in all classrooms, offices and other designated areas. In the event of an active shooter or incident of targeted violence, all classrooms have been equipped with interior locks which allow occupants to shelter in place securely until the danger has passed.

Southeastern Illinois College is a commuter institution. As such, the need for transportation during a campus evacuation would be minimal or nonexistent. In the unlikely event that there was a need for evacuation, the Logistics Chief (see NIMS Plan Appendix A) would be responsible for locating appropriate transportation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of this annex.

### **SPECIFIC INCIDENT RESPONSES:**

The Southeastern Illinois College Emergency Response Plan (CERP) has been appended to this CEOP as Appendix B. In addition to response options to particular situations, the CERP also contains floor plans, evacuation route maps, shelter areas and other pertinent information regarding threat responses. The responses below are intended to provide basic direction should an emergency situation arise, but you are encouraged to also review the ERP for emergency planning purposes. The SIC ERP can be accessed through the Southeastern Illinois College web site under the Environmental Health & Safety web page at [www.sic.edu](http://www.sic.edu)

**FIRE** - Warning is given by a pulsating blast of the fire alarm system and flashing strobe lights.

<b>FIRE RESPONSE (RACE)</b>	<b>Extinguisher Operation (PASS)</b>
<b>R - Relocate individuals away from danger</b>	<b>P - Pull the pin</b>
<b>A - Activate pull station and phone 911</b>	<b>A - Aim at the base of fire</b>
<b>C - Contain the fire/smoke by closing doors</b>	<b>S - Squeeze the handle</b>
<b>E - Extinguish the fire if safe to do so</b>	<b>S - Sweep from side to side</b>
<p>Evacuate the building in an orderly manner via the nearest exits which are marked and lighted. Instructors should help in this process.</p> <ul style="list-style-type: none"><li>• Do not use the elevator.</li><li>• Once outside, move to the nearest parking lot.</li><li>• College officials will specify when the buildings may be reentered.</li><li>• Each staff member will become familiar with the location of the closest fire extinguishers in their area. <i>It is the responsibility of <u>everyone</u> to make sure that these fire extinguishers are available, charged, and in working condition. If anyone notices that one is out of place or missing, is not charged, or does not appear to be in working condition, report it immediately to the Office of the Vice President for Administration and Business Affairs.</i></li></ul>	

***During a fire or fire drill, the designated evacuation site for Mary Jo Oldham Center for Child Study staff and children is the VPAC or "E" south parking lot(s).***

**In any emergency requiring evacuation, individuals with disabilities who are located on the second floor of buildings A, B or C should assemble in the upstairs lobby of building B where they will receive help in evacuating the building. The CERP will oversee the evacuation of individuals with disabilities.**

**NIMS Activation:** If a fire occurs on campus that requires a firefighting response to extinguish flames the SIC NIMS Plan will be activated.

## **NATURAL DISASTERS**

A natural disaster would include, but is not limited to severe weather situations, hazardous material accidents, floods and earthquakes. Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will serve as guidelines in the event of a natural disaster.

**SEVERE WEATHER OTHER THAN TORNADO** - In the event of severe weather, each CERP is to be notified by the Security Department. If a team leader is unavailable, the next designated person on that team will be notified. Each team leader will notify the remaining individuals on that team. The team members will then notify all offices, personnel, and students of the severe weather warning. Care should be given not to scare staff or students.

**TORNADO** - Warning is given by a continuous blast of outside weather sirens.

**When SIC is made aware that a tornado watch has been issued, campus security and members of the CERP will notify the campus of the tornado watch. When word is received that a tornado warning has been issued for the immediate area, campus security and members of the CERP will notify campus to follow the directions below. Classes will be disrupted when a tornado warning for the immediate area has been received.**

### **Directions for Buildings A, B, C, E & G**

- A Building go to A152 Copy Room
- B Building go to Hardin Corridor and rooms B105 B106, Pope Corridor and B140
- C Building go to the Locker Rooms men in the men's and women in the women's
- E Building go to F Building F120,F121,F122
- G Building go to lower level North Hallway near restrooms
- Move to an interior wall of the lowest level of the building in which you are located.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

### **Directions for Building D (Mary Jo Oldham Center for Child Study)**

- CSC and Pre-K will be located in A 113
- Move to the interior wall.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

### **Directions for the Technology Building**

- Move to the lowest level of the building.
- Occupy men's and women's restrooms first.
- Use corridor away from vending machines for overflow.

- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

**Unless the situation requires evacuation, all doors will remain closed and personnel and students will remain stationary until official “all clear” notice is received.**

**EARTHQUAKE - No warning can be given for an earthquake.**

At the beginning of the course, instructors and student work study supervisors explain to students the evacuation plan and alternate instructions and procedures if you are not available (out of the room or unconscious.)

Each employee is encouraged to bring one gallon of drinking water in a plastic container for storage in or near the individual’s work area. It will be the responsibility of the individual to keep his or her water supply fresh. In the event of an earthquake, only bottled water should be used until notification that the water system is safe.

**During an Earthquake:**

- Move away from windows, file cabinets or other potential hazards.
- If possible, get under desk, table, or other shelter, or against an inside wall. If the shelter moves, move with it and stay under it.
- If a jacket or other object is available, it could be used for additional head protection.
- Assume drop position (drop to knees with your back to windows, head down toward your knees, hands clasped behind your neck, arms against ears, eyes closed).
- Stay in the drop position until earthquake is over and/or until further instructions are given.

**If outside the school building or walking to or from buildings when an earthquake occurs:**

- Get clear of all buildings, trees, light poles, exposed wires, or other hazards that may fall. The safest place is in the open.
- Assume the drop position until quake is over.
- If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge. If traveling in vehicles such as a school bus, get under seats or in the aisles.

**After an Earthquake:**

**NIMS Activation: If damage is expected as a result of an earthquake the SIC NIMS plan will be activated.**

The following general precautions will be observed until instructed otherwise:

- **Do not** use the elevator.
- **Do not** smoke or light matches, even if outside (possible gas leaks).
- **Do not** stand in doorways.

- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

The first priority is the safety of all occupants of the building. The preservation of documents, facilities and vehicles is secondary. If your area is unsafe, vacate as soon as it is safe to do so.

**Do not** return until you receive the “**all clear**” from a college official. You should determine, ahead of time, a primary exit as well as several alternate escape routes.

The administrator in each locale should ascertain that all individuals are present and accounted for, and receive emergency assistance, as necessary. Any disabling injuries should be reported to the member of the crisis response team responsible for the area in which the injury occurred.

#### **Instructors:**

- Evacuate your students from the building as soon as you determine it is safe to do so or receive instructions from a college official.
- Designate several responsible students in each class to take attendance in the event that the instructor is not present or is incapacitated.
- When leaving classrooms, make every effort to verify that all students have been evacuated from the classroom. Announce that no one is to return to the room unless authorized to do so.
- Remain with your class group. Once at your prearranged location, send a responsible student to report the status and location of the class to the ICC (Incident Command Center) located in the MJOCCS (Mary Jo Oldham Center for Child Study) Building D. Students and instructors should remain at the prearranged location until re-entry to school buildings has been approved. If you are not with a class, report to the Incident Command Center.
- If there are seriously injured persons who cannot be moved, remain with the injured person (unless someone with medical training or another Southeastern Illinois College employee can stay with the injured person) and designate a responsible student to evacuate the rest of the students. Students with major injuries are to remain in the classroom (unless the location has an immediate threat to their lives). The injured student must be supervised by a responsible person until medical assistance can be obtained. Evacuate students with minor injuries before seeking medical attention.
- Note the name of anyone who, for any reason, leaves the class group to go to the first aid center, disaster center, home, etc.
- Off campus instructors shall notify the Incident Command Center (ICC) of the status of their students and location as soon as possible after the earthquake.

#### **All Southeastern Illinois College Employees:**

- Evacuate the building as soon as it is determined safe to do so. Try to remain calm and listen for directions. Remain alert for aftershocks, and be prepared to duck and cover during your evacuation.
- **When exiting any building ascertain that there is no falling debris and that the exit is free of potential dangers such as power lines or other hazards.** All individuals must remain a



safe distance away from buildings or any standing objects. Stay away from the east exit of C Building (gym) because of the proximity to the water tower, gas, and Southeastern Illinois Electric Cooperative Sub Station.

- The Chemistry lab and other special rooms will need to be shut down and the local hazardous materials response teams notified by contacting the Saline County Sheriff's Department.

**Custodians:** All available

**Before:**

- Assist the planning committee in identification of non-structural hazards.
- Assist in the reduction of non-structural hazards.
- Maintain inventory of food and water supplies.
- Know locations of and procedures for turning off water, gas, and electricity and intake valve on water heater(s).
- Know procedures for setting up emergency sanitary facilities.
- Know fire-fighting procedures and location of the fire extinguishers.
- Know location of search- and - rescue equipment.

**After:**

- Check utilities, turning off water, gas, electricity, and intake valves on water heaters and do whatever is necessary to minimize additional damage.
- Take elevators out of service using the following procedures:
  1. Requires 2 people
  2. Call elevator to the lowest floor
  3. Press the hold button when door opens
  4. First person proceeds to the elevator equipment room and disables power to elevator
  5. First person installs a lock-out device and pad lock on the disconnect
  6. Second person remains with the elevator to prohibit use
- Determine which utilities still work and which do not. Report findings to Incident Command Center (MJOCCS).
- Make a note of structural and non-structural damage when checking utilities. Report damage to the command center.
- Assist in evacuation, if necessary.
- Set up emergency sanitation system. Be sure not to use water or toilets until lines have been checked for damage.
- Assist with the relocating of any earthquake equipment and supplies
- Inventory food and water supplies and begin implementing procedures for distribution.

**Preferred Evacuation Sites** (After the assessment of the area has determined that light poles are not in danger of falling):

- Parking lots to the north of Buildings A and B

- Parking lot and field to the south of the Technology Building (stay away from the north and east entrances of C Building because of the water tower and gas)
- Parking lots south of Buildings E and F

All available nursing instructors and any staff with first aid training will staff the emergency first aid center and assist the injured.

**WEAPONS POSSESSION/ARMED OFFENDER/HOSTAGE/BARRICADED SITUATION THREAT OF VIOLENCE/INTRUDER ON CAMPUS:**

**NIMS Activation:** Any event on campus that involves a weapon possession, armed offender, hostage, barricading or immediate threat of violence on campus shall cause the SIC NIMS Plan to be activated.

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over individual(s) by use of force, or threat of force, or by other violent behavior/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out personal objective.

A threat of violence is any expression, verbal or non-verbal, of the intent to inflict harm, injury, or damage to persons or property.

The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. All threats of violence within a school may have serious consequences and can be expected to have a negative impact. Threats to students or staff, for example could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious incidents do not follow, threats typically result in significant adverse consequences to the victim, which may be physical, psychological, or both.

An intruder in the building is an individual in the building who appears suspicious and/or engages in threatening behavior. Any school personnel who observes an individual in the building who appears suspicious should notify campus security or a CERP member. **They will determine if it is an emergency situation.**

Any other non-student who is on school property and engages in threatening behavior should be treated as intruders.

**The Illinois Criminal Code governing this offense states that unlawful possession of a weapon on school property or within 1000 feet of a school in the state of Illinois is a Class 3 felony. Campus Security, CERP member or the administrator will determine if it is an emergency situation.**

**If it has been determined that an emergency situation exists, the following procedures will be followed:**

1. Contact campus security at 2911, 926-4986 (daytime), or 926-5403 (evening) and CERP member or administrator. Security will contact the Saline County Sheriff and Illinois State Police at 911. Make sure the police operator understands the specific details of the situation including the exact known location, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the 911 operator. Until assistance from the Illinois State Police arrives the emergency disaster procedures will be followed. **Once the Illinois State Police arrive they will be in charge of the situation.** Southeastern Illinois College staff will provide support and assistance only as requested by the Illinois State Police.
2. Notify all instructors and staff that you have an emergency situation. Instructors will make an assessment of the situation to determine the most appropriate response. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
3. Once an appropriate response has been determined, notify all students indoors and outdoors to respond accordingly.
4. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
5. All doors capable of being locked should remain locked. If the decision has been made to remain in the buildings students and staff should lay flat on the floor, remain quiet until the all-clear signal is given or other instructions are provided.
6. Assist police as directed by them.

## **BOMB THREATS**

**NIMS Activation:** Any bomb threat situation shall cause the SIC NIMS Plan to be activated.

A bomb threat is a threat alleging an explosive device is located on school properties. This threat may be made by telephone, in writing, e-mail, fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises. Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
5. Why did you place it or who placed it and why?

**All bomb threats are to be considered real and will be treated as such. Do not use radios. An explosive device could be set off by their use. If you are communicating with a person making a bomb threat:**

- Remain calm. Do not panic.

- Keep the caller on the line as long as possible.
- Record, as nearly as possible, every word spoken by the person calling.
- Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine where the call was made.
- Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
- Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
- **Immediately after the caller hangs up**, contact the administrator in charge or campus security if unable to locate an administrator. S/he will contact the Saline County Sheriff's Office. You will be asked to relay as much information as possible.

Until instructed otherwise by the Incident Command Center the following should be observed:

- All students and employees will evacuate the campus buildings and remain outside. No one is to reenter the buildings until the official **"all clear"** has been given.
- Do not use the elevator.
- The Saline County Sheriff's Department and/or Illinois State Police shall be responsible for the orderly search of the building and investigation of bomb threats received. These agencies may request assistance from other agencies or assistance for Southeastern Illinois College Staff.
- All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to emergency personnel any items or containers that are unusual or foreign to the normal operation of the school. **Do not handle any item under suspicion.**
- Should a suspicious object be located, do not move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
- The building will be under police authority if a bomb is discovered.
- **CERP members are not to leave the campus until they receive official notification.**
- After the search has been completed, an "all clear" shall be announced only after a confirmation has been obtained from the Saline County Sheriff's Department, Illinois State Police, or Fire Department stating the building has been searched and nothing found and is safe to return.
- If you are the person in charge, be sure to get the name of the person and rank that gives you the all clear. Be sure to include this in your incident report.
- Publicity shall be avoided as much as possible. Only the administrator or designee shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

### **BIOLOGICAL THREAT/INCIDENT**

A biological threat can occur naturally, accidentally or intentionally. A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. Intentional biological contamination may be done for terroristic reasons, with the

intent to infect a large number of people and cause a disruption of the college or societal functions. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the local Health Departments as needed.

**If you believe you have been exposed to a biological agent:**

- Remain calm and move away from the contamination source, but do not approach others.
- Notify Campus Security or call 911.
- Warn others, who may be nearby but not affected, to leave the area.
- Wait for medical and emergency personnel to arrive and provide direction.

**Campus Security will:**

- Quarantine affected persons & areas pending arrival of trained and properly equipped rescue/medical personnel.
- If contamination is verified by responding medical personnel, the local Health Department will be contacted.
- The local Health Department will contact U.S. Department of Homeland Security.
- Homeland Security and the local Health Department will determine if the a Pharmaceutical Distribution Plan should be activated. Plan is attached to this CEOP as Appendix G.
- If Pharmaceutical Distribution Plan is activated, Campus Security will await notification from the local Health Department, that pharmaceuticals are ready for pickup and will follow the plan in Appendix G.

**NIMS Activation:** If a biological threat or incident is suspected or confirmed, the SIC NIMS plan will be activated.

**PHARMACEUTICAL DISTRIBUTION**

The U.S. Department of Homeland Security, in conjunction with the local Health Department has established a Pharmaceutical Distribution Plan which would be implemented in case of a Biological Incident.

In the event that the plan was activated, Southeastern Illinois College and the SIC Security Department would serve as a site of and security for the distribution of medication to the on campus first responders and college staff.

The local Health Department will notify the College President that a need for mass distribution has occurred, at which time the SIC NIMS plan would be activated. SIC Security will follow the Pharmaceutical Distribution Plan procedures which are attached to this CEOP as Appendix G.

**NIMS Activation:** In the event of a pharmaceutical Distribution Plan activation, the SIC NIMS plan (Appendix A) would be activated.

## **HAZARDOUS MATERIAL/CHEMICAL SPILLS**

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 533 encompasses a large agricultural and mining area. Hazardous materials are transported near the SIC campus via state and county roadways. The campus has a moderate exposure to a hazardous material spill.

**If you detect a hazardous material spill that may impact the campus please follow these instructions until directed differently by an Incident Command Center:**

- Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station, to warn others in the area.
- Notify Campus Security or call 911 directly with the exact location and any information you may have on the material involved.
- If possible notify the Director of Environment Services and request a “shut down” of the ventilation systems.
- Safely assist any injured persons away from the area of the spill if possible. Take no risks.
- If you have the MSDS sheet or the technical name of the product, advise Campus Security or the Director of Environmental Services.

**In the event of a hazardous material spill from an external source:**

- An announcement will be made as soon as information is available.
- Close all windows and if possible shut down any air intakes you may have access to.
- Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

**NIMS Activation:** In the event of a hazardous material spill, the SIC NIMS plan (Appendix A) will be activated.

## **EMPLOYER/STUDENT/VISITOR INCIDENT**

If the incident did not call for the activation of the SIC NIMS Plan, all staff involved with, or witness to, an accident should complete an Employee and Student Accident Report Form the day of the accident. The original should be submitted to the Office of the Vice President for Administration and Business Affairs and one copy to campus security. Student copies should be sent to the Dean of Student Affairs. **Copies of the forms should not be provided to students unless requested through the Office of the Vice President for Administration and Business Affairs. Forms are available from campus security and CERP members.** Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.

**Steps to follow during the regular daytime hours on campus:**

The employee first aware of the situation should call the appropriate CERP member and campus security at 926-4986 or 2911.

**If it is necessary to call for outside assistance, call 911.**

Call **911** from any phone.

**Life Threatening** - If the employee feels the situation is life threatening, s/he should call an ambulance immediately (911) and give his or her name and the exact location of the emergency.

**Not Life Threatening** - The employee should call for assistance and stay with the person having the problem until help arrives and render any help which s/he can give.

If the CERP member responding feels the situation is not life threatening and the person is fully conscious and able to communicate, it will be necessary for that person to make his or her own decision relative to obtaining medical help. If the person is unable to decide concerning medical treatment, the responding CERP member will contact the parent/guardian/spouse/or other close relative concerning medical treatment.

If the person is immobile, the employee should call a CERP member.

**Steps to Follow During The Evening Hours (After 4:30 P.m.) On Campus** - The employee first aware of the emergency situation is to call the evening administrator or campus security at 2911 or 926-5403. **If the situation is life threatening, call 911 immediately.** The employee is to stay with the person until help arrives and render any help which s/he can give.

**Not Life Threatening During The Evening Hours (After 4:30 P.m.) On Campus** - If the employee feels the situation is not life threatening and the person is mobile, he or she should be brought to the nearest easily accessible area. If the person is immobile, the employee should not attempt to move the person. The employee will contact the security officer at 926-5403. If appropriate and/or requested, attempt to call a parent/guardian or ambulance.

If the person is unable to decide concerning medical treatment, the evening administrator or security officer will attempt to call the parent/guardian/spouse or other close relative in order to make a decision concerning medical treatment.

**Steps to Follow on Friday Night or Weekends:** - The employee or sponsor in charge should contact the administrator on duty or a custodian for assistance to contact the parent/guardian/spouse/other close relative or ambulance (911).

**Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.**

### **POWER OUTAGES**

In the event of a power outage instructors are requested to stay with their students until the source and duration of the power outage can be determined. The Director of Environmental Services and maintenance staff will immediately respond to the electrical closets, make a determination as to the problem and the possible duration of the outage, and then notify the president or his/her designee as to the circumstances so that the appropriate action can be

taken. The president or his/her designee will then notify administrators, who will then notify instructors and students of any decision concerning whether or not classes will be held or canceled. Every attempt will be made to make the class cancellation decision thirty (30) minutes prior to the start of class.

The CERP's, administrative staff, and security will patrol the hallways, answer questions and provide any necessary assistance. The designated CERP member will determine if there are any individuals with disabilities requiring assistance and report any findings to the appropriate CERP team who will coordinate any necessary evacuation procedures.

**Classes may not resume and offices open until power is restored AND an "all clear" has been given.** Although power is restored, the "all clear" will not be given until fire alarm and other electrical systems have been evaluated and determined functional.

### **ABDUCTION**

This occurs when a person knowingly retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement. This does not have to be removal of the person from the school but can be the detainment of the person in a school by an unauthorized person.

#### **Procedure:**

1. Call campus security at 2911, 926-4986 (daytime), or 926-5403 (evening), **and** local police at **911**. Identify yourself and give your specific location, at Southeastern Illinois College, and the nature of the emergency. Give all information you have available, i.e., description of the person and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. If the abduction involves a MJOCCS student, the Coordinator of the MJOCCS will notify the parents of the situation and steps being taken.
3. Keep any witnesses, both adults and students, in an office or vacant classroom and preferably separated to prevent sharing stories.
4. Secure the area of conflict, location of the vehicle involved, i.e., making it possible to maintain any evidence for law enforcement investigation.
5. Assist the police. (Have pictures and files available, students and suspects.)
6. Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

**NIMS Activation:** Should an abduction become an extended impact to campus the SIC NIMS Plan shall be activated.



# ENGAGING BYSTANDERS TO PREVENT SEXUAL VIOLENCE

## Bulletin

*Sexual violence is any type of unwanted sexual contact. Sexual violence affects men, women, and children, at any age in their lives regardless of their gender expression or sexuality. This can include words or actions of a sexual nature without a person's consent or against someone who is unable to give consent due to age, disability, illness, or the influence of drugs and alcohol. A person who perpetrates sexual violence might use force, threats, manipulation or coercion to commit sexual violence (National Sexual Violence Resource Center [NSVRC], 2010). Our cultural attitudes, beliefs, and social norms can influence or promote the decision to engage in these acts.*

Sexual violence affects everyone: individuals, families, communities, and the larger society. While some forms of sexual violence – such as sexist and sexually violent jokes, comments about someone's appearance, sexual orientation or gender identity, catcalling, sexually explicit comments, and vulgar gestures – might not be illegal, this does not make them less threatening or harmful to the person victimized. All of these behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions in order to promote safety, respectful relationships, and safer communities. Sexual violence can be prevented.

Many opportunities exist in daily life where you can prevent behaviors that

### **Social norms**

Norms help shape behavior. They shape our attitudes, beliefs and standards of what behavior is considered OK and not OK (Davis, Parks, & Cohen, 2010).

promote sexual violence. Research has shown that, on average, third parties (individuals who are neither the victims<sup>1</sup> nor the perpetrators of violence) prevented injuries in 1.2 million violent victimizations annually between 1993 and 1999 (Planty, 2002). We use the term “bystander” to describe these third parties.

You, as a community member, play a critical role in preventing sexual violence by establishing healthy

<sup>1</sup>Throughout this document, the terms “victim” and “survivor” are used interchangeably to be inclusive of the various ways people who have experienced sexual violence might identify.

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and positive relationships that are based on respect, safety, and equality. Everyone can play an active role in stopping sexual violence before it occurs by becoming engaged bystanders. Many studies have shown that bystander intervention programs are effective in changing participant's attitudes and willingness to intervene (Banyard, Moynihan, & Plante, 2007; Cissner, 2009; Coker et al., 2011; Potter, 2012). This document provides practical tips for community members on how to be an engaged bystander in sexual violence prevention.

### **What is an engaged bystander?**

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An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a joke about rape, or touches someone in a sexual manner. Bystanders might also witness other forms of sexual violence. Bystanders who witness the behavior or hear the comment can intervene in a positive way that will help create a safer environment.

### **When and how to intervene**

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You can be an engaged bystander in many ways to help promote healthy, respectful relationships that are free of sexual violence. The social norms that contribute to accepting sexual violence in our society are norms that glorify power over others, objectify women, tolerate violence and aggression, promote male dominance, and foster notions of privacy to the point of secrecy about sexual violence (Davis et

### **Rape myths**

Rape myths are stereotypes, attitudes, and beliefs about rape, survivors, and perpetrators that are false, but are held to be true. Research has shown that bystander prevention programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participant's acceptance of rape myths, and increasing the likelihood that they will intervene as an engaged bystander (Banyard et al., 2007). When you become an engaged bystander, you help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members (Tabachnick, 2009).

al., 2010). Other negative social norms include children shown in a sexual way and adults' misuse and abuse of power over children. Changing social norms can decrease sexual violence in a community (Fabiano, Perkins, Berkowitz, Linkenbach, & Stark, 2003). When you decide to interrupt social norms that perpetuate sexual violence in our culture, you are acting as an engaged bystander.

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is vital in deciding when and how to respond to sexual violence. Every person must decide for



themselves the safest and most effective way to become an engaged bystander. Here are ideas on how you can maintain safety while being an engaged bystander:

- When you witness sexual violence, get support from people around you; you do not have to act alone.
- Contact your local community-based sexual assault center to see if they offer resources or training on bystander intervention. You can find your local program by contacting your state, territory,

or tribal sexual violence prevention coalition. Visit [www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions) for coalition contact information.

- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct, and honest.
- If you see or hear something and you do not feel safe, contact such authorities as the police, Child Protective Services, or Adult Protective Services.



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## Examples of bystander intervention

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How would you intervene in the following scenarios?

### IN YOUR COMMUNITY

**Q: You are going home from work using public transportation. You see someone sitting on a bench reading a magazine being watched by someone nearby. You see that the stares are making the person feel uncomfortable. What can you do?**

**A:** You can go sit next to the person or place yourself in between the two people to block the stares.

### IN ONLINE SPACES

**Q: After reading an online article about someone who was sexually assaulted, you notice a comment that someone posted implying that the person deserved to get raped because of how they were dressed and how much they had to drink. What do you do?**

**A:** You can respond to the comment by expressing that sexual assault is never survivors' fault. It does not matter what clothes they were wearing or how much they had to drink. The responsibility lies with people who choose to commit sexual violence, not the actions of survivors.

### WITH YOUR FRIENDS

**Q: You're at a bar with your friends, and one of them starts flirting with someone. You can tell that the other person is not interested, but your friend will not leave them alone. What do you do?**

**A:** You can approach your friend and start a conversation to distract them from the disinterested person.



### IN SCHOOL

**Q: You are in the lunch room with your friends, and a group of students nearby start making sexual gestures and comments to one of your friends. Your friend tries to ignore the comments, but you see that he or she is upset. What do you do?**

**A:** You can tell the group making the comments to stop sexually harassing your friend. You could ask your friend if he or she wants to leave and tell a teacher or principal about the harassment.



### AT A SPORTING EVENT

**Q: You are at your child's football game and you overhear one of the parents yelling at the team to stop playing like girls. What do you do?**

**A:** Talk with the parent who is yelling at the children. Say that you don't think it is appropriate to make comments like that. You can inform them that your daughter just made the varsity team at her school.

### WITH YOUR TEENAGE CHILD

**Q: Your teenager has started his or her first romantic relationship. You would like to make sure that he or she is in a healthy relationship. What do you do?**

**A:** Sit down with your teenager and talk about what a healthy relationship means to them. Ask if their partner exhibits the traits that

they listed. The resources below provide helpful language and information on healthy sexuality and healthy relationships:

- **Planned Parenthood Federation of America:**

[www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm](http://www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm)

- **Sexuality Information and Education Council of the United States:**

[www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1](http://www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1)

### WITH CHILDREN

**Q: You are a chaperone on a school field trip and you see one of the other chaperones hugging and touching a group of children. You can see that this is making some of the children uncomfortable. What do you do?**

**A:** You can ask the person directly to stop their behavior, or stay close to the children who are being targeted. Afterward, talk with a teacher or other school official and address what you saw. Bring up your concerns about appropriate boundaries and potential child sexual abuse.

### WITH ADULTS IN LATER LIFE

**Q: You care for your parent in your home. While you are at work, you have a nurse care for your parent. One day you arrive home early and you overhear the nurse making sexual jokes and innuendos to your parent. What do you do?**

**A:** Approach the nurse and tell him or her not to talk to your parent like that. Call the nurse's employer to inform them that this behavior is sexual harassment, and you expect it to be dealt with accordingly. Other options include calling Adult Protective Services or a government official in your state.

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## WITH YOUR COWORKERS

**Q: You overhear a female supervisor say that she wishes her boyfriend had a butt like that of a male employee she supervises. What do you do?**

**A:** You can talk with your supervisor directly or follow the steps to report the incident based on your workplace's sexual harassment policy.

## WITH YOUR FAMILY

**Q: You are watching a crime show on television with your mother, and a story comes on about someone being raped by a friend. Your mother makes a comment that the victim is lying because the victim and the perpetrator were friends. What do you do?**

**A:** Inform your mother that many victims are raped by friends, family, or someone the victim knows.

### Checklist for being an engaged bystander

- ✓ Am I aware there is a problem or that someone needs help?
- ✓ What are my options?
- ✓ Can I keep myself safe?
- ✓ Can I call on others for help?
- ✓ What are the costs and benefits for me taking action?
- ✓ What action should I take?
- ✓ Do Something!

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More scenarios are available on NSVRC's website at [www.nsvrc.org/saam/bystander-resources](http://www.nsvrc.org/saam/bystander-resources). Submit your stories about how you are an engaged bystander to [www.nsvrc.org/projects/bystander/share-your-stories](http://www.nsvrc.org/projects/bystander/share-your-stories).

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## Resources

For more information on this topic and tips on how to be an engaged bystander, check out the following resources:

### WEBSITES

#### Bringing in the Bystander®

[www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1](http://www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1)

#### Child Welfare Information Gateway State Child Abuse Reporting Numbers

[www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=5&rate\\_chno=11-11172](http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=11-11172)

#### Green Dot

[www.livethegreendot.com](http://www.livethegreendot.com)

#### Hollaback!

[www.ihollaback.org](http://www.ihollaback.org)

#### Know Your Power®

[www.know-your-power.org](http://www.know-your-power.org)



**MyStrength Campaign**

[www.mystrength.org](http://www.mystrength.org)

**National Adult Protective Services Association**

[www.napsa-now.org/get-help/help-in-your-area](http://www.napsa-now.org/get-help/help-in-your-area)

**National Sexual Violence Resource Center  
Bystander Intervention Resources**

[www.nsvrc.org/projects/bystander-intervention-resources](http://www.nsvrc.org/projects/bystander-intervention-resources)

**That's Not Cool**

[www.thatsnotcool.com](http://www.thatsnotcool.com)

**The Red Flag Campaign**

[www.theredflagcampaign.org](http://www.theredflagcampaign.org)

**MOBILE APPS****Hollaback!** (2012). Hollaback!

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For more information, contact the National Sexual Violence Resource Center at 877-739-3895 or visit <http://tinyurl.com/ofrw5v2>

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## **PROCEDURES IMPLEMENTING SOUTHEASTERN ILLINOIS COLLEGE'S PROHIBITION OF SEXUAL DISCRIMINATION, HARASSMENT AND MISCONDUCT**

### **I. Purpose**

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires timely warning to the community of certain immediate threats; and the Illinois Preventing Sexual Violence in Higher Education Act.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

### **II. Jurisdiction**

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A.** On College property; or
- B.** Off College property if:
  - 1. The conduct was in connection with a College or College-recognized program or activity; or
  - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

### **III. Scope**

#### **A. Students**

Sections I-II, III(A), and IV-XIV governs sexual discrimination, harassment and/or misconduct involving students, such as:

- 1. A student victim and/or complainant and a student respondent;
- 2. A student victim and/or complainant and an employee or third-party respondent;

3. An employee victim and/or complainant and a student respondent; and
4. A third-party victim and/or complainant and a student respondent.

## **B. Non-Students**

The following Sections govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

## **IV. Definitions**

- A. Awareness Programming:** institutional action designed to communicate the prevalence of sexual violence, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- B. Bystander Intervention:** the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and/or misconduct. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- C. Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential advisors receive 40 hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six hours of annual training on issues related to sexual violence. Confidential advisors also receive period training on the College administrative process, interim protective measures and accommodations, and complaint resolution procedures. Confidential advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” in Section VII(B), below, are not confidential advisors.
- D. Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing

or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

- E. Dating Violence:** The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- G. Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- H. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- I. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- J. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- K. Preponderance of the Evidence:** when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.

- L. Primary Prevention Programming:** institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- M. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- N. Sexual Assault:** Any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
- "Non-consensual sexual contact" is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
  - "Non-consensual sexual intercourse" is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- O. Sex Discrimination:** Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- P. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or

a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

**Q. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.
- Non-Verbal: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

**R. Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

**S. Sexual Violence:** Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**T. Survivor:** an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

**U. Survivor-Centered:** a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that: 1) ensures the compassionate and sensitive

delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

**V. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

**W. Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

**X. Trauma-Informed Response:** a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

## **V. Administration**

### **A. Title IX Coordinator**

The College has designated the Academic Advisor—Transfer Specialist as the Title IX Coordinator.

Academic Advisor—Transfer Specialist  
Southeastern Illinois College  
3575 College Rd.  
Harrisburg, IL 62946  
Room E132  
Telephone: (618) 252-5400 ext. 2431  
Email: [titleix@sic.edu](mailto:titleix@sic.edu)

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
  - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.

- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

#### **B. Department of Human Resources**

The Department of Human Resources will partner with the Chief Student Services Officer and/or the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College's response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

### **VI. Options for Assistance Following an Incident of Sexual Discrimination, Harassment or Misconduct**

#### **A. Immediate Assistance**

- On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive

Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

\*Indicates Confidential Advisors as defined in Section IV(C), above.

- Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Campus Security  
Southeastern Illinois College  
(618) 252-5400 ext. 2911

Saline Co. Sheriff's Department  
(618) 252-8661 or (618) 252-8662

- On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

\*Harrisburg Medical Center  
100 Dr. Warren Tuttle Drive  
Harrisburg, IL 62946  
(618) 253-7671

\*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

## **B. Ongoing Assistance for Students**

1. On- and Off-Campus Counseling, Advocacy and Support.

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive  
Marion, IL 62959



(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

**C. Ongoing Assistance for Employees**

Human Resources Manager  
E236  
(618) 252-5400 ext. 2101

**VII. Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or Misconduct**

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees", constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below. Regardless of to whom a report is made, the College is obligated to provide the student victim with concise information, written in plain language, concerning the student victim's rights and options pursuant to this procedure.

Immunity for Good Faith Reporting: students who in good faith report an alleged violation of the College's prohibition of sexual discrimination, harassment and misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (for example, underage drinking) revealed in the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

#### **A. Student Privileged and Confidential Communications**

1. Mental-Health Counselors. Professional, licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a student victim's permission.

Contact information for such mental-health counselors is as follows:

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

2. Non-Mental-Health Counselors and Advocates. Individuals who work or volunteer in the on-campus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Chief Student Services Officer and/or the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

The Women's Center  
1111 Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Mental-health counselors and non-mental-health counselors and advocates are Confidential Advisors as defined in Section IV(C), above. A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.

Note: While these counselors and advocates may maintain a student victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## **B. Student Reporting to "Responsible Employees"**

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Chief Student Services Officer and/or the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened – including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Security
- Coaches

Before a student victim reveals any information to Responsible Employee, the employee should ensure that the student victim understands the employee's reporting obligations – and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim's request for confidentiality.

**C. Student Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond**

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim's request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Chief Student Services Officer
- Chief Financial Officer
- Human Resources Manager
- Title IX Coordinator

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
  - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
  - Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;
  - Whether the sexual discrimination was committed by multiple perpetrators;
- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

**If the College determines that it cannot maintain a student victim's confidentiality,** the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

**If the College determines that it can respect a student victim's request for confidentiality,** the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;

- Revising and publicizing the College’s policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

#### **VIII. Employee Reporting and Disclosing Sexual Discrimination, Harassment and/or Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Chief Student Services Officer and/or Title IX Coordinator or any Responsible Employee.

#### **IX. Interim Measures**

The College will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

#### **X. Miscellaneous**

- A. Take Back the Night and Other Public Awareness Events.** Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education

and prevention efforts, and the College will provide information about students' Title IX rights at these events.

- B. Electronic and/or Anonymous Reporting.** Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <https://www.sic.edu/emergency-security/anonymous-crime-report-form>. Where a reporter chooses to provide his/her identity and contact information, the College shall respond to the reporter within 12 hours.
- C. Off-Campus Counselors and Advocates.** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is as follows:

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

Note: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

- D. Clery Act Reporting Obligations.** Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of

sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## **XI. Title IX Complaint Investigation Procedures**

### **A. Investigation Procedures**

1. Initiation of Investigation by the Chief Student Services Officer and/or the Title IX Coordinator: Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Chief Student Services Officer and/or the Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Chief Student Services Officer and/or the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted. The Standards of Conduct outlines the investigative process.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Chief Student Services Officer and/or the Title IX Coordinator will partner with the Department of Human Resources in investigating the complaint. In cases involving a College employee Respondent, the Department of Human Resources will recommend appropriate sanctions against the College employee respondent. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

2. Interim Measures Provided: During the investigation, the Chief Student Services Officer and/or the Title IX Coordinator will ensure the victim and/or complainant receive written notice of and the opportunity to obtain Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with Campus Police or law enforcement agencies.
3. Notice to Respondent:
  - a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
  - b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. Due Process Rights of Victim and/or Complainant and Respondent
  - a. The victim and/or complainant and student respondent will each be notified of the individual(s) with authority to make a finding or impose a sanction in their proceeding before the individual(s) initiate contact with either party. Both parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
  - b. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.



- c. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law. The advisor must comply with any rules in the College's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.
  - d. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.
- 5. Evidence Considered: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.
  - 6. Preservation of Evidence: The Chief Student Services Officer and/or the Title IX Coordinator will provide the victim and/or complainant with information regarding the importance of preserving physical evidence of sexual violence and the availability of medical forensic services on at no charge pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Any physical evidence gathered by the investigator will be preserved by Campus Security.
  - 7. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
  - 8. Report of Investigation: At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Chief Student Services Officer and/or the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

## **B. Determination**

1. Determination Based Upon Preponderance of the Evidence: The Chief Student Services Officer and/or the Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. The Standards of Conduct outlines the investigative process.
2. Notice to Respondent: For student respondents, within seven (7) days after receipt of the investigator's report, the Chief Student Services Officer and/or the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
  - a. Disciplinary sanctions; and
  - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Chief Student Services Officer and/or the Title IX Coordinator will notify the victim and/or complainant via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:
  - a. Any individual remedies offered or provided to the victim and/or complainant;
  - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
  - c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
  - d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
  - e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

### C. Sanctions, Protective Actions, and Remedies

1. Sanctions. Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions set forth in the College's Standards of Conduct, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

2. Protective Actions. The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. Campus Security will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
3. Remedies. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing counseling services;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and

- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

## **XII. Title IX Appeal Procedures for Victims and/or Complainants and Student Respondents**

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Chief Student Services Officer and/or the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal per the Standards of Conduct.

The appeal request must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. New evidence not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

In the event a victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Chief Student Services Officer and/or the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

## **XIII. Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

## **XIV. Training**

The Chief Student Services Officer, Title IX Coordinator, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual

discrimination, harassment and misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who resolve complaints receive at least 8-10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

All confidential advisors receive 40 hours of training on sexual violence before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

#### **XV. Procedures Governing Complaints Solely Involving Employees and/or Third Parties**

An employee or third party should notify the Human Resources Manager if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 9016. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

## **Policy Statement Addressing Timely Warning**

### **Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Student Services Officer/Executive Dean of Student Services or Chief Financial Officer/Executive Dean of Administrative Services, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: [www.sic.edu](http://www.sic.edu), providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.

## **Policy Statement Addressing Preparation of Disclosure of Crime Statistics**

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

The office of the Chief Student Services Officer/Executive Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is located on our web site at <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>. You will also be able to connect to our site via the SIC Home page at [www.sic.edu](http://www.sic.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Chief Student Services Officer/Executive Dean of Student Services located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.

## Policy Statement Addressing the Reporting of Criminal Offenses

### To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

<b>Title</b>	<b>Location (618) 252-5400</b>
Director of Environmental Services	A152 A Ext. 2570
Environmental Services Secretary	A152 Ext. 2572
Chief Student Services Officer/Executive Dean of Student Services	E128 Ext. 2400
Administrative Assistant to the Chief Student Services Officer/Executive Dean of Student Services	E129 Ext. 2401
Chief Financial Officer/Executive Dean of Administrative Services	E245 Ext. 2500
Assistant to the Chief Financial Officer/Executive Dean of Administrative Services	E254 Ext. 2510
Campus Security	A 152B Ext. 2911
Campus Safety Coordinator	G132 Ext. 2312
Title IX Coordinator	E132 Ext. 2431



## **Policy Statement Addressing Voluntary Confidential Reporting**

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Policy Statement Addressing Limited Voluntary Confidential Reporting**

### **CRIME REPORTING**

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Please note, police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified above.

## **Policy Statement Addressing Security and Access**

### **Access Policy**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

**Policy Statement Addressing Campus Law Enforcement  
(For Institutions Whose Police Do Not Have Arrest Authority)**

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security maintains a highly professional working relationship with the Saline County Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Chief Student Services Officer/Executive Dean of Student Services office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Chief Student Services Officer/Executive Dean of Student Services office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Statement Addressing Counselors  
(For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

## **Policy Statement Addressing Security Awareness Programs**

### **Security Awareness Programs**

During new student orientation students are provided information of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, may present crime prevention awareness information on sexual assault (rape and acquaintance rape), theft, vandalism, and personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition, information may be disseminated to students and employees through monthly educational emails, crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

## **Policy Statement Addressing Crime Prevention Programs**

### **Crime Prevention Programs**

The Threat Assessment Team and Campus Security provide information on crime prevention and personal safety throughout the year. Information may be disseminated through email, informational fliers at new student and new employee orientations, or other means. Information includes educational strategies and tips on how individuals can protect themselves from sexual assault, theft and other crimes.



**Policy Statement Addressing Criminal Activity Off-Campus  
(For Institutions Whose Police Do Not Monitor Off-Campus Activity)**

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

## **Policy Statement Addressing Substance Abuse Education**

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

#### PREVENTION PROGRAMS

The College has developed a policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

#### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

##### Legal Sanctions – Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

## **Notice of Availability of Annual Security Report**

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Chief Student Services Officer/Executive Dean of Student Services office or by accessing the following web site: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

## **Statement on the State Sex Offender Registry**

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website: <http://www.isp.state.il.us/sor/>

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Website links for Campus Crime Information

**Office of Origin:** College Website; Student Affairs Office; Executive Dean of Enrollment Services

**Document Summary:**

A Word document listing the URL addresses for the student and public information relating to campus crime which can be found on the College's website.

Campus Crime Information can be found under the *Right to Know* link on the College's website:

<http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

Additional information pertaining to Colleges policies and practices regarding disclosure of campus crime information can be found at the following links, under the *Right to Know* link on the College's website:

<http://www.sic.edu/audience/current-students/policies/general-policies/timely-warning>

[http://www.sic.edu/files/uploads/global/Business\\_Office/Security/Campus\\_Emergency\\_Operations\\_Plan\\_for\\_Clery\\_Disclosure.pdf](http://www.sic.edu/files/uploads/global/Business_Office/Security/Campus_Emergency_Operations_Plan_for_Clery_Disclosure.pdf)

[http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/Clery/Security\\_Report\\_Information.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/Clery/Security_Report_Information.pdf)

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Public Notice of Annual Security Report

**Office of Origin:** Student Affairs Office; Executive Dean of Enrollment Services

**Document Summary:**

Public notice of the availability of the annual Security Report and the URL address for the College website

## **Notice of Availability of Annual Security Report**

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College ; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Dean for Student Services and Enrollment office or by accessing the following web site:

<http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>



**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Timely Warning

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing “timely warning” of immediate threat to the institution. Notice of distribution and how the announcement should be issued.

## **Policy Statement Addressing Timely Warning**

### **Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean for Student Services and Enrollment and/or Vice President of Administration and Business Affairs, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: [www.sic.edu](http://www.sic.edu), providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Accurate and Prompt Crime Reporting

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing the encouragement from community members, students, faculty, staff and guests to report all crimes and public safety related incidents to Campus Security in a timely manner.

## **Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Dean for Student Services and Enrollment office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean for Student Services and Enrollment office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Campus Law Enforcement

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing authority measures of Campus Security Officers

## **Policy Statement Addressing Campus Law Enforcement (For Institutions Whose Police Do Not Have Arrest Authority)**

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security maintains a highly professional working relationship with the Saline County Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Crime Prevention Programs

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing Crime Prevention Programs on personal safety and theft prevention sponsored by various campus organizations

## **Policy Statement Addressing Crime Prevention Programs**

### **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Southeastern Illinois College Campus Security personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations and a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.



**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Criminal Activity Off-campus

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing criminal activity off-campus, and delineation of duties between Campus Security and local/regional/state law enforcement agencies

**Policy Statement Addressing Criminal Activity Off Campus  
(For Institutions Whose Police Do Not Monitor Off-Campus Activity)**

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Security and Access

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing security and access for the public, students, employees, contractors, guests, etc., during business and non-business hours

## **Policy Statement Addressing Security and Access**

### **Access Policy**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Security Awareness Programs

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing how information is shared with students, faculty, staff and the public about security and crime prevention programs available through the campus

## **Policy Statement Addressing Security Awareness Programs**

### **Security Awareness Programs**

During new student orientation students are informed of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Students are told about crime on-campus. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape, theft, and vandalism, as well as educational sessions on personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Disclosure of Crime Statistics

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing the annual disclosure of crime statistics, how this information is distributed, and where the information can be found on the College's website

## **Policy Statement Addressing Preparation of Disclosure of Crime Statistics**

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can be located on our web site at <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>. You will also be able to connect to our site via the SIC Home page at [www.sic.edu](http://www.sic.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Dean for Student Services and Enrollment located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.



**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Confidential Reporting Procedures

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement outlining confidential reporting procedures for crime victims

## **Policy Statement Addressing Limited Voluntary Confidential Reporting**

### **CRIME REPORTING**

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified below.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Reporting of Criminal Offenses

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services); Campus Security (reports to Environmental Services Department)

**Document Summary:**

Policy statement addressing the internal structure and contacts for reporting of criminal offenses

## Policy Statement Addressing the Reporting of Criminal Offenses

### To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

<b>Title</b>	<b>Location (618) 252-5400</b>
Director of Environmental Services	A152 A Ext. 2570
Environmental Services Secretary	A152 Ext. 2572
Chief Student Services Officer/Executive Dean of Student Services	E128 Ext. 2400
Administrative Assistant to the Chief Student Services Officer/Executive Dean of Student Services	E129 Ext. 2401
Chief Financial Officer/Executive Dean of Administrative Services	E245 Ext. 2500
Assistant to the Chief Financial Officer/Executive Dean of Administrative Services	E254 Ext. 2510
Campus Security	A 152B Ext. 2911
Campus Safety Coordinator	G132 Ext. 2312
Title IX Coordinator	E132 Ext. 2431

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Substance Abuse Education

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing the distribution of information related to alcohol and substance abuse prevention programs, as well as local, state and federal legal sanctions

## **Policy Statement Addressing Substance Abuse Education**

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

#### **PREVENTION PROGRAMS**

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

#### **LOCAL, STATE & FEDERAL LEGAL SANCTIONS**

##### **Legal Sanctions – Laws Governing Alcohol**

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Voluntary Confidential Crime Reporting

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Policy statement addressing the voluntary and confidential reporting of crimes witnessed or involved as a victim of crime

## **Policy Statement Addressing Voluntary Confidential Reporting**

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.



**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Sexual Assault Prevention and Response

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Information regarding sexual assault education and information programs available to students

## Sexual Assault Prevention and Response

The Student Services and Enrollment office offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Student Services and Enrollment office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Southeastern Illinois College Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College officer and law enforcement. Filing a police report will not obligate the victim to prosecute; nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Southeastern Illinois College Campus Security, the Saline County Sheriff's Office will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Conduct Council, or only the latter. The Saline County Sheriff's Office will guide the victim through the available options and support the victim in his or her decision.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook, *the Talon*.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Policy Statement Addressing Counselors for Confidential Reporting

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Information regarding procedures for reporting for institutions without confidential reporting procedures

**Statement Addressing Counselors  
(For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Statement on the State Sex Offender Registry

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:**

Information regarding the state of Illinois Sex Offender Information and the website where this information can be obtained

<http://www.isp.state.il.us/sor/>

## **Statement on the State Sex Offender Registry**

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website: <http://www.isp.state.il.us/sor/>



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Your Right To Know General Disclosure

**Office of Origin:** Student Affairs Office/Executive Dean for Student Services

**Document Summary:** Your Right to Know general disclosure e-mail at beginning of fall semester, dated 9/5/2018.

## Cara Lehman

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**From:** Chad Flannery  
**Sent:** Wednesday, September 05, 2018 2:20 PM  
**Subject:** Welcome!  
**Attachments:** Illinois Voter Registration Form.pdf; Engaging Bystanders to Prevent Sexual Violence.pdf

Dear Student,

### **Welcome!**

On behalf of Southeastern Illinois College, I would like to welcome you as we start another semester. I realize that this can be a hectic time of year as you try to get adjusted to classes, buy your books, and find the best place to park on campus. I'm sure you may even have several unanswered questions as the semester gets underway. In an attempt to answer some of those questions, I've provided some quick resources and information about SIC that might help ease the transition into the semester.

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### **Your Right to Know**

As part of the federal Higher Education Opportunity Act (HEOA), SIC is required to make you aware of certain information pertaining to the College. This information includes:

- HEOA information: <http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act>
- Jeanne Clery Disclosure/Campus Security Act: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>
- Equity in Athletics: [http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/EADA\\_Data2017.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/EADA_Data2017.pdf)
- Family Educational Rights and Privacy Act: <http://www.sic.edu/admissions/parents-information/ferpa>
- Drug and Alcohol Prevention Program Information: <http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act/drug-and-alcohol-abuse-prevention-program>
- Federal Student Financial Aid Penalties for Drug Law Violations:  
[http://www.sic.edu/files/uploads/global/Financial\\_Aid/Notice\\_of\\_Federal\\_Student\\_Financial\\_Aid\\_Penalties\\_for\\_Drug\\_Law\\_Violations.pdf](http://www.sic.edu/files/uploads/global/Financial_Aid/Notice_of_Federal_Student_Financial_Aid_Penalties_for_Drug_Law_Violations.pdf)
- Voter Registration
  - Mail-in voter registration applications are available at the College switchboard located on the lower level of E Building (E102) and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.

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### **Academic Advising**

SIC Academic Advisors assist new and continuing students with general college information, vocational, career and transfer advisement and registration.

E Building Lower Level  
252-5400 ext. 4130; [advising@sic.edu](mailto:advising@sic.edu)

Call, stop by, or email for an appointment. Walk-ins are also welcome on a first-come, first-serve basis.

### **SIC Advisors:**

**Tyler Billman** - Veterans & International Advisor... ext. 2430 or [tyler.billman@sic.edu](mailto:tyler.billman@sic.edu)

**Jeremy Irlbeck** - Athletic Academic Advisor... ext. 2425 or [jerry.irlbeck@sic.edu](mailto:jerry.irlbeck@sic.edu)

**Maggie Calcaterra** - Transfer Academic Advisor.... ext. 2431, or [m.calcaterra@sic.edu](mailto:m.calcaterra@sic.edu)



**Operating Hours:**

Regular Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.

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**Americans with Disabilities Act (ADA) Accommodations**

Southeastern Illinois College provides reasonable accommodations for students who meet the requirements of a person with a disability according to Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990. SIC facilities are handicap accessible, including handicap parking, ramps, handicap accessible doors, and elevators, for those that are physically disabled. An individualized support services plan will provide students with the needed resources to help make their experience at Southeastern Illinois College a successful one.

Accommodations may include:

- Note taking
- Readers and/or scribes for exams
- Extended time testing
- Accessible seating
- Alternate format materials
- Sign Language Interpreters
- Disability parking stickers
- Assistive technology

In order to qualify for services, students should bring in current documentation to the coordinator which indicates the following:

- Diagnosis of disability
- Functional limitations (How the disability substantially limits a major life activity)
- Recommendations for the academic environment

All documentation is kept confidential.

For more information on acceptable documentation, contact the disability coordinator:

Tyler Billman

ADA Coordinator

(618) 252-5400, ext. 2430

[tyler.billman@sic.edu](mailto:tyler.billman@sic.edu)

Office location: Lower Level E Building

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**Bookstore**

For information on the bookstore, online shopping, and textbook information, please visit the bookstore website at <http://www.sicbookstore.com/home.aspx>.

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**Campus Security**

Campus security officers regularly patrol the campus, parking lots, and roadways. The Security Office is located in A Building Room 152B. To call Campus Security, please dial:

- (618) 252-5400 ext. 2911
- (618) 926-4986—Day Shift
- (618) 926-5403—Evening Shift

Campus Security is also the location for lost and found items.

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## Catalog and Policies

The SIC Catalog contains all of the policies and procedures of the College. If you have a question or issue, chances are that the catalog addresses it. For a catalog, please pick one up in the Student Affairs wing (E102) or visit <http://www.sic.edu/catalog>.

For additional policies and procedures, please visit <http://www.sic.edu/audience/current-students/policies>.

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## Class Attendance

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in **advance** of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- Arrive to class on time and remain in class until dismissed
- Come to class prepared
- Participate in classroom activities
- Complete all assignments

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## Curriculum Guides

Curriculum guides list the course requirements for degrees and certificates at SIC. For a listing of all guides, please visit <http://www.sic.edu/academics/curriculum-guides>.

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## Falcon Pointe Bistro

The Falcon Pointe Bistro is open 7:30 a.m. – 2:00 p.m., during fall and spring semesters, with limited hours during the summer.

The menu includes breakfast, sandwiches, salad bar, pizza, hot meal specials, nachos and more. Special occasion catering is available. Please call (618) 252-5400 ext. 2540 for more information.

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## Financial Aid

Southeastern Illinois College Financial Aid Office is dedicated to making higher education more accessible and affordable for our students and their families. Our staff is student driven and strives in providing individualized attention. We offer a variety of programs including federal and state grants, institutional and private scholarships, veterans benefits, student employment, and student loans.

Our mission: The Financial Aid Office promotes higher learning, cultural awareness, and professional development through the administration and facilitation of federal, state, institutional, private, and local grants, scholarships, and loans for students and their families.

Regular Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday – Thursday 8:00 a.m. - 4:30 p.m.

FAFSA School Code: 001757

Location: The Financial Aid Office is located in the lower level of E Building.

Appointments: Appointments are NOT required but can be arranged if necessary.

Contact Information:

Phone: (618) 252-5400 (local) or 866-338-2742 (toll free), Extension 4110

Fax: (618) 252-3062

E-mail: [fao@sic.edu](mailto:fao@sic.edu)

Mail: Financial Aid Office

Southeastern Illinois College

3575 College Road

Harrisburg IL 62946

For more information, please visit <http://www.sic.edu/financial-aid>.

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### Inclement Weather/Cancellations

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time. Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College homepage ([www.sic.edu](http://www.sic.edu))
- Text message to cell phones (Sign up at [www.sic.edu/txtsic](http://www.sic.edu/txtsic))
- Facebook ([www.facebook.com/southeastern.illinois.college](http://www.facebook.com/southeastern.illinois.college))
- SIC Switchboard Message—(618) 252-5400
- Other local media outlets as necessary

For additional information, please visit:

- Emergency Procedures: <http://www.sic.edu/emergency-security/emergency-procedures>

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### Library Services

The Library is located on the first floor of A Building.

Hours of Operation:

Fall and Spring Semester	8:00 a.m. – 6:00 p.m.	Monday-Thursday
	8:00 a.m. – 4:30 p.m.	Friday
	Closed	Saturday-Sunday
Summer Hours	8:00 a.m. – 4:30 p.m.	Monday-Thursday
	Closed	Friday-Sunday
Intersession	8:00 a.m. – 4:30 p.m.	Monday-Thursday
	Closed	Friday-Sunday

The Library is closed during all holidays observed by the College. Exceptions to the above schedule will be posted outside the Library door.

For more information, please visit <http://www.sic.edu/library-resources>.

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## **Nonattendance (WA) Policy**

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class.

WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus.

A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports.

Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

For more information, please visit [http://www.sic.edu/files/uploads/global/Policies/class\\_attendance\\_policy\\_9001.pdf](http://www.sic.edu/files/uploads/global/Policies/class_attendance_policy_9001.pdf).

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## **Parking Permits**

Parking permits are required for students, faculty, and staff of Southeastern and may be obtained in the Bookstore or Business Office (E Building, upper floor) for a \$5.00 fee.

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## **Student ID Cards**

All students are required to have a SIC Student Photo ID. They may be obtained at no charge at the circulation desk in the Melba Patton Library, A Building, Room 126A. A copy of your schedule is required.

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## **Student Success Center/Tutoring**

Services offered in the Student Success Center include special needs accommodations, remedial tutoring and retesting, group and individualized peer and professional tutoring, nursing remediation and tutoring, course and technical support services, specialized help for students in vocational/technical programs, computer-aided supplemental materials, self-help and academic support materials, computer access, free printing for self-generated work, and online tutoring.

The Student Success Center is located in room A145

Phone: 252-5400

Extensions: 2383 or 2442

### **Operating Hours:**

Regular Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.

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## **Student Support Services/TRiO**

Student Support Services at Southeastern Illinois College is funded 100% by the U.S. Department of Education at \$271,329 annually to provide support services to 156 eligible enrolled students.

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their post-secondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. To be eligible for the program, you must be either a low-income student, first-generation college student, or a student with a documented disability.

Students in the TRIO Student Support Services program are more than twice as likely to remain in college as those students from similar backgrounds who did not participate in the program.

For more information, please visit <http://www.sic.edu/student-services/trio-student-support-services>.

## Withdrawal and Refunds

### Class Withdrawals and Tuition Refunds for Credit Classes:

It is often necessary for students to drop/withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and length of the class. Official withdrawals may be made:

1. by completing a drop form in-person with the Enrollment Services Office;
2. by completing a drop form in-person or over the phone at the Carmi Center (618-382-8869);
3. by phone at 618-252-5400 ext. 2441, 2443 or 2453 (866-338-2742 toll free);
4. by fax at 618-252-3062, listing the class(es) to be dropped;
5. by mail, listing the class(es) to be dropped; or
6. by email at [registrar@sic.edu](mailto:registrar@sic.edu).

**NOTE:** Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or lack of awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

### Refund and Withdrawal Schedule for Credit Classes:

CLASS LENGTH	100% REFUND	NO REFUND	LAST DAY TO DROP WITHOUT GRADE PENALTY (W Grade)**
13-16 weeks (regular semester)	Through the first 2 weeks of class	After the first 2 weeks of class	2 weeks prior to finals
8-12 weeks	Through the first week of class	After the first week of class	One week prior to the end of class
3 to 7 weeks	Through the first 2 days of class	After the second day of class	2 days prior to end of class
Less than 3 weeks	Before the first day of class	After class begins	Depends on class-call for information

\*The refund period on a class is set according to the official begin date and not the first day that you actually attend the class. To find the official beginning and end dates of your classes, see the printed schedule or use our online [Course Search](#). Classes dropped during the 100% refund period are not listed on your transcript.

**\*\*Classes dropped after the 100% refund period but before the grade penalty date receive a W grade (a non-punitive grade) on the transcript. No refunds are issued during the period. Financial aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.**

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I know that I've provided you with quite a bit of information, but I truly hope that this information has been helpful. If you still have questions, the best way to get answers is by asking. Please do not hesitate to stop any SIC faculty or staff member with a question or concern. We are here to help you succeed.

As you start the semester, let me wish you good luck. I trust that this will be a rewarding semester for you.

Thanks,

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)



# ILLINOIS VOTER REGISTRATION APPLICATION

Suggested, August 2008

## FOR ILLINOIS RESIDENTS ONLY

### TO VOTE YOU MUST:

- Be a United States citizen
- Be at least 18 years old
- Live in your election precinct at least 30 days
- Not be convicted and in jail
- Not claim the right to vote anywhere else

### TO VOTE IN THE NEXT ELECTION:

- **Mail or deliver this application to your County Clerk or Board of Election Commissioners** no later than 28 days before the next election. ([click here for County Clerk/Election Board listings](#)) or go to [www.elections.il.gov](http://www.elections.il.gov)

### IMPORTANT INFORMATION:

- If you do not have a driver's license, State Identification Card or social security number, and this form is submitted by mail, and you have never registered to vote in the jurisdiction you are now registering in, then you must send, with this application, either (i) a copy of a current and valid photo identification, or (ii) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. If you do not provide the information required above, then you will be required to provide election officials with either (i) or (ii) described above the first time you vote at a voting place or by absentee ballot.
- If you change your name you must re-register.
- If you register at a public service agency, any information regarding the agency that assisted you will remain confidential as will any decision not to register.
- If you do not receive a Notice within 2 weeks of mailing or delivering this application, call your County Clerk or Board of Election Commissioners.

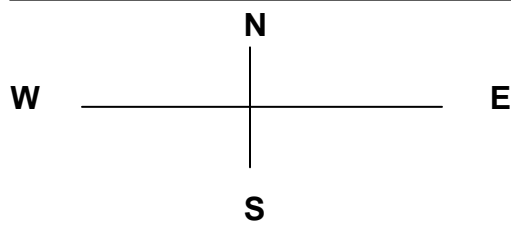
### TO COMPLETE THIS FORM:

SBE R-19

- Box 1-If you do not have a middle name, leave blank.
- Box 3-If mailing address is same as Box 2, write "same".
- Box 4-If you have never registered before, leave blank. If you do not remember your former address; provide as much information as possible.
- Box 5-If you have not changed your name, leave blank.
- Box 9-If you have an Illinois Driver's License or Secretary of State ID, check the first box and fill in the number. If you do not have a Driver's License or SOS ID, check the second box and fill in the last four digits of your Social Security Number. If you do not have a SSN, check the third box and send a copy of the appropriate document (as described in the "Important Information" section) along with this form.
- 10-Read, date and personally sign your name or make your mark in the box.

### IF YOU HAVE NO STREET ADDRESS,

below describe your home: list the name of subdivision; cross streets; roads; landmarks; mileage and/or neighbors' names.



If you have questions about completing this form, please call the State Board of Elections at (217)782-4141 or (312)814-6440 (or [webmaster@elections.il.gov](mailto:webmaster@elections.il.gov)).

TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK

<b>Are you a citizen of the United States of America?</b> (check one) <b>yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/> <b>Will you be 18 years of age on or before election day?</b> (check one) <b>yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/> If you checked "no" in response to either of these questions, then do not complete this form.				<b>Office Use</b>	
You can use this form to: (Check One) <input type="checkbox"/> apply to register to vote in Illinois <input type="checkbox"/> change your address <input type="checkbox"/> change your name					
1. Last Name	First Name	Middle Name or Initial	Suffix (Circle One) Jr. Sr. II III IV		
2. Address where you live (House No., Street Name, Apt. No.)		City/Village/Town	Zip Code	County	Township
3. Mailing address (P.O. Box)		City/Village/Town, State		Zip Code	
4. Former Registration Address: (include City and State and Zip Code)			Former County	5. Former Name: (if changed)	
6. Date of Birth: MM/DD/YY	8. Home telephone number including area code (optional)		9. ID number – check the applicable box and provide the appropriate number		
7. Sex (circle one) M F	( ) -		<input type="checkbox"/> IL Driver's License or, if none, Sec. of State ID or <input type="checkbox"/> Last 4 digits of Social Security Number <input type="checkbox"/> I have none of the above-listed identification numbers.		

10. Voter Affidavit – Read all statements and sign within the box to the right.

#### I swear or affirm that

- I am a citizen of the United States;
- I will be at least 18 years old on or before the next election;
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election;
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

This is my signature or mark in the space below.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

11. If you cannot sign your name, ask the person who helped you fill in this form to print their name, address and telephone number.

Name of person assisting.

Full Address

Telephone No.



[illegible]

DATE	EXPLAIN	CLERK	DATE	EXPLAIN	CLERK

[illegible]

# ENGAGING BYSTANDERS TO PREVENT SEXUAL VIOLENCE

## Bulletin

*Sexual violence is any type of unwanted sexual contact. Sexual violence affects men, women, and children, at any age in their lives regardless of their gender expression or sexuality. This can include words or actions of a sexual nature without a person's consent or against someone who is unable to give consent due to age, disability, illness, or the influence of drugs and alcohol. A person who perpetrates sexual violence might use force, threats, manipulation or coercion to commit sexual violence (National Sexual Violence Resource Center [NSVRC], 2010). Our cultural attitudes, beliefs, and social norms can influence or promote the decision to engage in these acts.*

Sexual violence affects everyone: individuals, families, communities, and the larger society. While some forms of sexual violence – such as sexist and sexually violent jokes, comments about someone's appearance, sexual orientation or gender identity, catcalling, sexually explicit comments, and vulgar gestures – might not be illegal, this does not make them less threatening or harmful to the person victimized. All of these behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions in order to promote safety, respectful relationships, and safer communities. Sexual violence can be prevented.

Many opportunities exist in daily life where you can prevent behaviors that

### **Social norms**

Norms help shape behavior. They shape our attitudes, beliefs and standards of what behavior is considered OK and not OK (Davis, Parks, & Cohen, 2010).

promote sexual violence. Research has shown that, on average, third parties (individuals who are neither the victims<sup>1</sup> nor the perpetrators of violence) prevented injuries in 1.2 million violent victimizations annually between 1993 and 1999 (Planty, 2002). We use the term “bystander” to describe these third parties.

You, as a community member, play a critical role in preventing sexual violence by establishing healthy

<sup>1</sup>Throughout this document, the terms “victim” and “survivor” are used interchangeably to be inclusive of the various ways people who have experienced sexual violence might identify.

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and positive relationships that are based on respect, safety, and equality. Everyone can play an active role in stopping sexual violence before it occurs by becoming engaged bystanders. Many studies have shown that bystander intervention programs are effective in changing participant's attitudes and willingness to intervene (Banyard, Moynihan, & Plante, 2007; Cissner, 2009; Coker et al., 2011; Potter, 2012). This document provides practical tips for community members on how to be an engaged bystander in sexual violence prevention.

### **What is an engaged bystander?**

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An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a joke about rape, or touches someone in a sexual manner. Bystanders might also witness other forms of sexual violence. Bystanders who witness the behavior or hear the comment can intervene in a positive way that will help create a safer environment.

### **When and how to intervene**

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You can be an engaged bystander in many ways to help promote healthy, respectful relationships that are free of sexual violence. The social norms that contribute to accepting sexual violence in our society are norms that glorify power over others, objectify women, tolerate violence and aggression, promote male dominance, and foster notions of privacy to the point of secrecy about sexual violence (Davis et

### **Rape myths**

Rape myths are stereotypes, attitudes, and beliefs about rape, survivors, and perpetrators that are false, but are held to be true. Research has shown that bystander prevention programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participant's acceptance of rape myths, and increasing the likelihood that they will intervene as an engaged bystander (Banyard et al., 2007). When you become an engaged bystander, you help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members (Tabachnick, 2009).

al., 2010). Other negative social norms include children shown in a sexual way and adults' misuse and abuse of power over children. Changing social norms can decrease sexual violence in a community (Fabiano, Perkins, Berkowitz, Linkenbach, & Stark, 2003). When you decide to interrupt social norms that perpetuate sexual violence in our culture, you are acting as an engaged bystander.

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is vital in deciding when and how to respond to sexual violence. Every person must decide for



themselves the safest and most effective way to become an engaged bystander. Here are ideas on how you can maintain safety while being an engaged bystander:

- When you witness sexual violence, get support from people around you; you do not have to act alone.
- Contact your local community-based sexual assault center to see if they offer resources or training on bystander intervention. You can find your local program by contacting your state, territory,

or tribal sexual violence prevention coalition. Visit [www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions) for coalition contact information.

- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct, and honest.
- If you see or hear something and you do not feel safe, contact such authorities as the police, Child Protective Services, or Adult Protective Services.



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## Examples of bystander intervention

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How would you intervene in the following scenarios?

### IN YOUR COMMUNITY

**Q: You are going home from work using public transportation. You see someone sitting on a bench reading a magazine being watched by someone nearby. You see that the stares are making the person feel uncomfortable. What can you do?**

**A:** You can go sit next to the person or place yourself in between the two people to block the stares.

### IN ONLINE SPACES

**Q: After reading an online article about someone who was sexually assaulted, you notice a comment that someone posted implying that the person deserved to get raped because of how they were dressed and how much they had to drink. What do you do?**

**A:** You can respond to the comment by expressing that sexual assault is never survivors' fault. It does not matter what clothes they were wearing or how much they had to drink. The responsibility lies with people who choose to commit sexual violence, not the actions of survivors.

### WITH YOUR FRIENDS

**Q: You're at a bar with your friends, and one of them starts flirting with someone. You can tell that the other person is not interested, but your friend will not leave them alone. What do you do?**

**A:** You can approach your friend and start a conversation to distract them from the disinterested person.



### IN SCHOOL

**Q: You are in the lunch room with your friends, and a group of students nearby start making sexual gestures and comments to one of your friends. Your friend tries to ignore the comments, but you see that he or she is upset. What do you do?**

**A:** You can tell the group making the comments to stop sexually harassing your friend. You could ask your friend if he or she wants to leave and tell a teacher or principal about the harassment.



### AT A SPORTING EVENT

**Q: You are at your child's football game and you overhear one of the parents yelling at the team to stop playing like girls. What do you do?**

**A:** Talk with the parent who is yelling at the children. Say that you don't think it is appropriate to make comments like that. You can inform them that your daughter just made the varsity team at her school.

### WITH YOUR TEENAGE CHILD

**Q: Your teenager has started his or her first romantic relationship. You would like to make sure that he or she is in a healthy relationship. What do you do?**

**A:** Sit down with your teenager and talk about what a healthy relationship means to them. Ask if their partner exhibits the traits that

they listed. The resources below provide helpful language and information on healthy sexuality and healthy relationships:

- **Planned Parenthood Federation of America:**

[www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm](http://www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm)

- **Sexuality Information**

- and Education Council of the United States:**

[www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1](http://www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1)

### WITH CHILDREN

**Q: You are a chaperone on a school field trip and you see one of the other chaperones hugging and touching a group of children. You can see that this is making some of the children uncomfortable. What do you do?**

**A:** You can ask the person directly to stop their behavior, or stay close to the children who are being targeted. Afterward, talk with a teacher or other school official and address what you saw. Bring up your concerns about appropriate boundaries and potential child sexual abuse.

### WITH ADULTS IN LATER LIFE

**Q: You care for your parent in your home. While you are at work, you have a nurse care for your parent. One day you arrive home early and you overhear the nurse making sexual jokes and innuendos to your parent. What do you do?**

**A:** Approach the nurse and tell him or her not to talk to your parent like that. Call the nurse's employer to inform them that this behavior is sexual harassment, and you expect it to be dealt with accordingly. Other options include calling Adult Protective Services or a government official in your state.

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## WITH YOUR COWORKERS

**Q: You overhear a female supervisor say that she wishes her boyfriend had a butt like that of a male employee she supervises. What do you do?**

**A:** You can talk with your supervisor directly or follow the steps to report the incident based on your workplace's sexual harassment policy.

## WITH YOUR FAMILY

**Q: You are watching a crime show on television with your mother, and a story comes on about someone being raped by a friend. Your mother makes a comment that the victim is lying because the victim and the perpetrator were friends. What do you do?**

**A:** Inform your mother that many victims are raped by friends, family, or someone the victim knows.

### Checklist for being an engaged bystander

- ✓ Am I aware there is a problem or that someone needs help?
- ✓ What are my options?
- ✓ Can I keep myself safe?
- ✓ Can I call on others for help?
- ✓ What are the costs and benefits for me taking action?
- ✓ What action should I take?
- ✓ Do Something!

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More scenarios are available on NSVRC's website at [www.nsvrc.org/saam/bystander-resources](http://www.nsvrc.org/saam/bystander-resources). Submit your stories about how you are an engaged bystander to [www.nsvrc.org/projects/bystander/share-your-stories](http://www.nsvrc.org/projects/bystander/share-your-stories).

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## Resources

For more information on this topic and tips on how to be an engaged bystander, check out the following resources:

### WEBSITES

#### Bringing in the Bystander®

[www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1](http://www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1)

#### Child Welfare Information Gateway State Child Abuse Reporting Numbers

[www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=5&rate\\_chno=11-11172](http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=11-11172)

#### Green Dot

[www.livethegreendot.com](http://www.livethegreendot.com)

#### Hollaback!

[www.ihollaback.org](http://www.ihollaback.org)

#### Know Your Power®

[www.know-your-power.org](http://www.know-your-power.org)



**MyStrength Campaign**

[www.mystrength.org](http://www.mystrength.org)

**National Adult Protective Services Association**

[www.napsa-now.org/get-help/help-in-your-area](http://www.napsa-now.org/get-help/help-in-your-area)

**National Sexual Violence Resource Center  
Bystander Intervention Resources**

[www.nsvrc.org/projects/bystander-intervention-resources](http://www.nsvrc.org/projects/bystander-intervention-resources)

**That's Not Cool**

[www.thatshotcool.com](http://www.thatshotcool.com)

**The Red Flag Campaign**

[www.theredflagcampaign.org](http://www.theredflagcampaign.org)

**MOBILE APPS****Hollaback!** (2012). Hollaback!

[Mobile application software.] Available from [www.ihollaback.org/resources/iphone-and-droid-apps](http://www.ihollaback.org/resources/iphone-and-droid-apps)

**The Line Campaign.** (2012). Circle of 6

[Mobile application software.] Retrieved from [www.circleof6app.com](http://www.circleof6app.com)

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For more information, contact the National Sexual Violence Resource Center at 877-739-3895 or visit <http://tinyurl.com/ofrw5v2>



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3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Your Right to Know General Disclosure

**Office of Origin:** Student Affairs Office/Executive Dean for Student Services

**Document Summary:** Your Right to Know general disclosure e-mail at beginning of spring semester, dated January 25, 2019

## Cara Lehman

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**From:** Chad Flannery  
**Sent:** Friday, January 25, 2019 3:21 PM  
**Subject:** Welcome!

Dear Student,

### **Welcome!**

On behalf of Southeastern Illinois College, I would like to welcome you as we start another semester. I realize that this can be a hectic time of year as you try to get adjusted to classes, buy your books, and find the best place to park on campus. I'm sure you may even have several unanswered questions as the semester gets underway. In an attempt to answer some of those questions, I've provided some quick resources and information about SIC that might help ease the transition into the semester.

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### **MISSION STATEMENT**

*Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.*

### **VISION**

*To be the catalyst for academic excellence, community service, and economic growth in the communities we serve.*

### **CORE VALUES**

***Fairness:*** We are committed to behavior free from self-interest, prejudice, or favoritism.

***Integrity:*** We embrace moral values and the courage to live up to them.

***Compassion:*** We demonstrate a genuine interest, concern, and respect for others.

***Self-Esteem:*** We see ourselves and others as individuals of value and capable of pursuing our dreams!

***Responsibility:*** We hold ourselves accountable for our conduct and obligations.

***Learning:*** We value learning as a lifetime objective and will continue to promote the attainment of knowledge.

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### **Your Right to Know**

As part of the federal Higher Education Opportunity Act (HEOA), SIC is required to make you aware of certain information pertaining to the College. This information includes:

- Talon Student Handbook: [www.sic.edu/Talon](http://www.sic.edu/Talon)
- College Catalog: [https://www.sic.edu/custom/Catalog/SIC\\_Catalog\\_2017-2019.html](https://www.sic.edu/custom/Catalog/SIC_Catalog_2017-2019.html)
- HEOA information: <http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act>
- Jeanne Clery Disclosure/Campus Security Act: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>
- Equity in Athletics: [http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/EADA\\_Data2018.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/EADA_Data2018.pdf)
- Family Educational Rights and Privacy Act: <http://www.sic.edu/admissions/parents-information/ferpa>
- Drug and Alcohol Prevention Program Information: <http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act/drug-and-alcohol-abuse-prevention-program>
- Federal Student Financial Aid Penalties for Drug Law Violations:  
[http://www.sic.edu/files/uploads/global/Financial\\_Aid/Notice\\_of\\_Federal\\_Student\\_Financial\\_Aid\\_Penalties\\_for\\_Drug\\_Law\\_Violations.pdf](http://www.sic.edu/files/uploads/global/Financial_Aid/Notice_of_Federal_Student_Financial_Aid_Penalties_for_Drug_Law_Violations.pdf)
- Voter Registration
  - Mail-in voter registration applications are available at the College switchboard located on the lower level of E Building (E102) and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.

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### **Academic Advising**

SIC Academic Advisors assist new and continuing students with general college information, vocational, career and transfer advisement and registration.

E Building Lower Level  
252-5400 ext. 4130; [advising@sic.edu](mailto:advising@sic.edu)

Call, stop by, or email for an appointment. Walk-ins are also welcome on a first-come, first-serve basis.

**SIC Advisors:**

**Tyler Billman** - Veterans & International Advisor... ext. 2430 or [tyler.billman@sic.edu](mailto:tyler.billman@sic.edu)

**Jeremy Irlbeck** - Athletic Academic Advisor... ext. 2425 or [jeremy.irlbeck@sic.edu](mailto:jeremy.irlbeck@sic.edu)

**Maggie Calcaterra** - Transfer Academic Advisor.... ext. 2431, or [m.calcaterra@sic.edu](mailto:m.calcaterra@sic.edu)

Angie Dunk – TRIO/Student Support Services Academic Advisor... ext. 2433, or [angie.dunk@sic.edu](mailto:angie.dunk@sic.edu)

**Operating Hours:**

Regular Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.

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**Americans with Disabilities Act (ADA) Accommodations**

Southeastern Illinois College provides reasonable accommodations for students who meet the requirements of a person with a disability according to Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990. SIC facilities are handicap accessible, including handicap parking, ramps, handicap accessible doors, and elevators, for those that are physically disabled. An individualized support services plan will provide students with the needed resources to help make their experience at Southeastern Illinois College a successful one.

Accommodations may include:

- Note taking
- Readers and/or scribes for exams
- Extended time testing
- Accessible seating
- Alternate format materials
- Sign Language Interpreters
- Disability parking stickers
- Assistive technology

In order to qualify for services, students should bring in current documentation to the coordinator which indicates the following:

- Diagnosis of disability
- Functional limitations (How the disability substantially limits a major life activity)
- Recommendations for the academic environment

All documentation is kept confidential.

For more information on acceptable documentation, contact the disability coordinator:

Tyler Billman  
ADA Coordinator  
(618) 252-5400, ext. 2430  
[tyler.billman@sic.edu](mailto:tyler.billman@sic.edu)  
Office location: Lower Level E Building

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**Bookstore**

For information on the bookstore, online shopping, and textbook information, please visit the bookstore website at <http://www.sicbookstore.com/home.aspx>.

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### **Campus Security**

Campus security officers regularly patrol the campus, parking lots, and roadways. The Security Office is located in A Building Room 152B. To call Campus Security, please dial:

- (618) 252-5400 ext. 2911
- (618) 926-4986—Day Shift
- (618) 926-5403—Evening Shift

Campus Security is also the location for lost and found items.

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### **Catalog and Policies**

The SIC Catalog contains all of the policies and procedures of the College. If you have a question or issue, chances are that the catalog addresses it. For a catalog, please pick one up in the Student Affairs wing (E102) or visit <http://www.sic.edu/catalog>.

For additional policies and procedures, please visit <http://www.sic.edu/audience/current-students/policies>.

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### **Class Attendance**

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) **in advance** of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- Arrive to class on time and remain in class until dismissed
  - Come to class prepared
  - Participate in classroom activities
  - Complete all assignments
- 

### **Curriculum Guides**

Curriculum guides list the course requirements for degrees and certificates at SIC. For a listing of all guides, please visit <http://www.sic.edu/academics/curriculum-guides>.

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### **Falcon Pointe Bistro**

The Falcon Pointe Bistro is open 7:30 a.m. – 2:00 p.m., during fall and spring semesters, with limited hours during the summer.

The menu includes breakfast, sandwiches, salad bar, pizza, hot meal specials, nachos and more. Special occasion catering is available. Please call (618) 252-5400 ext. 2540 for more information.

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### **Financial Aid**

Southeastern Illinois College Financial Aid Office is dedicated to making higher education more accessible and affordable for our students and their families. Our staff is student driven and strives in providing individualized attention. We offer

a variety of programs including federal and state grants, institutional and private scholarships, veterans benefits, student employment, and student loans.

Our mission: The Financial Aid Office promotes higher learning, cultural awareness, and professional development through the administration and facilitation of federal, state, institutional, private, and local grants, scholarships, and loans for students and their families.

Regular Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday – Thursday 8:00 a.m. - 4:30 p.m.

FAFSA School Code: 001757

Location: The Financial Aid Office is located in the lower level of E Building.

Appointments: Appointments are NOT required but can be arranged if necessary.

**Contact Information:**

Phone: (618) 252-5400 (local) or 866-338-2742 (toll free), Extension 4110

Fax: (618) 252-3062

E-mail: [fao@sic.edu](mailto:fao@sic.edu)

Mail: Financial Aid Office

Southeastern Illinois College

3575 College Road

Harrisburg IL 62946

For more information, please visit <http://www.sic.edu/financial-aid>.

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### **Inclement Weather/Cancellations**

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time. Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College homepage ([www.sic.edu](http://www.sic.edu))
- Text message to cell phones (Sign up at [www.sic.edu/txtsic](http://www.sic.edu/txtsic))
- Facebook ([www.facebook.com/southeastern.illinois.college](http://www.facebook.com/southeastern.illinois.college))
- SIC Switchboard Message—(618) 252-5400
- Other local media outlets as necessary

For additional information, please visit:

- Emergency Procedures: <http://www.sic.edu/emergency-security/emergency-procedures>

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### **Library Services**

The Library is located on the first floor of A Building.

Hours of Operation:

Fall and Spring Semester	8:00 a.m. – 6:00 p.m.	Monday-Thursday
	8:00 a.m. – 4:30 p.m.	Friday

	Closed	Saturday-Sunday
Summer Hours	8:00 a.m. – 4:30 p.m.	Monday-Thursday
	Closed	Friday-Sunday
Intercession	8:00 a.m. – 4:30 p.m.	Monday-Thursday
	Closed	Friday-Sunday

The Library is closed during all holidays observed by the College. Exceptions to the above schedule will be posted outside the Library door.

For more information, please visit <http://www.sic.edu/library-resources>.

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### **Nonattendance (WA) Policy**

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class.

WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus.

A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports.

Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

For more information, please visit [http://www.sic.edu/files/uploads/global/Policies/class\\_attendance\\_policy\\_9001.pdf](http://www.sic.edu/files/uploads/global/Policies/class_attendance_policy_9001.pdf).

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### **Parking Permits**

Parking permits are required for students, faculty, and staff of Southeastern and may be obtained in the Bookstore or Business Office (E Building, upper floor) for a \$5.00 fee.

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### **Student ID Cards**

All students are required to have a SIC Student Photo ID. They may be obtained at no charge at the circulation desk in the Melba Patton Library, A Building, Room 126A. A copy of your schedule is required.

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### **Student Success Center/Tutoring**

Services offered in the Student Success Center include special needs accommodations, remedial tutoring and retesting, group and individualized peer and professional tutoring, nursing remediation and tutoring, course and technical support services, specialized help for students in vocational/technical programs, computer-aided supplemental materials, self-help and academic support materials, computer access, free printing for self-generated work, and online tutoring.

The Student Success Center is located in room A145

Phone: 252-5400

Extensions: 2383 or 2442

**Operating Hours:**

Regular Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Summer Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.

**Student Support Services/TRiO**

Student Support Services at Southeastern Illinois College is funded 100% by the U.S. Department of Education at \$271,329 annually to provide support services to 156 eligible enrolled students.

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their post-secondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. To be eligible for the program, you must be either a low-income student, first-generation college student, or a student with a documented disability.

Students in the TRiO Student Support Services program are more than twice as likely to remain in college as those students from similar backgrounds who did not participate in the program.

For more information, please visit <http://www.sic.edu/student-services/trio-student-support-services>.

**Withdrawal and Refunds**

Class Withdrawals and Tuition Refunds for Credit Classes:

It is often necessary for students to drop/withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and length of the class. Official withdrawals may be made:

1. by completing a drop form in-person with the Enrollment Services Office;
2. by completing a drop form in-person or over the phone at the Carmi Center (618-382-8869);
3. by phone at 618-252-5400 ext. 2441, 2443 or 2453 (866-338-2742 toll free);
4. by fax at 618-252-3062, listing the class(es) to be dropped;
5. by mail, listing the class(es) to be dropped; or
6. by email at [registrar@sic.edu](mailto:registrar@sic.edu).

**NOTE:** Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or lack of awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

Refund and Withdrawal Schedule for Credit Classes:

CLASS LENGTH	100% REFUND	NO REFUND	LAST DAY TO DROP WITHOUT GRADE PENALTY (W Grade)**
13-16 weeks (regular semester)	Through the first 2 weeks of class	After the first 2 weeks of class	2 weeks prior to finals



<b>8-12 weeks</b>	Through the first week of class	After the first week of class	One week prior to the end of class
<b>3 to 7 weeks</b>	Through the first 2 days of class	After the second day of class	2 days prior to end of class
<b>Less than 3 weeks</b>	Before the first day of class	After class begins	Depends on class-call for information

\*The refund period on a class is set according to the official begin date and not the first day that you actually attend the class. To find the official beginning and end dates of your classes, see the printed schedule or use our online [Course Search](#). Classes dropped during the 100% refund period are not listed on your transcript.

\*\*Classes dropped after the 100% refund period but before the grade penalty date receive a W grade (a non-punitive grade) on the transcript. No refunds are issued during the period. Financial aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

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I know that I've provided you with quite a bit of information, but I truly hope that this information has been helpful. If you still have questions, the best way to get answers is by asking. Please do not hesitate to stop any SIC faculty or staff member with a question or concern. We are here to help you succeed.

As you start the semester, let me wish you good luck. I trust that this will be a rewarding semester for you.

Thanks,  
Chad

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title: Annual Disclosures**

**Office of Origin: Executive Dean of Student Services**

**Document Summary: Annual disclosures e-mail, dated 10/15/2018.**

## Cara Lehman

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**From:** Chad Flannery  
**Sent:** Monday, October 15, 2018 10:37 AM  
**To:** Chad Flannery  
**Subject:** Annual Disclosures  
**Attachments:** Illinois Voter Registration Form.pdf

According to the Higher Education Opportunity Act and the Federal Student Aid Handbook, Southeastern Illinois College is required to disclose the following information:

1. Jeanne Clery Campus Safety and Security Notice—please visit <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure> for this information.
2. Equity in Athletics Disclosure—please visit [http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/EADA\\_Data2018.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/EADA_Data2018.pdf) for this information.
3. Family Educational Rights and Privacy Act (FERPA) information—please visit <http://www.sic.edu/admissions/parents-information/ferpa> for information regarding FERPA.
4. Voter Registration—Mail-in voter registration applications are available at the College switchboard located on the lower level of E Building (E102) and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.

For your convenience, a voter registration application form is attached.

5. Higher Education Opportunity Act information—please visit <http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act>
6. Student Right-to-Know Consumer Information—please visit <http://www.sic.edu/your-right-to-know>

As always, paper copies of any of the above information may be obtained in the Office of Dean for Student Services and Enrollment.

Thanks,

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)

[Home](#) › [Your Right to Know](#) › Jeanne Clery Disclosure

## JEANNE CLERY DISCLOSURE

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. They must provide information to the public regarding campus safety and security policies, procedures and statistics.

### [Jeanne Clery Act-Full Summary](#)

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#### Requirements:

- **Publish an Annual Security Report (ASR)**

[Crime Statistics 2018](#)

- **Have a public crime log**

Available upon request in the Office of the Dean for Student Services and Enrollment, Room E 129.

- **Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.**

[Timely Warning Policy](#)

- **Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities.**

[Security Report Information](#)

[Sexual Discrimination Procedures](#)

[Engaging Bystanders to Prevent Sexual Violence](#)

- **Devise an emergency response, notification and testing policy.**

[Campus Emergency Operations Plan](#)

- **Compile and report fire data to the federal government and publish an annual fire safety report.**

Not applicable because Southeastern Illinois College does not have campus housing.

- **Enact policies and procedures to handle reports of missing students.**

Not applicable because Southeastern Illinois College does not have campus housing.

# Equity in Athletics 2018

Institution: Southeastern Illinois College (148937)

User ID: E1489371

## Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

### 1. How will you report Operating (Game-day) Expenses?

<input checked="" type="radio"/>	By Team	<input type="radio"/>	Per Participant
----------------------------------	---------	-----------------------	-----------------

### 2. Select the type of varsity sports teams at your institution.

<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams

### 3. Do any of your teams have assistant coaches?

<input checked="" type="radio"/>	Yes
<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams
<input type="radio"/>	No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

# Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.									
Sport	Men's		Women's		Sport	Men's		Women's	
Archery	<input type="checkbox"/>		<input type="checkbox"/>		Badminton	<input type="checkbox"/>		<input type="checkbox"/>	
Baseball	<input checked="" type="checkbox"/>				Basketball	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Beach Volleyball	<input type="checkbox"/>		<input type="checkbox"/>		Bowling	<input type="checkbox"/>		<input type="checkbox"/>	
Cross Country	<input type="checkbox"/>		<input type="checkbox"/>		Diving	<input type="checkbox"/>		<input type="checkbox"/>	
Equestrian	<input type="checkbox"/>		<input type="checkbox"/>		Fencing	<input type="checkbox"/>		<input type="checkbox"/>	
Field Hockey			<input type="checkbox"/>		Football	<input type="checkbox"/>			
Golf	<input type="checkbox"/>		<input type="checkbox"/>		Gymnastics	<input type="checkbox"/>		<input type="checkbox"/>	
Ice Hockey	<input type="checkbox"/>		<input type="checkbox"/>		Lacrosse	<input type="checkbox"/>		<input type="checkbox"/>	
Rifle	<input type="checkbox"/>		<input type="checkbox"/>		Rodeo	<input type="checkbox"/>		<input type="checkbox"/>	
Rowing	<input type="checkbox"/>		<input type="checkbox"/>		Sailing	<input type="checkbox"/>		<input type="checkbox"/>	
Skiing	<input type="checkbox"/>		<input type="checkbox"/>		Soccer	<input type="checkbox"/>		<input type="checkbox"/>	
Softball			<input checked="" type="checkbox"/>		Squash	<input type="checkbox"/>		<input type="checkbox"/>	
Swimming	<input type="checkbox"/>		<input type="checkbox"/>		Swimming and Diving (combined)	<input type="checkbox"/>		<input type="checkbox"/>	
Synchronized Swimming			<input type="checkbox"/>		Table Tennis	<input type="checkbox"/>		<input type="checkbox"/>	
Team Handball	<input type="checkbox"/>		<input type="checkbox"/>		Tennis	<input type="checkbox"/>		<input type="checkbox"/>	
Track and Field (Indoor)	<input type="checkbox"/>		<input type="checkbox"/>		Track and Field (Outdoor)	<input type="checkbox"/>		<input type="checkbox"/>	
Track and Field and Cross Country (combined)	<input type="checkbox"/>		<input type="checkbox"/>		Volleyball	<input type="checkbox"/>		<input type="checkbox"/>	
Water Polo	<input type="checkbox"/>		<input type="checkbox"/>		Weight Lifting	<input type="checkbox"/>		<input type="checkbox"/>	
Wrestling	<input type="checkbox"/>		<input type="checkbox"/>		Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>		<input type="checkbox"/>	

CAVEAT  
The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

\* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

# Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	32	
Basketball	17	11
Softball		11
Total Participants Men's and Women's Teams	49	22
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	49	22

CAVEAT  
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

## Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.  
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1	1						1
Basketball		1		1					1
Coaching Position Totals	0	2	1	1	0	0	0	0	2

CAVEAT



## Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.  
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball		1		1					1
Softball						1	1		1
Coaching Position Totals	0	1	0	1	0	1	1	0	2
CAVEAT									

# Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	4,919	4,919
Number of Head Coaching Positions Used to Calculate the Average	2	2
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	32,793	32,793
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.30	0.30
CAVEAT		

# Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1		1					1
Basketball		1		1					1
Coaching Position Totals	0	2	0	2	0	0	0	0	2

CAVEAT

## Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball						1		1	1
Softball		1		1					1
Coaching Position Totals	0	1	0	1	0	1	0	1	2

CAVEAT

# Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	3,748	3,748
Number of Assistant Coaching Positions Used to Calculate the Average	2	2
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	32,591	32,591
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.23	0.23
CAVEAT		

# Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	114,016	81,349	195,365
Ratio (percent)	58	42	100%

CAVEAT

# Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0

CAVEAT

# Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click here for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Women's Teams		By Total Team	Operating Expenses
		Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant		
Basketball	17	1,346	22,880	11	1,760	19,364	42,244
Baseball	32	843	26,987				26,987
Softball				11	1,512	16,634	16,634
Total Operating Expenses Men's and Women's Teams	49		49,867	22		35,998	85,865

CAVEAT

Note: This screen is for game-day expenses only.



# Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	73,906	69,081	142,987
Baseball	108,401		108,401
Softball		65,600	65,600
Total Expenses of all Sports, Except Football and Basketball, Combined	108,401	65,600	174,001
Total Expenses Men's and Women's Teams	182,307	134,681	316,988
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			17,998
Grand Total Expenses			334,986

CAVEAT

# Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.  
Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.  
**Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.**

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	73,906	69,081	142,987
Baseball	108,401		108,401
Softball		65,600	65,600
Total Revenues of all Sports, Except Football and Basketball, Combined	108,401	65,600	174,001
Total Revenues Men's and Women's Teams	182,307	134,681	316,988
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			17,998
Grand Total for all Teams (includes by team and not allocated by gender/sport)			334,986

CAVEAT

# Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	9,838	9,838	19,676
2 Total of Assistant Coaches' Salaries	7,496	7,496	14,992
3 Total Salaries (Lines 1+2)	17,334	17,334	34,668
4 Athletically Related Student Aid	114,016	81,349	195,365
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	49,867	35,998	85,865
7 Summary of Subset Expenses (Lines 3+4+5+6)	181,217	134,681	315,898
8 Total Expenses for Teams	182,307	134,681	316,988
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	1,090	0	1,090
10 Not Allocated Expenses			17,998
11 Grand Total Expenses (Lines 8+10)			334,986
12 Total Revenues for Teams	182,307	134,681	316,988
13 Not Allocated Revenues			17,998
14 Grand Total Revenues (Lines 12+13)			334,986
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the [Navigation Menu](#).  
To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the “Next” button on this screen.

## Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.  
This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.  
To explain specific data entered on a previous screen, please use the caveat box on that screen.

[Home](#) › [Admissions](#) › [Parents Information](#) › FERPA

## FERPA

### WHAT IS FERPA, ANYWAY?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students. - as taken from the U.S. Department of Education website

### STUDENT'S RIGHTS

At the post-secondary level, FERPA affords the "eligible student" (the person attending classes at the college) certain rights with respect to their education records. In a nutshell, upon written request, FERPA gives the student:

1. The right to inspect and review his/her education records within 45 days the college receives a request for access.
2. The right to an amendment of his/her education records if the student believes the records are misleading.
3. The right to consent to disclosures of his/her educational records to whomever he/she designates.
4. The right to file a complaint with the U.S. Department of Education concerning any perceived failures by the college to comply with FERPA standards.

In general, if a student wishes for their parent or guardian to have access to their student records they must complete the Permission to Release Education Record Information form with the Enrollment Services Office. The college may choose to follow a policy of not disclosing information to the parents of eligible students, but FERPA does not prevent them from doing so in most cases. The following are examples of information a student may want to share with his/her parents:

ADMISSIONS	FINANCIAL AID	BUSINESS OFFICE
GPA Hours Completed Grades Schedule Attendance Current academic standing Advisement records	Scholarships Financial aid Grants Loans 1098T information Eligibility status Award types and amounts	Billing information Account balance Refunds

### SOUTHEASTERN'S RIGHTS

Certain "directory information" may be disclosed by Southeastern, without the consent of the student, unless the student provides a written request otherwise. Examples of directory information include, among others:

- Student's name
- Student's home address and telephone number
- Current term hours carried
- Major field of study
- Dates of attendance
- Degrees and honor earned
- The name of the previous college attended
- Picture of the student
- Email address
- Full-time or part-time status

The college may disclose other, non-directory information on the student to the following parties without written consent from the student under the following conditions, among others:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring or has transferred
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting agencies
- To comply with a judicial order or lawfully issue subpoena
- Appropriate officials in cases of health and safety emergencies

You may find the complete description of the FERPA law on file in the Enrollment Services Office of the college or you may click on the link below to be directed to the U.S. Department of Education's website. If you have questions about your records, you may contact the Enrollment Services Office at 618-252-5400, ext. 4120.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# ILLINOIS VOTER REGISTRATION APPLICATION

Suggested, August 2008

## FOR ILLINOIS RESIDENTS ONLY

### TO VOTE YOU MUST:

- Be a United States citizen
- Be at least 18 years old
- Live in your election precinct at least 30 days
- Not be convicted and in jail
- Not claim the right to vote anywhere else

### TO VOTE IN THE NEXT ELECTION:

- **Mail or deliver this application to your County Clerk or Board of Election Commissioners** no later than 28 days before the next election. ([click here for County Clerk/Election Board listings](#)) or go to [www.elections.il.gov](http://www.elections.il.gov)

### IMPORTANT INFORMATION:

- If you do not have a driver's license, State Identification Card or social security number, and this form is submitted by mail, and you have never registered to vote in the jurisdiction you are now registering in, then you must send, with this application, either (i) a copy of a current and valid photo identification, or (ii) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. If you do not provide the information required above, then you will be required to provide election officials with either (i) or (ii) described above the first time you vote at a voting place or by absentee ballot.
- If you change your name you must re-register.
- If you register at a public service agency, any information regarding the agency that assisted you will remain confidential as will any decision not to register.
- If you do not receive a Notice within 2 weeks of mailing or delivering this application, call your County Clerk or Board of Election Commissioners.

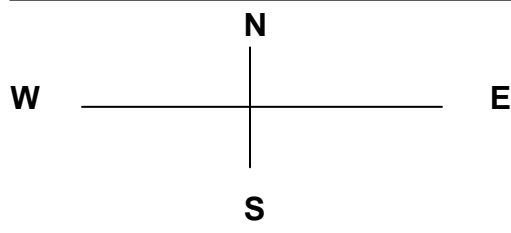
### TO COMPLETE THIS FORM:

SBE R-19

- Box 1-If you do not have a middle name, leave blank.
- Box 3-If mailing address is same as Box 2, write "same".
- Box 4-If you have never registered before, leave blank. If you do not remember your former address; provide as much information as possible.
- Box 5-If you have not changed your name, leave blank.
- Box 9-If you have an Illinois Driver's License or Secretary of State ID, check the first box and fill in the number. If you do not have a Driver's License or SOS ID, check the second box and fill in the last four digits of your Social Security Number. If you do not have a SSN, check the third box and send a copy of the appropriate document (as described in the "Important Information" section) along with this form.
- 10-Read, date and personally sign your name or make your mark in the box.

### IF YOU HAVE NO STREET ADDRESS,

below describe your home: list the name of subdivision; cross streets; roads; landmarks; mileage and/or neighbors' names.



If you have questions about completing this form, please call the State Board of Elections at (217)782-4141 or (312)814-6440 (or [webmaster@elections.il.gov](mailto:webmaster@elections.il.gov)).

TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK

<b>Are you a citizen of the United States of America?</b> (check one) <b>yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/> <b>Will you be 18 years of age on or before election day?</b> (check one) <b>yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/> If you checked "no" in response to either of these questions, then do not complete this form.				<b>Office Use</b>	
You can use this form to: (Check One) <input type="checkbox"/> apply to register to vote in Illinois <input type="checkbox"/> change your address <input type="checkbox"/> change your name					
1. Last Name	First Name	Middle Name or Initial	Suffix (Circle One) Jr. Sr. II III IV		
2. Address where you live (House No., Street Name, Apt. No.)		City/Village/Town	Zip Code	County	Township
3. Mailing address (P.O. Box)		City/Village/Town, State		Zip Code	
4. Former Registration Address: (include City and State and Zip Code)			Former County	5. Former Name: (if changed)	
6. Date of Birth: MM/DD/YY	8. Home telephone number including area code (optional)		9. ID number – check the applicable box and provide the appropriate number		
7. Sex (circle one) M F	( ) -		<input type="checkbox"/> IL Driver's License or, if none, Sec. of State ID or <input type="checkbox"/> Last 4 digits of Social Security Number <input type="checkbox"/> I have none of the above-listed identification numbers.		

10. Voter Affidavit – Read all statements and sign within the box to the right.

#### I swear or affirm that

- I am a citizen of the United States;
- I will be at least 18 years old on or before the next election;
- I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election;
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

This is my signature or mark in the space below.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

11. If you cannot sign your name, ask the person who helped you fill in this form to print their name, address and telephone number.

Name of person assisting.

Full Address

Telephone No.

## CHANGE OF ADDRESS

[illegible]

## **SUSPENSION, CANCELLATION AND REINSTATEMENT**

DATE	EXPLAIN	CLERK	DATE	EXPLAIN	CLERK

[illegible]



[Home](#) › [Your Right to Know](#) › Higher Ed Opportunity Act

## HIGHER ED OPPORTUNITY ACT

Southeastern Illinois College is required to disclose various consumer information as authorized by the [Higher Education Opportunity Act](#). Unless otherwise specified, the information is available upon request at the Enrollment Services Office located on the lower level of the Abell Administration Building E.

### CONTACTS FOR INSTITUTIONAL OR FINANCIAL AID INFORMATION

618-252-5400 (local) or 866-338-2742 (toll free)

<a href="#">Institutional</a>  <i>Chad Flannery</i> Email: <a href="mailto:chad.flannery@sic.edu">chad.flannery@sic.edu</a> Phone: 618-252-5400 ext. 2401	<a href="#">Financial Aid Director</a>  <i>Michelle Metten</i> Email: <a href="mailto:fao@sic.edu">fao@sic.edu</a> Phone: 618-252-5400 ext. 4110
<a href="#">ADA/Section 504 Coordinator</a>  <i>Tyler Billman</i> Location: E126 Email: <a href="mailto:tyler.billman@sic.edu">tyler.billman@sic.edu</a> Phone: 618-252-5400 ext. 2430	<a href="#">Title IX Coordinator</a>  <i>Maggie Calcaterra</i> Location: E132 Email: <a href="mailto:m.calcaterra@sic.edu">m.calcaterra@sic.edu</a> Phone: 618-252-5400 ext. 2431

### GENERAL INSTITUTIONAL INFORMATION

- [Privacy of Student Records - Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Facilities and Services for Students with Disabilities](#)
- [Student Diversity](#)
- [Price of Attendance](#)
- [Estimated Cost Calculator](#)
- [Refund Policy and Requirements for Withdrawal](#)
- [Return of Federal Financial Aid](#)
- [Textbook Information](#)
- [Educational Programs](#)
- [Instructional Facilities](#)
- [Faculty](#)
- [Transfer of Credit and Articulation Agreements](#)
- [Accreditation, Approval, and Licensure of Institution and Programs](#)
- [Copyright Infringement - Policies and Sanctions](#)
- [Illegal Peer-to-Peer \(P2P\) File Sharing](#)
- [Student Activities](#)
- [Career and Job Placement Services](#)

### TEACHER PREPARATION PROGRAM REPORT

- This report is not applicable as Southeastern does not have a teacher preparation program.

### STUDENT FINANCIAL ASSISTANCE

- [Assistance Available From Federal, State, Local, and Institutional Programs](#)
- [Federal Student Financial Aid Penalties for Drug Law Violations](#)
- [Student Loan Information](#)

**HEALTH AND SAFETY**

- [Drug and Alcohol Abuse Prevention Program](#)
- Vaccination Policies - While there are no college-wide student vaccination requirements, students who are enrolled in certain Allied Health Programs must meet health/vaccination policies established by clinical agencies prior to program entry.
- [Campus Security Policies, Crime Statistics and Crime Log](#)
- Fire Safety Policies, Fire Statistics and Fire Log for On-Campus Housing Facilities - not applicable as we do not have campus housing.

**STUDENT OUTCOMES**

- [Retention Rate](#)
- [Graduation Rates \(Student Right to Know Act\)](#)
- [Graduation Rates for Students Receiving Athletically Related Student Aid \(Student Right to Know Act\)](#)
- [Transfer-out Rates for Students Receiving Athletically Related Student Aid \(Student Right to Know Act\)](#)
- Job Placement Rates for Graduates - not applicable as we do not use placement rates as a recruiting tool.
- Graduate and Professional Education Placement for Graduates. - not applicable as we do not have graduate programs.

**ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL INFORMATION**

- [Most Recent Equity in Athletics Disclosure](#)

**VOTER REGISTRATION**

- [Register to Vote](#)

[Home](#) > [Your Right to Know](#)

## YOUR RIGHT TO KNOW

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Student Right-To-Know (SRTK) refers to a federally mandated public disclosure of a college's completion rate and transfer rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness to be used in the determination of college choice. All colleges nationwide are required to participate in these disclosures.

In compliance with the Student Right-To-Know and Higher Education Act of 1965, as amended, and the Campus Security Act of 1990, Southeastern Illinois College makes available its completion/transfer rates and Campus Crime information to all current and prospective students.

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### Athletic Diversity Disclosure

*This report contains the demographic makeup of the Southeastern Illinois College student body as of the Fall of the academic year listed on the report*

#### [Athletic Diversity Disclosure](#)

### 4 Year Average Athletic Completion, Graduation, and Transfer Rate Disclosure

*This report contains the percentages of first-time, degree or certificate seeking students, who attended Southeastern Illinois College full-time in the fall semester of the cohort year specified and who completed or transferred within 150% time.*

#### [4 Year Average Athletic Completion Graduation and Transfer Rate Disclosure](#)

### Crime Statistics

*This report contains information regarding campus crime statistics*

#### [Annual Campus Security Report](#)

### Graduation/Completion and Transfer Rates

*View the number of students that have completed or transferred within a specific time period*

#### [Graduation and Transfer Rate Disclosure](#)

### Retention Rates

*View the number of students that enrolled in the fall semester of the cohort year and who returned in the fall semester of the next academic year*

#### [Retention Rate Disclosure](#)

### Sexual and Gender-based Misconduct Policy

*View our policy on the prohibition of sexual discrimination, harrassment and misconduct*

#### [Sexual and Gender-based Misconduct Policy](#)

### Student Diversity

*This report contains the demographic makeup of the Southeastern Illinois College student body as of the fall of the academic year listed on the report*

#### [Student Body Diversity Disclosure](#)

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Clery Annual Security Report Disclosure

**Office of Origin:** Student Affairs Office (Executive Dean for Student Services)

**Document Summary:** Annual security report distributed per requirement of federal Jeanne Clery Campus Safety and Security Act (e-mail distribution), stamp-dated 9/28/2018 by Chad Flannery, Executive Dean for Student Services.

## Cara Lehman

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**From:** Chad Flannery  
**Sent:** Friday, September 28, 2018 2:54 PM  
**To:** Chad Flannery  
**Subject:** Annual Clery Campus Security Disclosure  
**Attachments:** Crime Statistics 2017-2018.pdf; Campus Emergency Operations Plan for Clery Disclosure.pdf; Engaging Bystanders to Prevent Sexual Violence.pdf; Sexual Discrimination Procedures.pdf; SIC Security Report Information.pdf

Attached, please find the Annual Security report for Southeastern Illinois College as required by the federal Jeanne Clery Campus Safety and Security Act.

Paper copies can be obtained in the Office of the Executive Dean of Student Services, E128.

Copies can also be found on the SIC website: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

Thanks,

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)

# 2018 Campus Safety and Security Survey

Institution: Main Campus (148937001)  
User ID: C1489371

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

<input checked="" type="radio"/>	No.
<input type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)
Number of On-campus Student Housing Facilities:	

### 2. Does your institution have any noncampus buildings or properties?

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2015	2016	2017	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	1	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2015	2016	2017	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Hate Crimes - On campus

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).**

[illegible][illegible][illegible]

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

[illegible]

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

[illegible]

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2015	2016	2017	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.				
Crime	Total occurrences on Public Property			
	2015	2016	2017	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**  
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**  
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# **SOUTHEASTERN ILLINOIS COLLEGE CAMPUS EMERGENCY OPERATIONS PLAN CLERY CAMPUS SECURITY DISCLOSURE**

## **COMMUNICATIONS ANNEX**

It is assumed that during an emergency event, clear channels of communication, both internal and external, will be vital to resolving the event. There is no single method of communication that will reach all persons or groups involved. It is therefore important to have redundant methods of communication.

It is the purpose of this function to assure, to the degree possible, that these avenues of communication exist between all groups responding to an emergency situation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of the communications function.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster situation.

Below is a list of the redundant methods of communication available during an emergency situation:

**Campus Security:** Two way radios & cell phones

**Sector Leaders:** Two way radios for person to person. Backup methods include hand held megaphones and air horns.

**NIMS Team:** Two way radios, Short wave radio

**Facility Services:** Two way radios & PTT cell phones.

**Fire Alarm System:** Activates visual strobes and audible alarms during an activated fire alarm.

**Public Address System:** Public Address system

**E2Campus:** Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

**Closed Circuit Television:** Displays emergency announcements.

**News Media:** President's Office disseminates information through established media contacts as needed.

Under the SIC NIMS plan, the Public Information Officer (PIO) duties are generally a function within the President's Office. The PIO will handle dissemination of emergency communications to the campus community. Additionally, Campus Police may utilize all methods of

communication listed above, to relay emergency information to the campus community in the event of a threatening event.

### **WARNING / DISASTER & EMERGENCY INFORMATION ANNEX**

It is assumed that during disasters or life threatening emergencies, providing the public with timely warnings and direction, is likely to reduce injuries, death and confusion. Annual drills and ongoing training along with clearly posted evacuation signage, directions and maps are essential parts of successful preparation for and response to emergency events.

The purpose of this function is to assure, to the degree possible, that there are clearly established methods with which to convey emergency notices to the college's students, staff and visitors, during the course of an emergency event.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP; by assuring, to the degree possible, that there are redundant notification systems with which to warn the public of an emergency or disaster event.

Upon receipt of information, that a life threatening event is occurring, or about to occur, Campus Security will provide emergency information, via the PA or alarm systems of the campus involved. Examples include, but are not limited to fire, tornado, active shooter, bomb threats and all other hazards.

Below is a list of the redundant methods of communication available during an emergency situation:

**Campus Security:** Two way radios & cell phones

**Sector Leaders:** Two way radios for person to person. Backup methods include hand held megaphones and air horns.

**NIMS Team:** Two way radios, Short wave radio

**Facility Services:** Two way radios & PTT cell phones.

**Fire Alarm System:** Activates visual strobes and audible alarms during an activated fire alarm.

**Public Address System:** Public Address system

**E2Campus:** Issues text and phone messages to subscribed students & staff and sends emergency messages to all college phones and PCs.

**Closed Circuit Television:** Displays emergency announcements.

**News Media:** President's Office disseminates information through established media contacts as needed.

Sector Leaders and/or Campus Emergency Response Team members as well as Student assist campus security in evacuating disabled persons and those with limited English abilities.

The President's Office, acting as the Community Relations Officer, is generally assigned to review and disseminate information to the public. In the event of an in progress emergency of a life threatening nature, Campus Security will activate all immediate notifications for those on campus. Follow up notifications will be handled through Community Relations.

If activated, the NIMS plan (Appendix A), the Safety Officer (Campus Police) and the (PIO) Community Relations will handle the warning and emergency notification duties in this annex.

### **EVACUATION/SHELTER-IN-PLACE/LOCKDOWN ANNEX**

It is assumed that in most emergency situations there will be a need for members of the public to take some action to minimize their exposure to injury or death. This may include sheltering in place, or movement from an area of perceived danger to an area of perceived safety. It is also assumed that the public will seek direction from college personnel during these events.

The purpose of this function is to plan for the movement of the public from areas of risk to areas of safety, to the degree possible, during an emergency event.

The objective of this function is to assure continuity in the area of evacuation and sheltering, with the rest of the CEOP by assuring, to the degree possible, that notice is provided to the public regarding shelter areas and evacuation routes, and that drills are conducted.

During an in progress event, with the potential to cause serious injury or death, Campus Police will serve as the first line of notification to the public. By means of the PA system or through direct contact, they will announce, to the public, the need to shelter in place or evacuate, depending on the nature of the event. Sector Leaders will assist in movement or sheltering of the public during such events.

For purposes of severe weather, shelter areas have been designated with clearly posted signage. Evacuation maps have been posted in all classrooms, offices and other designated areas. In the event of an active shooter or incident of targeted violence, all classrooms have been equipped with interior locks which allow occupants to shelter in place securely until the danger has passed.

Southeastern Illinois College is a commuter institution. As such, the need for transportation during a campus evacuation would be minimal or nonexistent. In the unlikely event that there was a need for evacuation, the Logistics Chief (see NIMS Plan Appendix A) would be responsible for locating appropriate transportation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of this annex.

### **SPECIFIC INCIDENT RESPONSES:**

The Southeastern Illinois College Emergency Response Plan (CERP) has been appended to this CEOP as Appendix B. In addition to response options to particular situations, the CERP also contains floor plans, evacuation route maps, shelter areas and other pertinent information regarding threat responses. The responses below are intended to provide basic direction should an emergency situation arise, but you are encouraged to also review the ERP for emergency planning purposes. The SIC ERP can be accessed through the Southeastern Illinois College web site under the Environmental Health & Safety web page at [www.sic.edu](http://www.sic.edu)

**FIRE** - Warning is given by a pulsating blast of the fire alarm system and flashing strobe lights.

<b>FIRE RESPONSE (RACE)</b>	<b>Extinguisher Operation (PASS)</b>
<b>R - Relocate individuals away from danger</b>	<b>P - Pull the pin</b>
<b>A - Activate pull station and phone 911</b>	<b>A - Aim at the base of fire</b>
<b>C - Contain the fire/smoke by closing doors</b>	<b>S - Squeeze the handle</b>
<b>E - Extinguish the fire if safe to do so</b>	<b>S - Sweep from side to side</b>
<p>Evacuate the building in an orderly manner via the nearest exits which are marked and lighted. Instructors should help in this process.</p> <ul style="list-style-type: none"><li>• Do not use the elevator.</li><li>• Once outside, move to the nearest parking lot.</li><li>• College officials will specify when the buildings may be reentered.</li><li>• Each staff member will become familiar with the location of the closest fire extinguishers in their area. <i>It is the responsibility of <u>everyone</u> to make sure that these fire extinguishers are available, charged, and in working condition. If anyone notices that one is out of place or missing, is not charged, or does not appear to be in working condition, report it immediately to the Office of the Vice President for Administration and Business Affairs.</i></li></ul>	

***During a fire or fire drill, the designated evacuation site for Mary Jo Oldham Center for Child Study staff and children is the VPAC or "E" south parking lot(s).***

**In any emergency requiring evacuation, individuals with disabilities who are located on the second floor of buildings A, B or C should assemble in the upstairs lobby of building B where they will receive help in evacuating the building. The CERP will oversee the evacuation of individuals with disabilities.**

**NIMS Activation:** If a fire occurs on campus that requires a firefighting response to extinguish flames the SIC NIMS Plan will be activated.

## **NATURAL DISASTERS**

A natural disaster would include, but is not limited to severe weather situations, hazardous material accidents, floods and earthquakes. Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will serve as guidelines in the event of a natural disaster.

**SEVERE WEATHER OTHER THAN TORNADO** - In the event of severe weather, each CERP is to be notified by the Security Department. If a team leader is unavailable, the next designated person on that team will be notified. Each team leader will notify the remaining individuals on that team. The team members will then notify all offices, personnel, and students of the severe weather warning. Care should be given not to scare staff or students.

**TORNADO** - Warning is given by a continuous blast of outside weather sirens.

**When SIC is made aware that a tornado watch has been issued, campus security and members of the CERP will notify the campus of the tornado watch. When word is received that a tornado warning has been issued for the immediate area, campus security and members of the CERP will notify campus to follow the directions below. Classes will be disrupted when a tornado warning for the immediate area has been received.**

### **Directions for Buildings A, B, C, E & G**

- A Building go to A152 Copy Room
- B Building go to Hardin Corridor and rooms B105 B106, Pope Corridor and B140
- C Building go to the Locker Rooms men in the men's and women in the women's
- E Building go to F Building F120,F121,F122
- G Building go to lower level North Hallway near restrooms
- Move to an interior wall of the lowest level of the building in which you are located.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

### **Directions for Building D (Mary Jo Oldham Center for Child Study)**

- CSC and Pre-K will be located in A 113
- Move to the interior wall.
- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

### **Directions for the Technology Building**

- Move to the lowest level of the building.
- Occupy men's and women's restrooms first.
- Use corridor away from vending machines for overflow.



- Sit with head down or covered, facing away from windows.
- Wait for instructions from a college official or all clear.

**Unless the situation requires evacuation, all doors will remain closed and personnel and students will remain stationary until official “all clear” notice is received.**

**EARTHQUAKE - No warning can be given for an earthquake.**

At the beginning of the course, instructors and student work study supervisors explain to students the evacuation plan and alternate instructions and procedures if you are not available (out of the room or unconscious.)

Each employee is encouraged to bring one gallon of drinking water in a plastic container for storage in or near the individual’s work area. It will be the responsibility of the individual to keep his or her water supply fresh. In the event of an earthquake, only bottled water should be used until notification that the water system is safe.

**During an Earthquake:**

- Move away from windows, file cabinets or other potential hazards.
- If possible, get under desk, table, or other shelter, or against an inside wall. If the shelter moves, move with it and stay under it.
- If a jacket or other object is available, it could be used for additional head protection.
- Assume drop position (drop to knees with your back to windows, head down toward your knees, hands clasped behind your neck, arms against ears, eyes closed).
- Stay in the drop position until earthquake is over and/or until further instructions are given.

**If outside the school building or walking to or from buildings when an earthquake occurs:**

- Get clear of all buildings, trees, light poles, exposed wires, or other hazards that may fall. The safest place is in the open.
- Assume the drop position until quake is over.
- If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge. If traveling in vehicles such as a school bus, get under seats or in the aisles.

**After an Earthquake:**

**NIMS Activation: If damage is expected as a result of an earthquake the SIC NIMS plan will be activated.**

The following general precautions will be observed until instructed otherwise:

- **Do not** use the elevator.
- **Do not** smoke or light matches, even if outside (possible gas leaks).
- **Do not** stand in doorways.

- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

The first priority is the safety of all occupants of the building. The preservation of documents, facilities and vehicles is secondary. If your area is unsafe, vacate as soon as it is safe to do so.

**Do not** return until you receive the “**all clear**” from a college official. You should determine, ahead of time, a primary exit as well as several alternate escape routes.

The administrator in each locale should ascertain that all individuals are present and accounted for, and receive emergency assistance, as necessary. Any disabling injuries should be reported to the member of the crisis response team responsible for the area in which the injury occurred.

#### **Instructors:**

- Evacuate your students from the building as soon as you determine it is safe to do so or receive instructions from a college official.
- Designate several responsible students in each class to take attendance in the event that the instructor is not present or is incapacitated.
- When leaving classrooms, make every effort to verify that all students have been evacuated from the classroom. Announce that no one is to return to the room unless authorized to do so.
- Remain with your class group. Once at your prearranged location, send a responsible student to report the status and location of the class to the ICC (Incident Command Center) located in the MJOCCS (Mary Jo Oldham Center for Child Study) Building D. Students and instructors should remain at the prearranged location until re-entry to school buildings has been approved. If you are not with a class, report to the Incident Command Center.
- If there are seriously injured persons who cannot be moved, remain with the injured person (unless someone with medical training or another Southeastern Illinois College employee can stay with the injured person) and designate a responsible student to evacuate the rest of the students. Students with major injuries are to remain in the classroom (unless the location has an immediate threat to their lives). The injured student must be supervised by a responsible person until medical assistance can be obtained. Evacuate students with minor injuries before seeking medical attention.
- Note the name of anyone who, for any reason, leaves the class group to go to the first aid center, disaster center, home, etc.
- Off campus instructors shall notify the Incident Command Center (ICC) of the status of their students and location as soon as possible after the earthquake.

#### **All Southeastern Illinois College Employees:**

- Evacuate the building as soon as it is determined safe to do so. Try to remain calm and listen for directions. Remain alert for aftershocks, and be prepared to duck and cover during your evacuation.
- **When exiting any building ascertain that there is no falling debris and that the exit is free of potential dangers such as power lines or other hazards.** All individuals must remain a

safe distance away from buildings or any standing objects. Stay away from the east exit of C Building (gym) because of the proximity to the water tower, gas, and Southeastern Illinois Electric Cooperative Sub Station.

- The Chemistry lab and other special rooms will need to be shut down and the local hazardous materials response teams notified by contacting the Saline County Sheriff's Department.

**Custodians:** All available

**Before:**

- Assist the planning committee in identification of non-structural hazards.
- Assist in the reduction of non-structural hazards.
- Maintain inventory of food and water supplies.
- Know locations of and procedures for turning off water, gas, and electricity and intake valve on water heater(s).
- Know procedures for setting up emergency sanitary facilities.
- Know fire-fighting procedures and location of the fire extinguishers.
- Know location of search- and - rescue equipment.

**After:**

- Check utilities, turning off water, gas, electricity, and intake valves on water heaters and do whatever is necessary to minimize additional damage.
- Take elevators out of service using the following procedures:
  1. Requires 2 people
  2. Call elevator to the lowest floor
  3. Press the hold button when door opens
  4. First person proceeds to the elevator equipment room and disables power to elevator
  5. First person installs a lock-out device and pad lock on the disconnect
  6. Second person remains with the elevator to prohibit use
- Determine which utilities still work and which do not. Report findings to Incident Command Center (MJOCCS).
- Make a note of structural and non-structural damage when checking utilities. Report damage to the command center.
- Assist in evacuation, if necessary.
- Set up emergency sanitation system. Be sure not to use water or toilets until lines have been checked for damage.
- Assist with the relocating of any earthquake equipment and supplies
- Inventory food and water supplies and begin implementing procedures for distribution.

**Preferred Evacuation Sites** (After the assessment of the area has determined that light poles are not in danger of falling):

- Parking lots to the north of Buildings A and B

- Parking lot and field to the south of the Technology Building (stay away from the north and east entrances of C Building because of the water tower and gas)
- Parking lots south of Buildings E and F

All available nursing instructors and any staff with first aid training will staff the emergency first aid center and assist the injured.

**WEAPONS POSSESSION/ARMED OFFENDER/HOSTAGE/BARRICADED SITUATION THREAT OF VIOLENCE/INTRUDER ON CAMPUS:**

**NIMS Activation:** Any event on campus that involves a weapon possession, armed offender, hostage, barricading or immediate threat of violence on campus shall cause the SIC NIMS Plan to be activated.

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over individual(s) by use of force, or threat of force, or by other violent behavior/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out personal objective.

A threat of violence is any expression, verbal or non-verbal, of the intent to inflict harm, injury, or damage to persons or property.

The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. All threats of violence within a school may have serious consequences and can be expected to have a negative impact. Threats to students or staff, for example could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious incidents do not follow, threats typically result in significant adverse consequences to the victim, which may be physical, psychological, or both.

An intruder in the building is an individual in the building who appears suspicious and/or engages in threatening behavior. Any school personnel who observes an individual in the building who appears suspicious should notify campus security or a CERP member. **They will determine if it is an emergency situation.**

Any other non-student who is on school property and engages in threatening behavior should be treated as intruders.

**The Illinois Criminal Code governing this offense states that unlawful possession of a weapon on school property or within 1000 feet of a school in the state of Illinois is a Class 3 felony. Campus Security, CERP member or the administrator will determine if it is an emergency situation.**

**If it has been determined that an emergency situation exists, the following procedures will be followed:**

1. Contact campus security at 2911, 926-4986 (daytime), or 926-5403 (evening) and CERP member or administrator. Security will contact the Saline County Sheriff and Illinois State Police at 911. Make sure the police operator understands the specific details of the situation including the exact known location, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the 911 operator. Until assistance from the Illinois State Police arrives the emergency disaster procedures will be followed. **Once the Illinois State Police arrive they will be in charge of the situation.** Southeastern Illinois College staff will provide support and assistance only as requested by the Illinois State Police.
2. Notify all instructors and staff that you have an emergency situation. Instructors will make an assessment of the situation to determine the most appropriate response. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
3. Once an appropriate response has been determined, notify all students indoors and outdoors to respond accordingly.
4. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
5. All doors capable of being locked should remain locked. If the decision has been made to remain in the buildings students and staff should lay flat on the floor, remain quiet until the all-clear signal is given or other instructions are provided.
6. Assist police as directed by them.

## **BOMB THREATS**

**NIMS Activation:** Any bomb threat situation shall cause the SIC NIMS Plan to be activated.

A bomb threat is a threat alleging an explosive device is located on school properties. This threat may be made by telephone, in writing, e-mail, fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises. Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
5. Why did you place it or who placed it and why?

**All bomb threats are to be considered real and will be treated as such. Do not use radios. An explosive device could be set off by their use. If you are communicating with a person making a bomb threat:**

- Remain calm. Do not panic.

- Keep the caller on the line as long as possible.
- Record, as nearly as possible, every word spoken by the person calling.
- Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine where the call was made.
- Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
- Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
- **Immediately after the caller hangs up**, contact the administrator in charge or campus security if unable to locate an administrator. S/he will contact the Saline County Sheriff's Office. You will be asked to relay as much information as possible.

Until instructed otherwise by the Incident Command Center the following should be observed:

- All students and employees will evacuate the campus buildings and remain outside. No one is to reenter the buildings until the official **"all clear"** has been given.
- Do not use the elevator.
- The Saline County Sheriff's Department and/or Illinois State Police shall be responsible for the orderly search of the building and investigation of bomb threats received. These agencies may request assistance from other agencies or assistance for Southeastern Illinois College Staff.
- All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to emergency personnel any items or containers that are unusual or foreign to the normal operation of the school. **Do not handle any item under suspicion.**
- Should a suspicious object be located, do not move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
- The building will be under police authority if a bomb is discovered.
- **CERP members are not to leave the campus until they receive official notification.**
- After the search has been completed, an "all clear" shall be announced only after a confirmation has been obtained from the Saline County Sheriff's Department, Illinois State Police, or Fire Department stating the building has been searched and nothing found and is safe to return.
- If you are the person in charge, be sure to get the name of the person and rank that gives you the all clear. Be sure to include this in your incident report.
- Publicity shall be avoided as much as possible. Only the administrator or designee shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

### **BIOLOGICAL THREAT/INCIDENT**

A biological threat can occur naturally, accidentally or intentionally. A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. Intentional biological contamination may be done for terroristic reasons, with the

intent to infect a large number of people and cause a disruption of the college or societal functions. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the local Health Departments as needed.

**If you believe you have been exposed to a biological agent:**

- Remain calm and move away from the contamination source, but do not approach others.
- Notify Campus Security or call 911.
- Warn others, who may be nearby but not affected, to leave the area.
- Wait for medical and emergency personnel to arrive and provide direction.

**Campus Security will:**

- Quarantine affected persons & areas pending arrival of trained and properly equipped rescue/medical personnel.
- If contamination is verified by responding medical personnel, the local Health Department will be contacted.
- The local Health Department will contact U.S. Department of Homeland Security.
- Homeland Security and the local Health Department will determine if the a Pharmaceutical Distribution Plan should be activated. Plan is attached to this CEOP as Appendix G.
- If Pharmaceutical Distribution Plan is activated, Campus Security will await notification from the local Health Department, that pharmaceuticals are ready for pickup and will follow the plan in Appendix G.

**NIMS Activation:** If a biological threat or incident is suspected or confirmed, the SIC NIMS plan will be activated.

**PHARMACEUTICAL DISTRIBUTION**

The U.S. Department of Homeland Security, in conjunction with the local Health Department has established a Pharmaceutical Distribution Plan which would be implemented in case of a Biological Incident.

In the event that the plan was activated, Southeastern Illinois College and the SIC Security Department would serve as a site of and security for the distribution of medication to the on campus first responders and college staff.

The local Health Department will notify the College President that a need for mass distribution has occurred, at which time the SIC NIMS plan would be activated. SIC Security will follow the Pharmaceutical Distribution Plan procedures which are attached to this CEOP as Appendix G.

**NIMS Activation:** In the event of a pharmaceutical Distribution Plan activation, the SIC NIMS plan (Appendix A) would be activated.

## **HAZARDOUS MATERIAL/CHEMICAL SPILLS**

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 533 encompasses a large agricultural and mining area. Hazardous materials are transported near the SIC campus via state and county roadways. The campus has a moderate exposure to a hazardous material spill.

**If you detect a hazardous material spill that may impact the campus please follow these instructions until directed differently by an Incident Command Center:**

- Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station, to warn others in the area.
- Notify Campus Security or call 911 directly with the exact location and any information you may have on the material involved.
- If possible notify the Director of Environment Services and request a “shut down” of the ventilation systems.
- Safely assist any injured persons away from the area of the spill if possible. Take no risks.
- If you have the MSDS sheet or the technical name of the product, advise Campus Security or the Director of Environmental Services.

**In the event of a hazardous material spill from an external source:**

- An announcement will be made as soon as information is available.
- Close all windows and if possible shut down any air intakes you may have access to.
- Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

**NIMS Activation:** In the event of a hazardous material spill, the SIC NIMS plan (Appendix A) will be activated.

## **EMPLOYER/STUDENT/VISITOR INCIDENT**

If the incident did not call for the activation of the SIC NIMS Plan, all staff involved with, or witness to, an accident should complete an Employee and Student Accident Report Form the day of the accident. The original should be submitted to the Office of the Vice President for Administration and Business Affairs and one copy to campus security. Student copies should be sent to the Dean of Student Affairs. **Copies of the forms should not be provided to students unless requested through the Office of the Vice President for Administration and Business Affairs. Forms are available from campus security and CERP members.** Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.

**Steps to follow during the regular daytime hours on campus:**

The employee first aware of the situation should call the appropriate CERP member and campus security at 926-4986 or 2911.



**If it is necessary to call for outside assistance, call 911.**

Call **911** from any phone.

**Life Threatening** - If the employee feels the situation is life threatening, s/he should call an ambulance immediately (911) and give his or her name and the exact location of the emergency.

**Not Life Threatening** - The employee should call for assistance and stay with the person having the problem until help arrives and render any help which s/he can give.

If the CERP member responding feels the situation is not life threatening and the person is fully conscious and able to communicate, it will be necessary for that person to make his or her own decision relative to obtaining medical help. If the person is unable to decide concerning medical treatment, the responding CERP member will contact the parent/guardian/spouse/or other close relative concerning medical treatment.

If the person is immobile, the employee should call a CERP member.

**Steps to Follow During The Evening Hours (After 4:30 P.m.) On Campus** - The employee first aware of the emergency situation is to call the evening administrator or campus security at 2911 or 926-5403. **If the situation is life threatening, call 911 immediately.** The employee is to stay with the person until help arrives and render any help which s/he can give.

**Not Life Threatening During The Evening Hours (After 4:30 P.m.) On Campus** - If the employee feels the situation is not life threatening and the person is mobile, he or she should be brought to the nearest easily accessible area. If the person is immobile, the employee should not attempt to move the person. The employee will contact the security officer at 926-5403. If appropriate and/or requested, attempt to call a parent/guardian or ambulance.

If the person is unable to decide concerning medical treatment, the evening administrator or security officer will attempt to call the parent/guardian/spouse or other close relative in order to make a decision concerning medical treatment.

**Steps to Follow on Friday Night or Weekends:** - The employee or sponsor in charge should contact the administrator on duty or a custodian for assistance to contact the parent/guardian/spouse/other close relative or ambulance (911).

**Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President for Administration and Business Affairs.**

### **POWER OUTAGES**

In the event of a power outage instructors are requested to stay with their students until the source and duration of the power outage can be determined. The Director of Environmental Services and maintenance staff will immediately respond to the electrical closets, make a determination as to the problem and the possible duration of the outage, and then notify the president or his/her designee as to the circumstances so that the appropriate action can be

taken. The president or his/her designee will then notify administrators, who will then notify instructors and students of any decision concerning whether or not classes will be held or canceled. Every attempt will be made to make the class cancellation decision thirty (30) minutes prior to the start of class.

The CERP's, administrative staff, and security will patrol the hallways, answer questions and provide any necessary assistance. The designated CERP member will determine if there are any individuals with disabilities requiring assistance and report any findings to the appropriate CERP team who will coordinate any necessary evacuation procedures.

**Classes may not resume and offices open until power is restored AND an "all clear" has been given.** Although power is restored, the "all clear" will not be given until fire alarm and other electrical systems have been evaluated and determined functional.

### **ABDUCTION**

This occurs when a person knowingly retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement. This does not have to be removal of the person from the school but can be the detainment of the person in a school by an unauthorized person.

#### **Procedure:**

1. Call campus security at 2911, 926-4986 (daytime), or 926-5403 (evening), **and** local police at **911**. Identify yourself and give your specific location, at Southeastern Illinois College, and the nature of the emergency. Give all information you have available, i.e., description of the person and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. If the abduction involves a MJOCCS student, the Coordinator of the MJOCCS will notify the parents of the situation and steps being taken.
3. Keep any witnesses, both adults and students, in an office or vacant classroom and preferably separated to prevent sharing stories.
4. Secure the area of conflict, location of the vehicle involved, i.e., making it possible to maintain any evidence for law enforcement investigation.
5. Assist the police. (Have pictures and files available, students and suspects.)
6. Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

**NIMS Activation:** Should an abduction become an extended impact to campus the SIC NIMS Plan shall be activated.

# ENGAGING BYSTANDERS TO PREVENT SEXUAL VIOLENCE

## Bulletin

*Sexual violence is any type of unwanted sexual contact. Sexual violence affects men, women, and children, at any age in their lives regardless of their gender expression or sexuality. This can include words or actions of a sexual nature without a person's consent or against someone who is unable to give consent due to age, disability, illness, or the influence of drugs and alcohol. A person who perpetrates sexual violence might use force, threats, manipulation or coercion to commit sexual violence (National Sexual Violence Resource Center [NSVRC], 2010). Our cultural attitudes, beliefs, and social norms can influence or promote the decision to engage in these acts.*

Sexual violence affects everyone: individuals, families, communities, and the larger society. While some forms of sexual violence – such as sexist and sexually violent jokes, comments about someone's appearance, sexual orientation or gender identity, catcalling, sexually explicit comments, and vulgar gestures – might not be illegal, this does not make them less threatening or harmful to the person victimized. All of these behaviors contribute to a culture that accepts sexual violence. Bystanders can speak up when they witness these actions in order to promote safety, respectful relationships, and safer communities. Sexual violence can be prevented.

Many opportunities exist in daily life where you can prevent behaviors that

### **Social norms**

**Norms help shape behavior. They shape our attitudes, beliefs and standards of what behavior is considered OK and not OK (Davis, Parks, & Cohen, 2010).**

promote sexual violence. Research has shown that, on average, third parties (individuals who are neither the victims<sup>1</sup> nor the perpetrators of violence) prevented injuries in 1.2 million violent victimizations annually between 1993 and 1999 (Planty, 2002). We use the term “bystander” to describe these third parties.

You, as a community member, play a critical role in preventing sexual violence by establishing healthy

<sup>1</sup>Throughout this document, the terms “victim” and “survivor” are used interchangeably to be inclusive of the various ways people who have experienced sexual violence might identify.

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and positive relationships that are based on respect, safety, and equality. Everyone can play an active role in stopping sexual violence before it occurs by becoming engaged bystanders. Many studies have shown that bystander intervention programs are effective in changing participant's attitudes and willingness to intervene (Banyard, Moynihan, & Plante, 2007; Cissner, 2009; Coker et al., 2011; Potter, 2012). This document provides practical tips for community members on how to be an engaged bystander in sexual violence prevention.

### **What is an engaged bystander?**

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An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a joke about rape, or touches someone in a sexual manner. Bystanders might also witness other forms of sexual violence. Bystanders who witness the behavior or hear the comment can intervene in a positive way that will help create a safer environment.

### **When and how to intervene**

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You can be an engaged bystander in many ways to help promote healthy, respectful relationships that are free of sexual violence. The social norms that contribute to accepting sexual violence in our society are norms that glorify power over others, objectify women, tolerate violence and aggression, promote male dominance, and foster notions of privacy to the point of secrecy about sexual violence (Davis et

### **Rape myths**

Rape myths are stereotypes, attitudes, and beliefs about rape, survivors, and perpetrators that are false, but are held to be true. Research has shown that bystander prevention programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participant's acceptance of rape myths, and increasing the likelihood that they will intervene as an engaged bystander (Banyard et al., 2007). When you become an engaged bystander, you help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members (Tabachnick, 2009).

al., 2010). Other negative social norms include children shown in a sexual way and adults' misuse and abuse of power over children. Changing social norms can decrease sexual violence in a community (Fabiano, Perkins, Berkowitz, Linkenbach, & Stark, 2003). When you decide to interrupt social norms that perpetuate sexual violence in our culture, you are acting as an engaged bystander.

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is vital in deciding when and how to respond to sexual violence. Every person must decide for





themselves the safest and most effective way to become an engaged bystander. Here are ideas on how you can maintain safety while being an engaged bystander:

- When you witness sexual violence, get support from people around you; you do not have to act alone.
- Contact your local community-based sexual assault center to see if they offer resources or training on bystander intervention. You can find your local program by contacting your state, territory,

or tribal sexual violence prevention coalition. Visit [www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions) for coalition contact information.

- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct, and honest.
- If you see or hear something and you do not feel safe, contact such authorities as the police, Child Protective Services, or Adult Protective Services.

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## Examples of bystander intervention

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How would you intervene in the following scenarios?

### IN YOUR COMMUNITY

**Q: You are going home from work using public transportation. You see someone sitting on a bench reading a magazine being watched by someone nearby. You see that the stares are making the person feel uncomfortable. What can you do?**

**A:** You can go sit next to the person or place yourself in between the two people to block the stares.

### IN ONLINE SPACES

**Q: After reading an online article about someone who was sexually assaulted, you notice a comment that someone posted implying that the person deserved to get raped because of how they were dressed and how much they had to drink. What do you do?**

**A:** You can respond to the comment by expressing that sexual assault is never survivors' fault. It does not matter what clothes they were wearing or how much they had to drink. The responsibility lies with people who choose to commit sexual violence, not the actions of survivors.

### WITH YOUR FRIENDS

**Q: You're at a bar with your friends, and one of them starts flirting with someone. You can tell that the other person is not interested, but your friend will not leave them alone. What do you do?**

**A:** You can approach your friend and start a conversation to distract them from the disinterested person.



### IN SCHOOL

**Q: You are in the lunch room with your friends, and a group of students nearby start making sexual gestures and comments to one of your friends. Your friend tries to ignore the comments, but you see that he or she is upset. What do you do?**

**A:** You can tell the group making the comments to stop sexually harassing your friend. You could ask your friend if he or she wants to leave and tell a teacher or principal about the harassment.



### AT A SPORTING EVENT

**Q: You are at your child's football game and you overhear one of the parents yelling at the team to stop playing like girls. What do you do?**

**A:** Talk with the parent who is yelling at the children. Say that you don't think it is appropriate to make comments like that. You can inform them that your daughter just made the varsity team at her school.

### WITH YOUR TEENAGE CHILD

**Q: Your teenager has started his or her first romantic relationship. You would like to make sure that he or she is in a healthy relationship. What do you do?**

**A:** Sit down with your teenager and talk about what a healthy relationship means to them. Ask if their partner exhibits the traits that

they listed. The resources below provide helpful language and information on healthy sexuality and healthy relationships:

- **Planned Parenthood Federation of America:**

[www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm](http://www.plannedparenthood.org/parents/talking-kids-about-sex-sexuality-37962.htm)

- **Sexuality Information and Education Council of the United States:**

[www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1](http://www.siecus.org/index.cfm?fuseaction=page.viewPage&pageID=632&nodeID=1)

### WITH CHILDREN

**Q: You are a chaperone on a school field trip and you see one of the other chaperones hugging and touching a group of children. You can see that this is making some of the children uncomfortable. What do you do?**

**A:** You can ask the person directly to stop their behavior, or stay close to the children who are being targeted. Afterward, talk with a teacher or other school official and address what you saw. Bring up your concerns about appropriate boundaries and potential child sexual abuse.

### WITH ADULTS IN LATER LIFE

**Q: You care for your parent in your home. While you are at work, you have a nurse care for your parent. One day you arrive home early and you overhear the nurse making sexual jokes and innuendos to your parent. What do you do?**

**A:** Approach the nurse and tell him or her not to talk to your parent like that. Call the nurse's employer to inform them that this behavior is sexual harassment, and you expect it to be dealt with accordingly. Other options include calling Adult Protective Services or a government official in your state.



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## WITH YOUR COWORKERS

**Q: You overhear a female supervisor say that she wishes her boyfriend had a butt like that of a male employee she supervises. What do you do?**

**A:** You can talk with your supervisor directly or follow the steps to report the incident based on your workplace's sexual harassment policy.

## WITH YOUR FAMILY

**Q: You are watching a crime show on television with your mother, and a story comes on about someone being raped by a friend. Your mother makes a comment that the victim is lying because the victim and the perpetrator were friends. What do you do?**

**A:** Inform your mother that many victims are raped by friends, family, or someone the victim knows.

### Checklist for being an engaged bystander

- ✓ Am I aware there is a problem or that someone needs help?
- ✓ What are my options?
- ✓ Can I keep myself safe?
- ✓ Can I call on others for help?
- ✓ What are the costs and benefits for me taking action?
- ✓ What action should I take?
- ✓ Do Something!

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More scenarios are available on NSVRC's website at [www.nsvrc.org/saam/bystander-resources](http://www.nsvrc.org/saam/bystander-resources). Submit your stories about how you are an engaged bystander to [www.nsvrc.org/projects/bystander/share-your-stories](http://www.nsvrc.org/projects/bystander/share-your-stories).

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## Resources

For more information on this topic and tips on how to be an engaged bystander, check out the following resources:

### WEBSITES

#### Bringing in the Bystander®

[www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1](http://www.unh.edu/preventioninnovations/index.cfm?ID=BCC7DE31-CE05-901F-OEC95D-F7AB5B31F1)

#### Child Welfare Information Gateway State Child Abuse Reporting Numbers

[www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=5&rate\\_chno=11-11172](http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=11-11172)

#### Green Dot

[www.livethegreendot.com](http://www.livethegreendot.com)

#### Hollaback!

[www.ihollaback.org](http://www.ihollaback.org)

#### Know Your Power®

[www.know-your-power.org](http://www.know-your-power.org)



**MyStrength Campaign**

[www.mystrength.org](http://www.mystrength.org)

**National Adult Protective Services Association**

[www.napsa-now.org/get-help/help-in-your-area](http://www.napsa-now.org/get-help/help-in-your-area)

**National Sexual Violence Resource Center  
Bystander Intervention Resources**

[www.nsvrc.org/projects/bystander-intervention-resources](http://www.nsvrc.org/projects/bystander-intervention-resources)

**That's Not Cool**

[www.thatsnotcool.com](http://www.thatsnotcool.com)

**The Red Flag Campaign**

[www.theredflagcampaign.org](http://www.theredflagcampaign.org)

**MOBILE APPS****Hollaback!** (2012). Hollaback!

[Mobile application software.] Available from [www.ihollaback.org/resources/iphone-and-droid-apps](http://www.ihollaback.org/resources/iphone-and-droid-apps)

**The Line Campaign.** (2012). Circle of 6

[Mobile application software.] Retrieved from [www.circleof6app.com](http://www.circleof6app.com)

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For more information, contact the National Sexual Violence Resource Center at 877-739-3895 or visit <http://tinyurl.com/ofrw5v2>

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## **PROCEDURES IMPLEMENTING SOUTHEASTERN ILLINOIS COLLEGE'S PROHIBITION OF SEXUAL DISCRIMINATION, HARASSMENT AND MISCONDUCT**

### **I. Purpose**

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires timely warning to the community of certain immediate threats; and the Illinois Preventing Sexual Violence in Higher Education Act.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

### **II. Jurisdiction**

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A.** On College property; or
- B.** Off College property if:
  - 1. The conduct was in connection with a College or College-recognized program or activity; or
  - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

### **III. Scope**

#### **A. Students**

Sections I-II, III(A), and IV-XIV governs sexual discrimination, harassment and/or misconduct involving students, such as:

- 1. A student victim and/or complainant and a student respondent;
- 2. A student victim and/or complainant and an employee or third-party respondent;

3. An employee victim and/or complainant and a student respondent; and
4. A third-party victim and/or complainant and a student respondent.

## **B. Non-Students**

The following Sections govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

## **IV. Definitions**

- A. Awareness Programming:** institutional action designed to communicate the prevalence of sexual violence, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- B. Bystander Intervention:** the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and/or misconduct. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- C. Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential advisors receive 40 hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six hours of annual training on issues related to sexual violence. Confidential advisors also receive period training on the College administrative process, interim protective measures and accommodations, and complaint resolution procedures. Confidential advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” in Section VII(B), below, are not confidential advisors.
- D. Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing

or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

- E. Dating Violence:** The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- G. Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- H. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- I. Incapacitation:** When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- J. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- K. Preponderance of the Evidence:** when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.

- L. Primary Prevention Programming:** institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- M. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- N. Sexual Assault:** Any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.
- "Non-consensual sexual contact" is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
  - "Non-consensual sexual intercourse" is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- O. Sex Discrimination:** Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- P. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or

a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

**Q. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.
- Non-Verbal: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

**R. Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

**S. Sexual Violence:** Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**T. Survivor:** an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

**U. Survivor-Centered:** a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that: 1) ensures the compassionate and sensitive

delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

**V. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

**W. Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

**X. Trauma-Informed Response:** a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

## **V. Administration**

### **A. Title IX Coordinator**

The College has designated the Academic Advisor—Transfer Specialist as the Title IX Coordinator.

Academic Advisor—Transfer Specialist  
Southeastern Illinois College  
3575 College Rd.  
Harrisburg, IL 62946  
Room E132  
Telephone: (618) 252-5400 ext. 2431  
Email: [titleix@sic.edu](mailto:titleix@sic.edu)

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
  - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.



- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

#### **B. Department of Human Resources**

The Department of Human Resources will partner with the Chief Student Services Officer and/or the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College's response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

### **VI. Options for Assistance Following an Incident of Sexual Discrimination, Harassment or Misconduct**

#### **A. Immediate Assistance**

- On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive

Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

\*Indicates Confidential Advisors as defined in Section IV(C), above.

- Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Campus Security  
Southeastern Illinois College  
(618) 252-5400 ext. 2911

Saline Co. Sheriff's Department  
(618) 252-8661 or (618) 252-8662

- On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

\*Harrisburg Medical Center  
100 Dr. Warren Tuttle Drive  
Harrisburg, IL 62946  
(618) 253-7671

\*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

## **B. Ongoing Assistance for Students**

1. On- and Off-Campus Counseling, Advocacy and Support.

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive  
Marion, IL 62959

(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

**C. Ongoing Assistance for Employees**

Human Resources Manager  
E236  
(618) 252-5400 ext. 2101

**VII. Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or Misconduct**

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees", constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below. Regardless of to whom a report is made, the College is obligated to provide the student victim with concise information, written in plain language, concerning the student victim's rights and options pursuant to this procedure.

Immunity for Good Faith Reporting: students who in good faith report an alleged violation of the College's prohibition of sexual discrimination, harassment and misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (for example, underage drinking) revealed in the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

#### **A. Student Privileged and Confidential Communications**

1. Mental-Health Counselors. Professional, licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a student victim's permission.

Contact information for such mental-health counselors is as follows:

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

2. Non-Mental-Health Counselors and Advocates. Individuals who work or volunteer in the on-campus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Chief Student Services Officer and/or the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

The Women's Center  
1111 Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Mental-health counselors and non-mental-health counselors and advocates are Confidential Advisors as defined in Section IV(C), above. A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.

Note: While these counselors and advocates may maintain a student victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

## **B. Student Reporting to "Responsible Employees"**

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Chief Student Services Officer and/or the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened – including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Security
- Coaches

Before a student victim reveals any information to Responsible Employee, the employee should ensure that the student victim understands the employee's reporting obligations – and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim's request for confidentiality.

**C. Student Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond**

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim's request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Chief Student Services Officer
- Chief Financial Officer
- Human Resources Manager
- Title IX Coordinator

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
  - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
  - Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;
  - Whether the sexual discrimination was committed by multiple perpetrators;
- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

**If the College determines that it cannot maintain a student victim's confidentiality,** the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

**If the College determines that it can respect a student victim's request for confidentiality,** the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;

- Revising and publicizing the College’s policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

#### **VIII. Employee Reporting and Disclosing Sexual Discrimination, Harassment and/or Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Chief Student Services Officer and/or Title IX Coordinator or any Responsible Employee.

#### **IX. Interim Measures**

The College will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

#### **X. Miscellaneous**

- A. Take Back the Night and Other Public Awareness Events.** Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education



and prevention efforts, and the College will provide information about students' Title IX rights at these events.

- B. Electronic and/or Anonymous Reporting.** Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <https://www.sic.edu/emergency-security/anonymous-crime-report-form>. Where a reporter chooses to provide his/her identity and contact information, the College shall respond to the reporter within 12 hours.
- C. Off-Campus Counselors and Advocates.** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is as follows:

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center  
1111 Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

Note: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

- D. Clery Act Reporting Obligations.** Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of

sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## **XI. Title IX Complaint Investigation Procedures**

### **A. Investigation Procedures**

1. Initiation of Investigation by the Chief Student Services Officer and/or the Title IX Coordinator: Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Chief Student Services Officer and/or the Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Chief Student Services Officer and/or the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted. The Standards of Conduct outlines the investigative process.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Chief Student Services Officer and/or the Title IX Coordinator will partner with the Department of Human Resources in investigating the complaint. In cases involving a College employee Respondent, the Department of Human Resources will recommend appropriate sanctions against the College employee respondent. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

2. Interim Measures Provided: During the investigation, the Chief Student Services Officer and/or the Title IX Coordinator will ensure the victim and/or complainant receive written notice of and the opportunity to obtain Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with Campus Police or law enforcement agencies.
3. Notice to Respondent:
  - a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
  - b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. Due Process Rights of Victim and/or Complainant and Respondent
  - a. The victim and/or complainant and student respondent will each be notified of the individual(s) with authority to make a finding or impose a sanction in their proceeding before the individual(s) initiate contact with either party. Both parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
  - b. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.

- c. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law. The advisor must comply with any rules in the College's complaint resolution procedure regarding the advisor's role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.
  - d. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.
- 5. Evidence Considered: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.
  - 6. Preservation of Evidence: The Chief Student Services Officer and/or the Title IX Coordinator will provide the victim and/or complainant with information regarding the importance of preserving physical evidence of sexual violence and the availability of medical forensic services on at no charge pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Any physical evidence gathered by the investigator will be preserved by Campus Security.
  - 7. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
  - 8. Report of Investigation: At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Chief Student Services Officer and/or the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

## **B. Determination**

1. Determination Based Upon Preponderance of the Evidence: The Chief Student Services Officer and/or the Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. The Standards of Conduct outlines the investigative process.
2. Notice to Respondent: For student respondents, within seven (7) days after receipt of the investigator's report, the Chief Student Services Officer and/or the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
  - a. Disciplinary sanctions; and
  - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Chief Student Services Officer and/or the Title IX Coordinator will notify the victim and/or complainant via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:
  - a. Any individual remedies offered or provided to the victim and/or complainant;
  - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
  - c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
  - d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
  - e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

### C. Sanctions, Protective Actions, and Remedies

1. Sanctions. Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions set forth in the College's Standards of Conduct, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

2. Protective Actions. The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. Campus Security will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
3. Remedies. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing counseling services;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and

- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

## **XII. Title IX Appeal Procedures for Victims and/or Complainants and Student Respondents**

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Chief Student Services Officer and/or the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal per the Standards of Conduct.

The appeal request must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. New evidence not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

In the event a victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Chief Student Services Officer and/or the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

## **XIII. Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

## **XIV. Training**

The Chief Student Services Officer, Title IX Coordinator, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual

discrimination, harassment and misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who resolve complaints receive at least 8-10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

All confidential advisors receive 40 hours of training on sexual violence before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

#### **XV. Procedures Governing Complaints Solely Involving Employees and/or Third Parties**

An employee or third party should notify the Human Resources Manager if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 9016. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

## **Policy Statement Addressing Timely Warning**

### **Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Student Services Officer/Executive Dean of Student Services or Chief Financial Officer/Executive Dean of Administrative Services, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: [www.sic.edu](http://www.sic.edu), providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.



## **Policy Statement Addressing Preparation of Disclosure of Crime Statistics**

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

The office of the Chief Student Services Officer/Executive Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is located on our web site at <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>. You will also be able to connect to our site via the SIC Home page at [www.sic.edu](http://www.sic.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Chief Student Services Officer/Executive Dean of Student Services located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.

## Policy Statement Addressing the Reporting of Criminal Offenses

### To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

<b>Title</b>	<b>Location (618) 252-5400</b>
Director of Environmental Services	A152 A Ext. 2570
Environmental Services Secretary	A152 Ext. 2572
Chief Student Services Officer/Executive Dean of Student Services	E128 Ext. 2400
Administrative Assistant to the Chief Student Services Officer/Executive Dean of Student Services	E129 Ext. 2401
Chief Financial Officer/Executive Dean of Administrative Services	E245 Ext. 2500
Assistant to the Chief Financial Officer/Executive Dean of Administrative Services	E254 Ext. 2510
Campus Security	A 152B Ext. 2911
Campus Safety Coordinator	G132 Ext. 2312
Title IX Coordinator	E132 Ext. 2431

## **Policy Statement Addressing Voluntary Confidential Reporting**

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Policy Statement Addressing Limited Voluntary Confidential Reporting**

### **CRIME REPORTING**

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Please note, police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified above.

## **Policy Statement Addressing Security and Access**

### **Access Policy**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

**Policy Statement Addressing Campus Law Enforcement  
(For Institutions Whose Police Do Not Have Arrest Authority)**

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security maintains a highly professional working relationship with the Saline County Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Chief Student Services Officer/Executive Dean of Student Services office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Chief Student Services Officer/Executive Dean of Student Services office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Statement Addressing Counselors  
(For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.



## **Policy Statement Addressing Security Awareness Programs**

### **Security Awareness Programs**

During new student orientation students are provided information of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, may present crime prevention awareness information on sexual assault (rape and acquaintance rape), theft, vandalism, and personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition, information may be disseminated to students and employees through monthly educational emails, crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

## **Policy Statement Addressing Crime Prevention Programs**

### **Crime Prevention Programs**

The Threat Assessment Team and Campus Security provide information on crime prevention and personal safety throughout the year. Information may be disseminated through email, informational fliers at new student and new employee orientations, or other means. Information includes educational strategies and tips on how individuals can protect themselves from sexual assault, theft and other crimes.

**Policy Statement Addressing Criminal Activity Off-Campus  
(For Institutions Whose Police Do Not Monitor Off-Campus Activity)**

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

## **Policy Statement Addressing Substance Abuse Education**

### **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

#### **PREVENTION PROGRAMS**

The College has developed a policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

#### **LOCAL, STATE & FEDERAL LEGAL SANCTIONS**

##### **Legal Sanctions – Laws Governing Alcohol**

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

## **Notice of Availability of Annual Security Report**

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Chief Student Services Officer/Executive Dean of Student Services office or by accessing the following web site: <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

## **Statement on the State Sex Offender Registry**

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website: <http://www.isp.state.il.us/sor/>



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title: Equity in Athletics Disclosure**

**Office of Origin: Executive Dean of Student Services**

**Document Summary: Equity in Athletics disclosure e-mail, dated 10/15/2018.**

**Cara Lehman**

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**From:** Chad Flannery  
**Sent:** Monday, October 15, 2018 10:30 AM  
**To:** Chad Flannery  
**Subject:** Equity in Athletics Disclosure

The 2018 Equity in Athletics disclosure for Southeastern Illinois College can be accessed at:  
[http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/EADA\\_Data2018.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/EADA_Data2018.pdf)

This information can be obtained from the College's Higher Education Opportunity Act webpage:  
<http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act>

Paper copies can be obtained in the office of the Executive Dean of Student Services, located E129.

Thanks,

CHAD FLANNERY  
EXECUTIVE DEAN OF STUDENT SERVICES  
SOUTHEASTERN ILLINOIS COLLEGE  
3575 COLLEGE RD.  
HARRISBURG, IL 62946  
(618) 252-5400 EXT. 2400  
[CHAD.FLANNERY@SIC.EDU](mailto:CHAD.FLANNERY@SIC.EDU)



# Equity in Athletics 2018

Institution: Southeastern Illinois College (148937)

User ID: E1489371

## Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

### 1. How will you report Operating (Game-day) Expenses?

<input checked="" type="radio"/>	By Team	<input type="radio"/>	Per Participant
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### 2. Select the type of varsity sports teams at your institution.

<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams

### 3. Do any of your teams have assistant coaches?

<input checked="" type="radio"/>	Yes
<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams
<input type="radio"/>	No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

# Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.									
Sport	Men's		Women's		Sport	Men's		Women's	
Archery	<input type="checkbox"/>		<input type="checkbox"/>		Badminton	<input type="checkbox"/>		<input type="checkbox"/>	
Baseball	<input checked="" type="checkbox"/>				Basketball	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Beach Volleyball	<input type="checkbox"/>		<input type="checkbox"/>		Bowling	<input type="checkbox"/>		<input type="checkbox"/>	
Cross Country	<input type="checkbox"/>		<input type="checkbox"/>		Diving	<input type="checkbox"/>		<input type="checkbox"/>	
Equestrian	<input type="checkbox"/>		<input type="checkbox"/>		Fencing	<input type="checkbox"/>		<input type="checkbox"/>	
Field Hockey			<input type="checkbox"/>		Football	<input type="checkbox"/>			
Golf	<input type="checkbox"/>		<input type="checkbox"/>		Gymnastics	<input type="checkbox"/>		<input type="checkbox"/>	
Ice Hockey	<input type="checkbox"/>		<input type="checkbox"/>		Lacrosse	<input type="checkbox"/>		<input type="checkbox"/>	
Rifle	<input type="checkbox"/>		<input type="checkbox"/>		Rodeo	<input type="checkbox"/>		<input type="checkbox"/>	
Rowing	<input type="checkbox"/>		<input type="checkbox"/>		Sailing	<input type="checkbox"/>		<input type="checkbox"/>	
Skiing	<input type="checkbox"/>		<input type="checkbox"/>		Soccer	<input type="checkbox"/>		<input type="checkbox"/>	
Softball			<input checked="" type="checkbox"/>		Squash	<input type="checkbox"/>		<input type="checkbox"/>	
Swimming	<input type="checkbox"/>		<input type="checkbox"/>		Swimming and Diving (combined)	<input type="checkbox"/>		<input type="checkbox"/>	
Synchronized Swimming			<input type="checkbox"/>		Table Tennis	<input type="checkbox"/>		<input type="checkbox"/>	
Team Handball	<input type="checkbox"/>		<input type="checkbox"/>		Tennis	<input type="checkbox"/>		<input type="checkbox"/>	
Track and Field (Indoor)	<input type="checkbox"/>		<input type="checkbox"/>		Track and Field (Outdoor)	<input type="checkbox"/>		<input type="checkbox"/>	
Track and Field and Cross Country (combined)	<input type="checkbox"/>		<input type="checkbox"/>		Volleyball	<input type="checkbox"/>		<input type="checkbox"/>	
Water Polo	<input type="checkbox"/>		<input type="checkbox"/>		Weight Lifting	<input type="checkbox"/>		<input type="checkbox"/>	
Wrestling	<input type="checkbox"/>		<input type="checkbox"/>		Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>		<input type="checkbox"/>	

CAVEAT  
The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

\* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

# Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	32	
Basketball	17	11
Softball		11
Total Participants Men's and Women's Teams	49	22
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	49	22

CAVEAT  
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

## Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.  
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1	1						1
Basketball		1		1					1
Coaching Position Totals	0	2	1	1	0	0	0	0	2

CAVEAT

## Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.  
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball		1		1					1
Softball						1	1		1
Coaching Position Totals	0	1	0	1	0	1	1	0	2
CAVEAT									

# Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	4,919	4,919
Number of Head Coaching Positions Used to Calculate the Average	2	2
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	32,793	32,793
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.30	0.30
CAVEAT		

## Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1		1					1
Basketball		1		1					1
Coaching Position Totals	0	2	0	2	0	0	0	0	2

CAVEAT

## Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball						1		1	1
Softball		1		1					1
Coaching Position Totals	0	1	0	1	0	1	0	1	2

CAVEAT



# Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	3,748	3,748
Number of Assistant Coaching Positions Used to Calculate the Average	2	2
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	32,591	32,591
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.23	0.23
CAVEAT		

# Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	114,016	81,349	195,365
Ratio (percent)	58	42	100%

CAVEAT

# Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0

CAVEAT

# Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click here for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Women's Teams		By Total Team	Operating Expenses
		Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant		
Basketball	17	1,346	22,880	11	1,760	19,364	42,244
Baseball	32	843	26,987				26,987
Softball				11	1,512	16,634	16,634
Total Operating Expenses Men's and Women's Teams	49		49,867	22		35,998	85,865

CAVEAT

Note: This screen is for game-day expenses only.

# Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	73,906	69,081	142,987
Baseball	108,401		108,401
Softball		65,600	65,600
Total Expenses of all Sports, Except Football and Basketball, Combined	108,401	65,600	174,001
Total Expenses Men's and Women's Teams	182,307	134,681	316,988
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			17,998
Grand Total Expenses			334,986

CAVEAT

# Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.  
Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.  
**Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.**

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	73,906	69,081	142,987
Baseball	108,401		108,401
Softball		65,600	65,600
Total Revenues of all Sports, Except Football and Basketball, Combined	108,401	65,600	174,001
Total Revenues Men's and Women's Teams	182,307	134,681	316,988
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			17,998
Grand Total for all Teams (includes by team and not allocated by gender/sport)			334,986

CAVEAT

## Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	9,838	9,838	19,676
2 Total of Assistant Coaches' Salaries	7,496	7,496	14,992
3 Total Salaries (Lines 1+2)	17,334	17,334	34,668
4 Athletically Related Student Aid	114,016	81,349	195,365
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	49,867	35,998	85,865
7 Summary of Subset Expenses (Lines 3+4+5+6)	181,217	134,681	315,898
8 Total Expenses for Teams	182,307	134,681	316,988
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	1,090	0	1,090
10 Not Allocated Expenses			17,998
11 Grand Total Expenses (Lines 8+10)			334,986
12 Total Revenues for Teams	182,307	134,681	316,988
13 Not Allocated Revenues			17,998
14 Grand Total Revenues (Lines 12+13)			334,986
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the [Navigation Menu](#).  
To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the “Next” button on this screen.

## Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.  
This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.  
To explain specific data entered on a previous screen, please use the caveat box on that screen.



[Home](#) › [Your Right to Know](#) › Higher Ed Opportunity Act

## HIGHER ED OPPORTUNITY ACT

Southeastern Illinois College is required to disclose various consumer information as authorized by the [Higher Education Opportunity Act](#). Unless otherwise specified, the information is available upon request at the Enrollment Services Office located on the lower level of the Abell Administration Building E.

### CONTACTS FOR INSTITUTIONAL OR FINANCIAL AID INFORMATION

618-252-5400 (local) or 866-338-2742 (toll free)

<a href="#">Institutional</a>  <i>Chad Flannery</i> Email: <a href="mailto:chad.flannery@sic.edu">chad.flannery@sic.edu</a> Phone: 618-252-5400 ext. 2401	<a href="#">Financial Aid Director</a>  <i>Michelle Metten</i> Email: <a href="mailto:fao@sic.edu">fao@sic.edu</a> Phone: 618-252-5400 ext. 4110
<a href="#">ADA/Section 504 Coordinator</a>  <i>Tyler Billman</i> Location: E126 Email: <a href="mailto:tyler.billman@sic.edu">tyler.billman@sic.edu</a> Phone: 618-252-5400 ext. 2430	<a href="#">Title IX Coordinator</a>  <i>Maggie Calcaterra</i> Location: E132 Email: <a href="mailto:m.calcaterra@sic.edu">m.calcaterra@sic.edu</a> Phone: 618-252-5400 ext. 2431

### GENERAL INSTITUTIONAL INFORMATION

- [Privacy of Student Records - Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Facilities and Services for Students with Disabilities](#)
- [Student Diversity](#)
- [Price of Attendance](#)
- [Estimated Cost Calculator](#)
- [Refund Policy and Requirements for Withdrawal](#)
- [Return of Federal Financial Aid](#)
- [Textbook Information](#)
- [Educational Programs](#)
- [Instructional Facilities](#)
- [Faculty](#)
- [Transfer of Credit and Articulation Agreements](#)
- [Accreditation, Approval, and Licensure of Institution and Programs](#)
- [Copyright Infringement - Policies and Sanctions](#)
- [Illegal Peer-to-Peer \(P2P\) File Sharing](#)
- [Student Activities](#)
- [Career and Job Placement Services](#)

### TEACHER PREPARATION PROGRAM REPORT

- This report is not applicable as Southeastern does not have a teacher preparation program.

### STUDENT FINANCIAL ASSISTANCE

- [Assistance Available From Federal, State, Local, and Institutional Programs](#)
- [Federal Student Financial Aid Penalties for Drug Law Violations](#)
- [Student Loan Information](#)

**HEALTH AND SAFETY**

- [Drug and Alcohol Abuse Prevention Program](#)
- Vaccination Policies - While there are no college-wide student vaccination requirements, students who are enrolled in certain Allied Health Programs must meet health/vaccination policies established by clinical agencies prior to program entry.
- [Campus Security Policies, Crime Statistics and Crime Log](#)
- Fire Safety Policies, Fire Statistics and Fire Log for On-Campus Housing Facilities - not applicable as we do not have campus housing.

**STUDENT OUTCOMES**

- [Retention Rate](#)
- [Graduation Rates \(Student Right to Know Act\)](#)
- [Graduation Rates for Students Receiving Athletically Related Student Aid \(Student Right to Know Act\)](#)
- [Transfer-out Rates for Students Receiving Athletically Related Student Aid \(Student Right to Know Act\)](#)
- Job Placement Rates for Graduates - not applicable as we do not use placement rates as a recruiting tool.
- Graduate and Professional Education Placement for Graduates. - not applicable as we do not have graduate programs.

**ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL INFORMATION**

- [Most Recent Equity in Athletics Disclosure](#)

**VOTER REGISTRATION**

- [Register to Vote](#)



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Return to Title IV Policy Statement

**Office of Origin:** Student Affairs/Executive Dean for Student Services

**Document Summary:**

A policy statement regarding Return to Title IV upon student withdrawal; revised date of 2/17/2012

## **Return to Title IV Policy**

Revised 02/17/2012

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorated basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (ie. courses that do not span the entire length of the period of enrollment) and withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' Withdrawal and WA Grade Policies.

If the student did not receive all the funds earned, a student may be due a Post-withdrawal disbursement. Any grant funds disbursed for Post-withdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of received funds, or
2. The entire amount of excess funds.

Southeastern requires students to pay the college the funds which were returned. If a student owes the college after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the college. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website.

Source: Federal Student Handbook 2010-2011 and DCL GEN-11-14

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Title IV – Right to Know

**Office of Origin:** Student Affairs/Executive Dean for Student Services

**Document Summary:** A compilation of weblinks that can be accessed from the College's homepage, under the *Right To Know* and *Higher Ed Opportunity Act* link

These links can be accessed from the College's homepage, under the *Right to Know* link, under the *Higher Ed Opportunity Act* link.

<http://sic.edu/your-right-to-know>

<http://www.sic.edu/your-right-to-know/gainful-employment-programs>

<http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act>

<http://www.sic.edu/student-services/disability-services>

<http://www.sic.edu/your-right-to-know/student-directory-information>

<https://nces.ed.gov/collegenavigator/?q=southeastern+illinois+college&s=all&id=148937#enrolmt>

<https://nces.ed.gov/collegenavigator/?s=all&q=southeastern+illinois+college&id=148937#retgrad>

<http://www.sic.edu/your-right-to-know/higher-ed-opportunity-act/athlete-graduation-rates>

<http://www.sic.edu/audience/current-students/tuition-and-payment/tuition-rates>

<http://www.sic.edu/audience/current-students/policies/academic-policies/withdrawal-and-refund-procedures>

[http://www.sic.edu/files/uploads/global/Financial\\_Aid/R2T4\\_Policy\\_02172012.pdf](http://www.sic.edu/files/uploads/global/Financial_Aid/R2T4_Policy_02172012.pdf)

<http://www.sic.edu/about/facilities-and-locations>

<http://www.sic.edu/directory/departments>

<http://www.sic.edu/academics/transfer-of-credit-and-articulation-agreements>

<http://www.sic.edu/student-services/student-technology-services/policies/peer-to-peer-file-sharing>

<http://www.sic.edu/student-activities>

<http://www.sic.edu/student-services/career-services>

<http://www.sic.edu/financial-aid/scholarships-and-grants>

<http://www.sic.edu/financial-aid/cost-of-attendance>

<http://www.sic.edu/financial-aid/cost-calculator>

[http://www.sic.edu/files/uploads/global/Financial\\_Aid/Notice\\_of\\_Federal\\_Student\\_Financial\\_Aid\\_Penalties\\_for\\_Drug\\_Law\\_Violations.pdf](http://www.sic.edu/files/uploads/global/Financial_Aid/Notice_of_Federal_Student_Financial_Aid_Penalties_for_Drug_Law_Violations.pdf)

<http://www.sic.edu/financial-aid/student-loans>

[http://www.sic.edu/files/uploads/global/your\\_right\\_to\\_know/EADA\\_Data2016.pdf](http://www.sic.edu/files/uploads/global/your_right_to_know/EADA_Data2016.pdf)

<http://www.sic.edu/student-services/voter-registration>



3575 College Road • Harrisburg, Illinois 62946

Telephone: 618-252-5400

**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Withdrawal and Refund Procedures

**Office of Origin:** Enrollment Services/Associate Dean of Enrollment Services/Registrar's Office

**Document Summary:** Information sheet on withdrawal and refund procedures for credit classes



[Home](#) > [Current Students](#) > [Policies](#) > [Academic Policies](#) > Refund and Withdrawal Procedures

## REFUND AND WITHDRAWAL PROCEDURES

### Class Withdrawals and Tuition Refunds for Credit Classes

It is often necessary for students to drop/withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and length of the class. Official withdrawals may be made:

1. by completing a drop form in-person with the Enrollment Services Office;
2. by completing a drop form in-person or over the phone at the Carmi Center (618-382-8869);
3. by phone at 618-252-5400 ext. 4120 (866-338-2742 toll free);
4. by fax at 618-252-3082, listing the class(es) to be dropped;
5. by Falcon Mail to [admissions@sic.edu](mailto:admissions@sic.edu).

*NOTE: Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or lack of awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.*

### Refund and Withdrawal Schedule for Credit Classes

#### Refund and Withdrawal Policy 9025

CLASS LENGTH	100% REFUND	NO REFUND	LAST DAY TO DROP WITHOUT GRADE PENALTY (W Grade)**
13-16 weeks (regular semester)	Through the first 2 weeks of class	After the first 2 weeks of class	2 weeks prior to finals
8-12 weeks	Through the first week of class	After the first week of class	One week prior to the end of class
3 to 7 weeks	Through the first 2 days of class	After the second day of class	2 days prior to end of class
Less than 3 weeks	Before the first day of class	After class begins	Depends on class-call for information

\*The refund period on a class is set according to the official begin date and not the first day that you actually attend the class. To find the official beginning and end dates of your classes, see the printed schedule or use our online [Course Search](#). Classes dropped during the 100% refund period are not listed on your transcript.

\*\*Classes dropped after the 100% refund period but before the grade penalty date receive a W grade (a non-punitive grade) on the transcript. No refunds are issued during the period. Financial aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

Southeastern Illinois College determines withdrawals and refunds by the official begin date, length of the class, and the date at which the student notifies the Registration Office of the withdrawal. Classes that are between the lengths of 13-16 weeks allow students to withdrawal within the first two weeks of class, or ten days, to receive a full tuition refund or credit for the course. Classes that are between 8-12 weeks in length allow students to withdrawal within the first week or class, or five days, to receive a full tuition refund or credit for the course. Classes that are between three to seven weeks of length allow students to withdrawal through the first two days of class to receive a full tuition refund or credit for the course. A course less than three weeks, the student must withdraw before the first day of class to receive a full tuition refund or credit for the course.

To ensure compliance, federal and state law and regulations supersede College policy.

Adopted: December 8, 2015

Amended:

Legal Ref:

Cross Ref:

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Board Policy #9001.1 – Attendance Policy

**Office of Origin:** Academic Affairs

**Document Summary:**

Board Policy addressing student class attendance

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the makeup of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absence due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

Arrive to class on time and remain in class until dismissed.

Come to class prepared.

Participate in classroom activities.

Complete all assignments.

### **WA POLICY**

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class. The following conditions apply:

WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, the non-participation time for a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation.

Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

The WA grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

Instructors will file a WA drop form for students being assigned the WA grade. The WA grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The

effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.

Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.

A student wishing to challenge the WA grade will have due process as with the appeal of any other. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Affairs for review.

The WA grade may be used administratively withdraw students as deemed necessary by the Executive Dean of Student Affairs, the Dean of Academic Services, the Dean of Career and Technical Education, or the Vice President for Academic Affairs.

Adopted:  
Amended:  
Legal Ref:

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Board Policy #9007 – Standards of Academic Progress for Receipt of Financial Aid

**Office of Origin:** Financial Aid Office

**Document Summary:**

Board policy addressing financial aid satisfactory academic progress

Students receiving federal and state financial assistance are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of overall grade point average and the rate at which hours are being completed toward an academic program.

**Required Grades**

The student's cumulative grade point average is determined at the end of each semester. The institution's grading policies can be found in the college catalog.

A student with less than the grade point average specified in the chart below will be placed on probation for a period of one (1) semester. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

**Required Completion Rate**

In addition to maintaining the overall grade point average (OGPA) specified, a student must be progressing at an acceptable rate toward completion of their academic program. Completion rates are measured at the end of each semester. Satisfactory academic progress standards require that a student successfully complete, with a grade of D or better, a specified percentage of attempted semester hours.

A student not successfully completing the minimum percentage of cumulative semester hours attempted will be placed on probation. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

<b>Attempted Semester Hours</b>	<b>OGPA</b>	<b>Completion Date</b>
1-16	1.60	50%
17-32	1.70	55%
33-47	1.85	60%
48+	2.00*	67%

\*Failure to attain a 2.00 overall grade point average after 48 attempted hours results in automatic suspension of financial aid with probationary period.

**Suspension of Financial Aid**

A student whose overall grade point average and completion rate do not meet the required minimums at the end of the probationary period will be placed on suspension. A student on suspension will be prohibited from receiving federal or state financial assistance until the required grade point average and completion rates satisfy the minimum requirements based on the number of attempted semester hours.

A student will be automatically placed on financial aid suspension with no probationary period if he/she does not complete his/her chosen academic program after attempting 1.5 times the number of credit hours required in the program. Financial aid suspension for this reason is permanent unless it is determined through the appeal process that the student is progressing at an acceptable

rate toward completion of his/her program despite failure to meet satisfactory academic progress standards.

### Course Repetitions, Incompletes and Withdrawals

When a student repeats a course, the highest grade receive will be used in the calculation of the cumulative grade point average. Each course will be included as an attempted course. Courses receiving grades of "WX" or "WZ" are not counted in the calculation of attempted hours.

*Pass/Fail:* Courses taken on a Pass/Fail basis do not count as attempted semester hours.

*Remediation:* Non-credit remedial courses are included in a student's program of study and therefore may not affect satisfactory academic progress.

*Application of Standards:* These satisfactory academic progress standards apply to all students, part-time, or full-time, enrolled in both standard and remedial programs.

### Appeal Process

A student may appeal the determination of satisfactory progress and the termination of financial aid to the Director based upon extenuating circumstances by requesting in writing that the Director waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be well documented, and it must be demonstrated by the student that the circumstances had an adverse impact on the satisfactory progress in the academic program. In such cases, the Director may determine that the student is making satisfactory academic progress toward the certificate or degree despite the failure to conform to satisfactory academic progress standards.

### First Time and Returning Students

A first-time student will be considered as having satisfactory progress from his/her semester of attendance. A student, previously on suspension, who returns after five (5) or more years from the date of last attendance will be placed on probation.

Adopted:  
Amended:  
Legal Ref:  
Cross Ref:





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**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Board Policy 9022 Financial Aid Satisfactory Academic Progress

**Office of Origin:** Board of Trustees/President's Office

**Document Summary:** A PDF copy Board Policy 9022 Financial Aid Satisfactory Academic Progress

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)
2. Completion Rate
3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern. Programs Governed By This Policy

**Federal Student Aid Programs:**

Federal Pell Grant

Supplemental Educational Opportunity Grant  
(SEOG) Federal Work Study

**Illinois Grant Programs:**

Monetary Award Program (MAP)  
Illinois Veterans Grant (IVG)  
Illinois National Guard (ING)  
MIA/POW Scholarship

**Southeastern Programs:**

Varies by division or department

**Third Party or Private Donor  
Programs:** Varies by donor's  
requirements

**Veterans Benefits:**

Chapter 30, 31, 32, 33, 35, 1606, 1607

OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

#### COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

#### 150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the

maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

#### FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid.

All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

#### APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Dean of Enrollment and Student Services. Decisions made by the dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and dean will remain on permanent financial aid suspension. Neither the director nor dean will accept any further appeals.

## FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth this policy; or
2. The student must submit an appeal that is approved by the Director of Financial Aid or Dean of Enrollment and Student Services in which the student is granted financial aid probation.

## REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

## STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

Adopted: February 16, 2016

Amended:

Legal Ref:

**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title: 2017-2019 SIC Catalog Attendance Policy pg. 24 – website**

**Office of Origin: Board Policy 9001.1**

**Document Summary: PDF screenshot of the Attendance Policy as outlined in the 2017-2019 Catalog on page 24 via the SIC website.**

[https://www.sic.edu/custom/Catalog/SIC\\_Catalog\\_2017-2019.html#p=24](https://www.sic.edu/custom/Catalog/SIC_Catalog_2017-2019.html#p=24)

required to pay out-of-state tuition rate.

- If a course has been approved by the ICCB (Illinois Community College Board) to be repeated, the student may repeat the course or credit as often as approved by the ICCB. Students who are receiving financial aid may receive financial aid for failed courses until a passing grade is received. However, students may only repeat a previously passed course once and receive financial aid.

### ACADEMIC AMNESTY (9005)

Southeastern Illinois College has an Amnesty policy for students who need a second chance to pursue their academic goals. This is an institutional "forgive and forget" policy where selected semesters of a student's previous grades will not be calculated in the grade point average. Other institutions to which a student may transfer may not recognize Academic Amnesty awarded by Southeastern. The policy is as follows:

- To be eligible to apply for Academic Amnesty, the student must be enrolled at Southeastern Illinois College.
- Coursework for which the student seeks Amnesty must be at least four calendar years old.
- Academic Amnesty will be applied to full semesters, not individual courses.
- The courses included under Academic Amnesty will not be considered in future grade point average (GPA) calculations, nor will they be used to fulfill any degree requirements, regardless of the original grade. They will, however, remain on the student's transcript.
- Academic Amnesty will not be effective nor noted on the transcript until the student has successfully completed 15 consecutive credit hours with a grade "C" or better in each course.

### CALCULATING GRADE POINT AVERAGE

Grade point averages are computed on the basis of quality points earned. Quality points are assigned according to the following scale:

Grade	Quality Points	Semester Hours	Total Quality Points
A Receives	4 and if	3 would equal	12
B Receives	3 and if	2 would equal	6
C Receives	2 and if	4 would equal	8
D Receives	1 and if	1 would equal	1
F Receives	0 and if	5 would equal	0

Grade Quality Points X Semester Hours equals Total Quality points. Total Quality Points divided by Total Semester Hours equals Grade Point Average (GPA).

- Academic Amnesty does not affect the calculation of Financial Aid Standards of Academic Progress. However, students may submit an appeal of their Financial Aid status to the Financial Aid Office.
- A student can apply for Amnesty only once. Once Amnesty has been granted, the student cannot at a later time request the Amnesty to be rescinded or modified. Application forms are available in the Enrollment Services Office.

### PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses for fall and spring semesters; 6 hours for summer semester) who has a semester grade point average of 4.00 is placed on the President's Honor List for the semester. Developmental courses do not count as part of the 12 (or 6 for summer) hours.

### VICE PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses; 6 hours for summer semester) who has a semester grade point average of 3.25 or higher is placed on the Vice President's Honor List for the semester. Developmental courses do not count as part of the 12 (or 6 for summer) hours.

### ACADEMIC PROBATION AND SUSPENSION (9006)

#### Academic Probation

Students who are enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if, after completing six (6) or more credit hours, they fail to achieve the following minimum cumulative grade point average:

Graded Semester Hours	Minimum Cumulative GPA Required for Good Standing
0 - 16	1.60
17 - 32	1.70
33 - 47	1.85
48+	2.00

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of a probationary semester. Students will remain on probation when they do not meet the minimum cumulative grade point average at the end of the probationary semester, but do attain a 2.0 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If the semester grade point average

falls below 2.0, students are subject to academic suspension.

Some programs have academic progress standards that are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence.

A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean for Student Services.

#### Academic Suspension

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester, excluding summer. Students on academic suspension may attend the summer semester, and grades will be factored into their cumulative grade point average. While on academic suspension, students may enroll in non-credit, adult or continuing education courses.

Students who petition to re-enroll after academic suspension must be cleared by the Associate Dean of Enrollment Services/Registrar. They will then be placed on academic probation and will follow the guidelines of academic probation as stated above.

Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence. A student dismissed from a program for failing to meet the program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. Academic programs with their own specific academic progress standards have program handbooks to document those standards for students.

Students may appeal their academic status by submitting a written appeal

and supporting documentation to the Associate Dean of Enrollment Services/Registrar.

### ACADEMIC DISMISSAL

All Nursing and Allied Health Programs have specific standards of academic performance that all students must meet to continue enrollment in these programs. Students who are enrolled in these programs should refer to the program handbook and guidelines for information concerning these academic standards or contact the Director of Nursing and Allied Health at 252-5400, ext. 2331.

### CLASS ATTENDANCE (9001.1)

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- arrive to class on time and remain in class until dismissed.
- come to class prepared.
- participate in classroom activities.
- complete all assignments.

### CLASSIFICATION OF STUDENTS

Students who have completed fewer than thirty semester hours of college credits are classified as freshmen. Students who have completed at least

30 semester hours of credit but less than 60 hours are classified as sophomores. Unclassified students are those who do not meet the minimum requirements for entrance as regular college-level students or those who have earned an Associate Degree or higher.

### ENROLLMENT, INSURANCE AND OTHER VERIFICATIONS

The Enrollment Services Office is the certifying office for most types of enrollment verifications. Students should bring all student loan deferment forms, insurance enrollment verifications, good student discount forms, and other similar types of verification requests to the Enrollment Services Office. Any requests requiring the release of private information must be accompanied by a signed release by the student. There is no fee for this service; however, a two-business day processing time is required.

### GRADE ACCESS BY STUDENTS (MYSIC)

Students may access grades online using MySIC. Students must use their student ID number and password. Student IDs are generated and mailed to the student after the Student Information Form is processed. Instructions on how to activate student accounts are located on the SIC website at: [www.sic.edu/falconnet](http://www.sic.edu/falconnet). Students may print grades for a single term or they may print their complete academic record from MySIC. Students may contact the Enrollment Services Office with questions concerning information about grades. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the college. Students may discuss the resolution of their indebtedness with the Business Office.

### GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year. Graduates from all three semesters may participate in this ceremony; however, diplomas







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**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Financial Aid Satisfactory Academic Progress Policy

**Office of Origin:** Financial Aid Office/Enrollment Services

**Document Summary:**

Policy addressing financial aid satisfactory academic progress

# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Revised 09/29/2015    Approved 02/16/2016

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)
2. Completion Rate
3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

## Programs Governed By This Policy

### Federal Student Aid Programs:

Federal Pell Grant  
Supplemental Educational Opportunity Grant (SEOG)  
Federal Work Study

### Illinois Grant Programs:

Monetary Award Program (MAP)  
Illinois Veterans Grant (IVG)  
Illinois National Guard (ING)  
MIA/POW Scholarship

### Southeastern Programs:

Varies by division or department

### Third Party or Private Donor Programs:

Varies by donor's requirements

### Veterans Benefits:

Chapter 30, 31, 32, 33, 35, 1606, 1607

## OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

### **COMPLETION RATE**

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

### **150% MAXIMUM PROGRAM COMPLETION TIME**

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

### **FINANCIAL AID ACADEMIC PROGRESS EVALUATION**

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are

eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

### **APPEAL PROCESS FOR FINANCIAL AID SUSPENSION**

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Dean of Enrollment and Student Services. Decisions made by the dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and dean will remain on permanent financial aid suspension. Neither the director nor dean will accept any further appeals.

### **FINANCIAL AID REINSTATEMENT**

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth this policy; or
2. The student must submit an appeal that is approved by the Director of Financial Aid or Dean of Enrollment and Student Services in which the student is granted financial aid probation.

### **REGAINING ELIGIBILITY FOR FINANCIAL AID**

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

### **STUDENT RESPONSIBILITIES**

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.



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**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Links to Web Information Addressing SAP

**Office of Origin:** Student Affairs

**Document Summary:** A compilation of websites with URL addresses for information pertaining to student academic progress

NSLDS – cohort default rates (Requires Login Credentials)

<https://www.nsldsfa.gov>

FY 2017 Audit

[http://www.sic.edu/files/uploads/global/Business\\_Office/Office\\_/FY2017\\_SICAudit.pdf](http://www.sic.edu/files/uploads/global/Business_Office/Office_/FY2017_SICAudit.pdf)

SIC Private Student Loan Information

<http://www.sic.edu/financial-aid/student-loans>

Student Loan Information

<https://choice.fastproducts.org/FastChoice/loan/options>



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**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title: Website for Satisfactory Academic Progress Policy**

**Office of Origin: Financial Aid**

**Document Summary: PDF Screenshot of the Satisfactory Academic Progress Policy on the SIC website.**

[Home](#) › [Financial Aid](#) › Policies

## POLICIES

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Southeastern's Financial Aid Office has established certain policies to provide adequate financial support, maintain compliance with the Department of Education and Illinois Student Assistance Commission, and ensure integrity and fairness by the Financial Aid Office.

### **Ability to Benefit Policy**

Students receiving federal and state financial aid must have a high school diploma, an equivalency of a high school diploma, or meet the ability to benefit provisions.

### **Financial Aid Refund Policy**

The Financial Aid Office sets a census date at which student enrollment hours are established for Pell grant eligibility. The Financial Aid Office, in conjunction with the Business Office, must refund students' excess federal financial aid within 14 days a credit is established on a student account.

### **Satisfactory Academic Progress Policy**

Students receiving federal, state, and veterans' educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy. The Financial Aid Office reviews all students' progress at the end of each term.

### **Terms and Conditions**

Students must acknowledge the terms and conditions of their financial aid before aid is disbursed. We highly encourage students to be aware of the program requirements for each grant and how to maintain eligibility.

### **Withdrawal Policy**

When a student withdraws or fails to complete all their courses during a period of enrollment and receives Title IV assistance (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant), the amount of assistance that the student earned up to that point is determined. Students may be required to return unearned funds.

### **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**

Students receiving Title IV Student Aid including Pell, SEOG, and FWS and are convicted of selling or possessing illegal drugs will result in loss of eligibility.





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**Southeastern Illinois College  
2018-2019 Accreditation Review Evidence Document**

**Document Title:** Consortial Relationships Chart

**Office of Origin:** Office of Academic Affairs

**Document Summary:** A chart of SIC's consortial relationships

Appendix Q  
Consortial Relationships

<b>Name of Provider</b>	<b>Academic Program</b>	<b>CIP Code</b>	<b>Associate Degree or Certificate</b>	<b>Begin Date</b>	<b>Withdrawal Date</b>
Southern Illinois Collegiate Common Market (SICCM)	Electrical Construction Technology	46.0302	Associate	10/26/2001	6/30/2017
SICCM	Occupational Therapy Assistant	51.0803	Associate	3/1/1994	10/1/2018
SICCM	Medical Lab Technology	51.1004	Associate	3/2/1993	10/1/2017
SICCM	Surgical Technology	51.0909	Certificate	10/6/1998	10/1/2017
SICCM	Veterinary Technology	51.0808	Associate	12/5/2006	10/1/2018



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**Southeastern Illinois College**  
**2018-2019 Accreditation Review Evidence Document**

**Document Title:** Intergovernmental Joint Agreement for General Education Cooperation between Rend Lake College, Shawnee Community College and Southeastern Illinois College

**Office of Origin:** President's Office

**Document Summary:** Agreement allows SIC, SCC, and RLC to purchase or share courses or share instructors to help meet the needs of the students.

**INTERGOVERNMENTAL JOINT AGREEMENT**  
**FOR GENERAL EDUCATIONAL COOPERATION**  
**AMONG**  
**REND LAKE COLLEGE, DISTRICT # 521**  
**SHAWNEE COMMUNITY COLLEGE, DISTRICT #531**  
**AND**  
**SOUTHEASTERN ILLINOIS COLLEGE, DISTRICT #533**

This agreement entered into between the Board of Trustees of the above listed community colleges, for the expressed purpose of providing additional educational opportunities to the students of each district involved in this agreement. This agreement serves as a means to expedite educational intersections for students and residents in the three aforementioned community colleges.

**WITNESSETH:**

**WHEREAS**, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorizes these colleges to enter into intergovernmental agreements in order to jointly exercise, combine, transfer or enjoy any power, privilege, function or authority which they may possess; and

**WHEREAS**, Article 7, Section 10(a) of the Constitution of the State of Illinois authorizes these colleges to contract in any manner not prohibited by law and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

**WHEREAS**, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

**WHEREAS**, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and

**WHEREAS**, by the means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

**WHEREAS**, the parties hereto believe that the implementation of the Agreement holds great promise for further development of higher education in Illinois; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

**1. Institutional Identification**

For the purpose of this Agreement, the college district sending the student to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College."

**2. Educational Collaborative Venues**

The parties of this Agreement agree to work together as possible and agreed upon by the participating presidents as allowed by respective Board passage of this Agreement. Venues for collaboration include program, section, and course seat sharing. Particulars for sharing may be among the participating parties as addendums to this agreement following the model as such:

**a. Program Sharing and Identification** (Requires dated initials of all participating college presidents.)

Program to be offered by "Receiving College": \_\_\_\_\_

"Sending College(s)": \_\_\_\_\_

\_\_\_\_\_

"Receiving College(s)": \_\_\_\_\_

\_\_\_\_\_

**b. Section Purchase and Identification** (Requires dated initials of all participating college presidents.)

Program to be offered by "Receiving College": \_\_\_\_\_

"Sending College(s)": \_\_\_\_\_

\_\_\_\_\_

"Receiving College(s)": \_\_\_\_\_

\_\_\_\_\_



- c. **Course Purchase and Identification** (Requires dated initials of all participating college presidents.)

Program to be offered by "Receiving College": \_\_\_\_\_

"Sending College(s)": \_\_\_\_\_

"Receiving College(s)": \_\_\_\_\_

3. **Terms of Agreement**

The educational programs and services offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board and the Illinois Board of Higher Education.

4. **Duration of Agreement**

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item 6.

5. **Amendments to Agreement**

Amendments and/or revisions to the Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing the approval by all parties in the original Agreement.

In the event of amendments and/or revisions to the Agreement that affect program delivery, students who have entered an education program shall be allowed to complete the program under the terms of this Agreement.

The Agreement allows each College President, upon consultation with his/her staff, to enter into educational and educational services agreements that will benefit member colleges and students' educational needs. The Agreement may be amended to include new educational and service cooperation as needed and negotiated by the College Presidents to expedite implementation. Board of Trustees must be notified of any change made by the Presidents.

**6. Coordination of Agreement**

This Agreement shall commence on July 1, 2017 and shall be continuous with automatic renewal.

**7. Termination of Agreement**

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before January 1 of the preceding academic year to each of the other College Presidents. In the event of such termination, students who have entered an education program shall be allowed to complete the program under the terms of this Agreement.

**8. Student Eligibility and Registration**

Student registration and enrollment may vary depending upon the particulars of specific educational needs, such as the case with specialized accreditation with a program. Colleges will need to provide addendum to agreements that clearly defines registration and enrollment status of students in a shared program. Furthermore, a student may not enroll under the provisions of this Agreement in a program of a participation institution outside of his/her own if that student's educational objective can be met in the college of his/her home district.

**9. Additional Educational Services**

The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus as needed and applicable. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process as needed and applicable.

**10. Records and Recognition of Completion**

Unless otherwise noted, the Receiving College shall maintain admissions records and transcripts and issues any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College.

**11. Scholarships and Student Activities**

The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.



**12. Publicity**

The educational programs offered through this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.

**13. Communication of Agreement**

The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.

**14. Reimbursement, Tuition, Fees**

Reimbursement may vary depending upon the particulars of each agreement. Reimbursement, redistribution, and timing of payments should be considered as put in writing by both parties and attached as an addendum. Tuition and fees must be considered in any agreement among the partnering colleges.

**15. Transportation**

Students shall be responsible for their own transportation to and from Sending and Receiving Colleges. Distance learning may be employed as applicable.

**16. Chargeback**

Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

**17. Insurance and Liability**

The Respective Sending College District shall be responsible for insuring the instructor for services provided. The Respective Sending College shall furnish to other Colleges, upon request, a valid Certificate of Insurance evidencing that it has adequate professional liability insurance coverage as required herein.

No party to this Agreement shall be responsible for any liabilities arising from the fault or negligence of the other party, or their employees or agents. It is understood and agreed that no party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other party unless such liability is imposed by law. This Agreement shall not be constructed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other parties or against third parties.



**18. Indemnification**

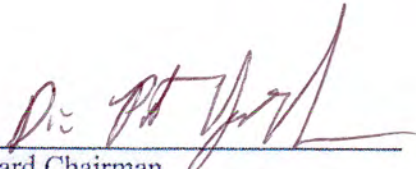
Member Colleges shall defend, indemnify and hold harmless each other, its officers, agents, servants, and employees from and against any and all suits, actions or causes of action, legal proceedings, claims, demands, damages, costs, expenses and attorney fees resulting from injury to persons or damage to property arising directly or indirectly from its acts or omissions pursuant to this Agreement.

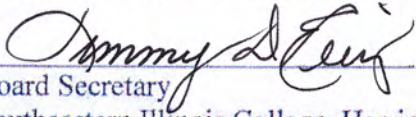
**19. Special Note:**

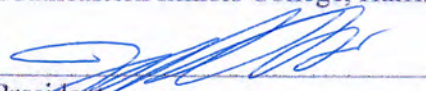
Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

INTERGOVERNMENTAL JOINT AGREEMENT


Signature Page

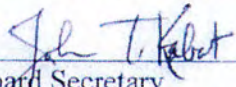
  
Board Chairman  
Southeastern Illinois College, Harrisburg, IL

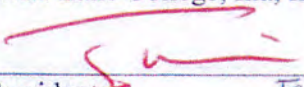
  
Board Secretary  
Southeastern Illinois College, Harrisburg, IL

  
President  
Southeastern Illinois College, Harrisburg, IL

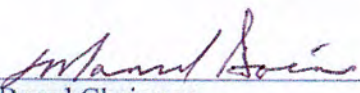
12/6/16  
Date

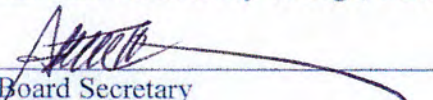
  
Board Chairman, Eric Black  
Rend Lake College, Ina, IL

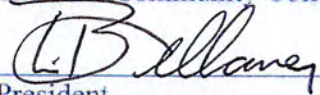
  
Board Secretary John Kabat  
Rend Lake College, Ina, IL

  
President Terry Witherson  
Rend Lake College, Ina, IL

11/8/16  
Date

  
Board Chairman  
Shawnee Community College, Ullin, IL

  
Board Secretary  
Shawnee Community College, Ullin, IL

  
President  
Shawnee Community College, Ullin, IL

12/5/16  
Date