



PAID LEAVE FOR ALL ACT POLICY

Policy Number: 4.3101
Subject Area: Personnel
Adopted: 12/18/2023
Revised: 05/20/2024

Effective January 1, 2024, Kaskaskia Community College will offer paid leave to all eligible employees in compliance with the Paid Leave for All Workers Act (PLFAWA). Eligible employees may use paid leave in accordance with the provisions of the PLFAWA and the administrative regulations published by the Illinois Department of Labor.

Collective Bargaining Agreements (CBA) in effect as of January 1, 2024, are grandfathered and not required to comply with the Paid Leave For All Workers Act for the term of the CBA.

Approved December 18, 2023; Revised May 20, 2024

PAID LEAVE FOR ALL ACT PROCEDURE

Policy Number: 4.3101
Subject Area: Personnel
Adopted: 11/13/2024
Revised: 11/13/2024

The Illinois Paid Leave for All Workers Act (PLFAWA), known from this point forward in the document and within Kaskaskia College as ILPA, allows employees to utilize leave for any purpose or reason without providing documentation or certification to the employer as proof or support of the leave. ILPA time off is to be used in hourly increments. According to the act, eligible employees are entitled to up to 40 hours of paid leave during a 12-month period or a pro-rata number of hours of paid leave. ILPA accrual rate is one (1) hour of paid time off work for every forty (40) hours worked.

Employees are required to provide seven (7) calendar days' notice for use of ILPA leave. If leave is not foreseeable, an employee must provide the College with notice as soon as possible. The notice can be verbal or written with the expectation that the employee will complete a designated College written or electronic notification within a reasonable time of utilizing the leave. The College reserves the right to decline ILPA leave requests with respect to operational necessity which is determined by the department's supervisor.

Kaskaskia College employees are entitled to up to 40 hours (or a pro-rated amount based on hours worked) paid ILPA leave per fiscal year, front-loaded at the beginning of each fiscal year (July 1-June 30), specifically to complete personal business and comply with the act. Newly hired employees will have a 90-day waiting period before using ILPA time.

Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than two (2) consecutive calendar quarters; and have no reasonable expectation they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year would be excluded from the provisions of the Act. Student employees are excluded from ILPA. Employees who are subject to a current bona fide collective bargaining agreement are exempt from the Illinois Paid Leave for all Workers Act at this time.

Effective FY 24-25, 16 vacation hours were reallocated to ILPA leave. Employees classified in a regular full-time 40-hour-per-week, non-union, non-faculty position can utilize 40 hours of ILPA time off work or a pro-rata amount to coincide with the College's fiscal year for new employees.

Effective FY 24-25, employees classified in a regular 30 hours per week non-union, non-faculty position can utilize 40 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees. Personal leave will be renamed Illinois Paid Leave For All Workers Leave.

Effective FY 24-25, employees classified in a regular 20-hours-per-week, non-union, non-faculty position can utilize 26 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees.

Employees in the regular 20 hours per week classification are only eligible for Illinois Paid Leave for All Workers Act Leave. Personal leave will be renamed Illinois Paid Leave for All Workers Leave.

Effective FY 24-25, employees classified in a regular 25-hour-per-week, non-union, non-faculty position can utilize 32.5 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees. Employees in the regular 25-hour-per-week classification are only eligible for ILPA leave. Personal leave will be renamed Illinois Paid Leave For All Workers Leave.

Illinois Paid Leave for All Workers Act leave hours must be used by the end of each fiscal year. Any unused Illinois Paid Leave for All Workers Act leave time at the end of each fiscal year is forfeited and not carried over to the next year. Unused ILPA time is not paid at the time of employment separation.

If an employee is rehired within a rolling 12-month period, the employee will be reinstated with any previously unused ILPA time.

A REDUCTION IN FORCE POLICY

Policy Number: 4.6000
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

A reduction in force brought about by a lack of financial resources available to the College or a lack of sufficient student enrollment in a discipline, program, or service shall be governed by administrative guidelines, unless otherwise provided. The decision as to the number and kinds of employees to be dismissed shall be made by the Board of Trustees after reviewing pertinent personnel, financial, and other relevant data and information.

Approval History: Replaces Reduction in Force Policy 2.60

ACADEMIC ADVISING POLICY

Policy Number: 5.2201
Subject Area: Student Services
Adopted: 01/25/2021
Revised: 01/25/2021

The College shall provide a program for advising students.

Each new degree seeking student or returning student who has not been enrolled for a period of one year or more will be required to meet with an academic advisor. An academic advisor is defined as a trained professional who helps students decide what courses to take, clarifies degree requirements, and aids in assessing progress toward degree and/or certificate completions.

After meeting with an academic advisor, a student may also be assigned a faculty mentor to support the academic advising process. A faculty mentor is a college faculty member who will provide a student, pursuing a program of study within the faculty member's academic discipline, with a one-on-one supportive relationship to assist the student in certificate/degree progression and ensure the student follows their established educational plan to completion.

Approval History: Replaces Counseling and Advising Policy 5.10 approved January 25, 2021 and August 16, 2017

ACADEMIC FREEDOM POLICY

Policy Number: 6.0302
Subject Area: Instruction
Adopted: 01/01/1999

Revised: 01/01/1999

Within the scope of their duties and responsibilities, the Board recognizes and acknowledges the College's responsibility to protect and encourage the search for knowledge and its dissemination.

Faculty members have both the right and obligation to adequately investigate and to present to their students, based upon their professional judgment, available information related to the subject and course being taught. Faculty members shall at all times strive to be accurate, show respect for the opinions of others, present various facets of controversial issues, identify their own personal persuasion on controversial issues where necessary to present an unbiased presentation on such issues, and make every effort, where appropriate, to indicate that they are not institutional spokespersons.

When speaking or writing as private citizens on institutional issues, Board members and College employees shall indicate that they are not institutional spokespersons.

Replaces Academic Freedom Policy 3.203
Approved

ACADEMIC RENEWAL POLICY

Policy Number: 5.3001
Subject Area: Student Services
Adopted: 12/07/2011
Revised: 12/07/2011

Kaskaskia College is committed to providing its students the opportunity to succeed academically. The Academic Renewal Policy pertains to students who have a period of at least seven consecutive years of non-attendance at any institution of higher education prior to returning to college.

This policy provides students with the opportunity to have their cumulative grade point average reflect their current academic success. Therefore, following the period of non-attendance, a student must complete at least 12 credit hours with a grade point average of "C" or better before he/she may utilize this policy. This option is a one-time irreversible action that allows previously earned credit to no longer be included in the student's institutional grade point average.

It is the student's responsibility to ascertain if use of this policy would affect his/her current status, particularly financial aid eligibility.

Students who have completed and earned a degree or certificate from Kaskaskia College are not eligible for this policy.

Definition of Academic Renewal

Academic Renewal is the process whereby a student who has not been enrolled in an institution of higher education for seven consecutive years may submit an appeal to have all courses taken in a specific semester removed from his/her institutional grade point average.

- Upon returning to the College, the student must complete at least 12 semester hours with a grade point average of "C" or better before they are eligible to utilize this policy.
- A student must use this policy on all courses taken in a particular semester.
- A student may use this policy once for one semester only.
- Upon approval, a revised grade point average will be displayed on the student transcript.

Approval History:
January 27, 2011
November 21, 2002

ACADEMIC RENEWAL PROCEDURE

Policy Number: 5.3001
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 12/07/2011

- I. A student may petition the Registrar for academic renewal by submitting a Request for Academic Renewal Form.

- II. The student and the Registrar or his/her designee will meet to discuss whether the student meets the requirements of the Academic Renewal Policy and if academic renewal is an appropriate course of action.
- III. If appropriate, and after the student has successfully completed at least 12 semester hours with a grade point average of at least 2.0, the director will recommend that recorded grades be removed from the student's institutional grade point average calculation.
- IV. The courses removed from the student's grade point average must remain on the student's transcripts due to financial aid regulations but they will be marked with a symbol to indicate that they are no longer included in the student's grade point average.
- V. A student who disagrees with the decision of the Registrar may appeal in writing to the Vice President of Student Services.

Approval History:
October 19, 2020
January 27, 2011
November 21, 2002

ACADEMIC SUPPORT SERVICES FACULTY POLICY

Policy Number: 4.2000
Subject Area: Personnel
Adopted: 01/01/1990
Revised: 01/01/1999

Librarians and counselors employed for a regular workweek of thirty-seven and one-half (37-1/2) hours per week during the academic year to provide academic support services for the College are included in this job classification. Academic support services staff use professional judgment and discretion to directly and specifically support the teaching and academic activities of the College. Wage, hour, and working condition information concerning academic support staff is set forth in the applicable collective bargaining agreement.

Individuals employed to provide academic support services for a regular workweek of less than thirty-seven and one-half (37-1/2) hours per week during the academic year or on a part-time or short-term basis are governed by Board policy and College procedure. A part-time or short-term academic support services faculty member shall be informed of the conditions of his employment at the time of his appointment. The College has no statutory or contractual obligation to renew the part-time, short-term, or temporary relationship or to continue to employ such a person for an indefinite period of time.

Approval History - Replacement for Academic Support Services Faculty 2.200 Approved 1/1/1990

ACCEPTABLE USE OF KASKASKIA COLLEGE RESOURCES POLICY

Policy Number: 2.4004
Subject Area: General College Policies/Administration
Adopted: 03/23/2015
Revised: 03/23/2015

GENERAL

The Kaskaskia College Acceptable Use Policy promotes the efficient, ethical, and lawful use of the College's information technology resources. These resources are intended to support the educational, administrative, and public service missions of the institution. Access to these resources is granted subject to College policies and procedures, local, state, and federal laws.

SCOPE

This policy applies to all users of Kaskaskia College technology resources, whether affiliated with the College or not, and to all uses of those resources, whether at the main campus, education centers, or other locations, whether leased or owned by the College, in addition to personally owned devices connected by wire or wireless to the College network. Information technology resources consist of all College owned, leased, licensed computing hardware and software, email services, electronic devices, telecommunication systems, college network, and electronically stored data.

ACCEPTABLE USE

All users of Kaskaskia College information technology resources must:

- Comply with all Federal, Illinois, and other applicable laws; all generally applicable College rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the College's Student Handbook; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses. The use of College technology resources for viewing, receiving, sending or any other use of pornography, as defined by reasonable standards, is strictly prohibited and is subject to disciplinary action up to, and including discharge.
- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned to by the College. Ability to access technology resources does not, by itself, imply authorization to use such resources.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Respect the capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disc space, CPU time, or other limit to applicable uses of the College's technology resources, the College may, at its sole discretion, require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all relevant circumstances.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of College technology resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures and the College has the sole discretion to determine whether personal use of technology resources is interfering with the performance of the user's job or other College responsibilities.
- Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. Authorization to use College trademarks and logos on College technology resources may be granted only by the Marketing Department, as appropriate.

ACCESS REQUIREMENTS

Access to information technology resources is granted by the Information Technology Department in the form of computer and network accounts to registered students, faculty, staff, and others as appropriate for such purposes as research, education, or College administration. Unique passwords are used to protect these accounts.

Accounts are assigned to individuals and are not to be shared. Each User is solely responsible for all functions performed from accounts assigned to them. It is a violation of this policy for any User to allow others (including other Users of the College network) to use or have access to his/her account. It is a violation to use another User's account, with or without that person's permission. Intentionally or negligently revealing one's password is prohibited. It is a violation to attempt to learn the password to another User's account, whether the attempt is successful or not.

The password used with an account, is the equivalent of an electronic signature. The use of a User ID and password authenticates an identity and gives on-line affirmations the force of a legal document.

Users are responsible for ensuring that they also comply with all Kaskaskia College information technology related policies. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

SECURITY AND PRIVACY

The College employs various measures to protect the security of its technology resources and of its users' accounts. In addition, users should engage in "safe computing" practices by establishing appropriate access restrictions for their

accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their use of College technology resources is not completely private. While the college does not routinely monitor individual usage of its technology resources, the normal operation and maintenance of the college's technology resources require the backup and caching of data and communications, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The College may also specifically monitor the activity and accounts of individual users of College technology resources, including individual login sessions and communications, without notice, when the College, in its sole discretion, has determined that: (a) the user has voluntarily made them accessible to the public, as by posting to social networks or a web page; (b) it is necessary to do so to protect the integrity, security, or functionality of College or other technology resources or to protect the College from liability; (c) there is cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified in "(a)," required by law, or necessary to respond to emergency situations, must be authorized in advance by the appropriate Executive Level Administration.

The college, in its sole discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate investigation proceedings and disciplinary actions.

REPORTING VIOLATIONS OF UNACCEPTABLE USE REGULATIONS

Violations of this Acceptable Use Policy should be reported immediately to the Information Technology Department or Vice President of Administrative Services. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

INVESTIGATIONS

In the event of any investigation, the College shall have the authority to examine all data or such other material that may aid in the investigation. The College reserves the right to access and review all information transmitted on the campus network. These include, but are not limited to: (a) investigating performance deviations and system problems (with reasonable cause); (b) determining if an individual is in violation of this policy; or (c) to ensure that the College is not subject to claims of institutional misconduct.

Authority to access user account information can only come from the Executive Level of Administration. External law enforcement agencies and Public Safety may request access to this information through valid subpoenas and other legally binding requests. All such requests must be approved by the Director of Legal Services, Risk Management, and Planned Giving. Information obtained in this manner can be admissible in legal proceedings.

DISCIPLINARY ACTION

Users who violate this policy may be denied access to College technology resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College's disciplinary procedures applicable to the relevant user. The College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other technology resources or to protect the college from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

ACCEPTABLE USE EXAMPLES

The following scenarios are intended to provide examples of acceptable and unacceptable uses of information technology resources based on the Acceptable Use Policy. These examples are not comprehensive but are merely illustrations of some types of acceptable and unacceptable use.

Acceptable Use:

- While at your friend's house, you use their computer to connect to MyKC to check your email. After you have finished, you log off of your account, close the browser window, and make sure your email password was not saved on the computer.
- While on vacation, you ask a staff person to check your email for you by forwarding your email to their account, removing the forwarding on your return.
- You need to review some specific student data, so you call the IT Department and request access.
- Your student worker does not have access to systems in order for her to do her job. You call IT and ask for her to have access.
- As a student, you go to the Library to use the computer for study assignments and print out your homework.
- You are running for political office. You use your personal email and home computer to promote your candidacy and refrain from sending the information to college-issued email addresses.

- As a member of the Media Center, you store a video of a musical performance on the network.
- Displaying a legally reproduced copy (with copyright notice) of a videotaped work in a classroom to a group of students and faculty as part of the instructional program.
- Unacceptable Use:
- While your friend is using his/her computer, you give them your login and password to MyKC and have them open your email.
- While on vacation, you ask your another staff person to check your email by giving them your login and password.
- Another staff member is logging into Colleague and has access to student data that you do not. You ask for their login and password.
- When your student worker arrives at work you sign them into a computer using your own login and password.
- You wait until your classmates have left the computer lab, then you connect your USB drive to your computer and print out the invitations you made for your son's birthday party.
- While running for political office, you use your KC email account to send out email about your candidacy to people who live in your district, promoting yourself as a candidate.
- As a staff member, you download all the pictures from your iPhone and store them on the College's network so you can show everyone that stops by your desk.
- Playing a video in a classroom for entertainment purposes, or for its cultural or intellectual value unrelated to a teaching activity.

Approval History:

Replaces Acceptable Use of Technology Resources 4.65 Approved September 18, 1997 and March 23, 2015

ACCEPTANCE AND PROCESSING OF DONATIONS POLICY

Policy Number: 3.4003

Subject Area: Business Services and Finances

Adopted: 09/28/2015

Revised: 09/28/2015

Kaskaskia College encourages donations in support of the College's mission and welcomes the opportunity to work with groups and individuals on gifts that will be beneficial to the College, its students, and Community College District #501.

All donations are accepted by the College through the Kaskaskia College Foundation, and will be accepted and processed according to the established procedures accompanying this policy. The college reserves the right not to accept certain gifts, including those from which the college will realize little or no financial gain, or which are made for purposes that are inconsistent with the college's educational mission, or which have restrictions that violate the college's ethical standards or require illegal discrimination.

The college also reserves the right to sell or otherwise dispose of gifts, where restrictions on such actions were not made at the time of the donation. The College will make reasonable efforts to consult with the donor prior to such disposition.

Approval History: Replaces Acceptance and Processing of Donations 4.8 approved September 28, 2015

ACCEPTANCE AND PROCESSING OF DONATIONS PROCEDURE

Policy Number: 3.4003

Subject Area: Business Services and Finances

Adopted: 09/28/2015

Revised: 09/28/2015

I. Gifts from groups or individuals to Kaskaskia College, which have not been initiated through the Office of Institutional Advancement, may be received by any College employee. Once a potential donor has contacted a Kaskaskia College employee, the employee is required to proceed as follows:

- Notify the appropriate Dean or Director and Vice President, along with the Office of Institutional Advancement of the potential donation.
- Secure as much information as possible regarding the potential gift, including, but not limited to, the value, condition, potential use, restrictions, etc. Such information should be provided in writing and presented for the appropriate administrative review.
- If the potential receiving department and/or the College administration determines that the donation is of value, then such

donation may be accepted after approval is provided by the President's office and any regulatory or ICCB approvals are granted. All donations are accepted by the College through the Kaskaskia College Foundation.

- If a donation is accepted, the appropriate department must fill out an Institutional Advancement donation form and submit it to the Director of Institutional Advancement. This form will be used to document and record the donation for the College and the Foundation. Such form will also be forwarded to the Business Office for inventory control and for the purpose of determining the value of the donation for College financial records. The Office of Institutional Advancement shall prepare an appropriate thank you letter to the donor.
- All donations, which at the determination of the College administration are valued at \$5,000.00 or more, must be taken to the Kaskaskia College Board of Trustees for approval and official acceptance. All donations, which at the determination of the College administration are valued at less than \$5,000.00, will be considered accepted when approved by the President's office. When determining the value of the donation, all components of the specific donation should be reflected in the total value assigned. The President's office, in conjunction with the Office of Institutional Advancement and the receiving department, will determine whether any special recognition ceremony will be held to commemorate the donation.
- Through IRS regulations, it is the responsibility of the donor to place a value on the gift for tax purposes.
- Any questions regarding the procedures for gift acceptance should be directed to the Office of Institutional Advancement.

Approval History: Replaces Acceptance and Processing of Donations Procedure 4.8 approved September 28, 2015

ACCOUNTING POLICY

Policy Number: 3.1002
Subject Area: Business Services and Finances
Adopted: 04/20/1998
Revised: 04/20/1998

The Fiscal Management Manual, as approved by the Illinois Community College Board, shall be the guide for all district accounting.

Approval History: Replaces Accounting Policy 4.05

ACCOUNTS RECEIVABLE POLICY

Policy Number: 3.5000
Subject Area: Business Services and Finances
Adopted: 05/19/2014
Revised: 05/19/2014

The Accounts Receivable Policy is intended to support formal written procedures that will positively impact the recording and collection of accounts receivable and ensure the consistent application of institutional policies to all students and stakeholders.

Internal controls will be in place to address the aging, reconciliation, and collection of accounts receivable. Formal procedures will also be documented to address uncollectible accounts. The College will record an Allowance for Doubtful Accounts in accordance with Generally Accepted Accounting Principles.

Approval History: Replaces Accounts Receivable Policy 4.154 approved May 19, 2014

ACCOUNTS RECEIVABLE PROCEDURE

Policy Number: 3.5000
Subject Area: Business Services and Finances
Adopted: 05/19/2014
Revised: 01/10/2024

I. OBJECTIVE:

- The purpose of this policy is to establish formal written policies that will positively impact the recording and collection of accounts receivable and ensure the consistent application of institutional policies to all students and stakeholders.
- Accounts receivable includes account balances resulting from tuition, fees, childcare, bookstore charges, sponsored billings, auto repair, catering, and any other charges that may occur.

II. INTERNAL CONTROLS

To promote the accuracy of the College's accounts receivable records the following internal control measures shall be in place:

- An aging of all accounts and a review of past due accounts shall be performed monthly.
- A reconciliation of sub-ledgers to the general ledger shall be performed monthly.
- The Director of Student Accounts (who does not handle cash receipts) shall approve payment of credit balances and credit adjustments to account balances.
- A diligent effort shall be made to collect all outstanding accounts (see 3 below).
- Regular billings shall be made to all customers on account.
- Where possible, segregation of duties shall be exercised.
- Accounts receivable write-offs shall be approved by the Controller.
- Routine collection procedures shall be documented.

III. STUDENT REGISTRATION AND ACCOUNTS RECEIVABLE

- **Payment of Tuition and Fees:** Tuition and fees are charged at time of enrollment and are due in accordance with the tuition and fees section of the college catalog. Students who are qualified to receive financial aid and have completed all current requirements of application through the Financial Aid Office may receive a deferment. The amount deferred will not exceed the amount a student is eligible to receive in the current semester. Before registering for an upcoming term, students are expected to settle all accounts with the Cashiers. A Cashier hold will prevent future registration until prior balances are paid in full.
- **Late Fees:** If a student fails to pay tuition and other charges by the billing due date and has not set up a payment plan, the College reserves the right to apply a late payment fee to the student's account. The College also reserves the right to assess the late payment fee to the accounts of students with deferments who do not pay by the deferment deadline.
- **Payment Options:** Students shall pay with cash, money order, personal check, credit/debit card, electronic check, or may sign up for a payment plan. **Formal Withdrawal and Refunds:** The term refund shall be understood to mean either a) the repayment of money received by the College for tuition and fees, or b) a reduction of charges if tuition and fees have not yet been paid.
- **Reduction of Class Schedule:** If a student reduces his/her schedule (drop courses), a refund will be made in accordance with the schedule in the student handbook.
- **Withdrawal from the College:** If a student formally withdraws from the College (discontinues all classes), a refund will be made in accordance with the schedule in the student handbook.
- **Unofficial Withdrawals:** Students who do not officially notify the Admissions Department of their withdrawal will not be eligible for a refund and shall be responsible for payment of all charges on their student account.
- If the debtor is a former student of the College, a hold on future registration privileges will remain in effect until the obligation is paid. Whenever collections are made for amounts previously written off, an official receipt shall be prepared and the amount collected credited to the appropriate income accounts. Any holds against the individual shall be released.

IV. BILLING AND COLLECTION EFFORTS

Due Diligence: Due diligence in collection efforts must be applied. The following steps are in place:

- Statements are sent 2-3 times throughout each term. Statements are always available at mykc within the self-service option.
- The student account is sent to collections and/or the state's Local Debt Recovery Program depending on the dollar amount and date of the debt.

Exceptions to this policy may be granted by the Controller or a designee when students provide proof of the ability to settle the debt in a timely manner or special circumstances warrant the exception.

- **Faculty and Staff Collections:** Balances on faculty and staff accounts are generated from the use of College services and are maintained in the College's accounts receivable. A notice of an outstanding accounts receivable balance is mailed to the employee's permanent address. If payment is not received by the Cashiers by the 15th of the second month, then a payroll deduction will be initiated for the outstanding balance.

V. RETURNED CHECKS

The following general policies apply to returned checks:

- All NSF checks are tracked on an NSF Check Record spreadsheet to assure that collections are made. Each term, this check record is reviewed. At this time, NSF checks will be sent to collections or evaluated for write-off. When student organizations accept NSF checks, a \$25 service charge is expensed to the club's account.
- When collection is made directly through accounts receivable for returned checks, a \$25 service charge shall be assessed and included with the receipt unless the debt is paid within 10 days.
- Returned checks result in a hold placed on the student account until the debt is collected along with the service charge (when applicable).
- If a returned check is determined to be uncollectible, "Uncollectible Accounts" procedures shall be followed to write-off the amount from the university's accounting records.

VI. UNCOLLECTIBLE ACCOUNTS

- When accounts prove to be uncollectible based on collection efforts described in "Billing and Collection Efforts" above, the Accounts Receivable department will initiate write-off procedures.
- At fiscal year end, the 3 terms that have aged beyond 2 years are written off and a hold is placed on each account (if future reinstatement is necessary). Requests for other write-offs may be submitted at any time during the year with proper justification. All write-offs to be included in the previous fiscal year shall be submitted to the Controller for approval no later than June 30.
- An appeals committee is also used for the consideration and approval of balance forgiveness in unusual circumstances. Justifications for write-offs include:
 - Accounts over 2 years old that have been billed in accordance with this policy.
 - Accounts under \$10.00 that are more than two terms past due and either (1) returned for incorrect address or (2) billed at

- least three times. Generally, the third billing shall include a special collection notice.
- Residual amounts under \$5.00 of any age.
- Bankruptcy of the debtor has been legally declared and the College has been notified to release the debt. Other reasons to be considered on a case-by-case basis.
- Internal Audit may use these records to perform a periodic audit of accounts receivable write-offs.

VII. ALLOWANCE FOR DOUBTFUL ACCOUNTS

The College records an Allowance for Doubtful Accounts in the general ledger in accordance with Generally Accepted Accounting Principles. This account is adjusted each fiscal year end to reflect an increase or decrease in accounts receivable.

VIII. MISCELLANEOUS

Kaskaskia College meal card balances are not redeemable for cash. Cards that have not been reloaded and show no signs of activity for a one-year time period will be void and balances will be forfeited. This will be reviewed annually.

Approval History: Replaces Accounts Receivable Procedure 4.154 approved May 19, 2014; Revised January 10, 2024.

ACCURACY IN MARKETING AND RECRUITMENT MATERIALS PUBLICATION PROCEDURE

Policy Number: 2.4006
Subject Area: General College Policies/Administration
Adopted: 01/26/2018
Revised: 01/11/2021

These procedures are to define and clarify the accuracy, timeliness, and appropriateness of recruitment and marketing materials presented to the prospective students and the public by Kaskaskia College.

1. The college Marketing and Public Information Department will work with the program or department to develop requested materials (ads, brochures, reports, etc.)
2. The requestor will be asked to fill out the request form and send it to marketing requesting the project.
3. Proofs of materials will be presented to the requestor for review for accuracy.
4. The material will also be reviewed by additional college staff for spelling, grammar, and punctuation. Staff will then sign off on the document. This process will be used for materials printed both in-house and outside the college. The process will work as follows:
 - a. Promotional materials printed on behalf of Administrative Services will be proofed and approved by the originator and a designee or designees of Administrative Services
 - b. Promotional/event materials printed on behalf of Student Services will be proofed and approved by the originator and a designee or designees of Student Services
 - c. Promotional/event materials printed on behalf of Instructional Services will be proofed and approved by the originator and a designee or designees of Instructional Services
 - d. Promotional/event materials printed on behalf of Executive Services will be proofed and approved by the originator and a designee or designees of Executive Services
5. If the requestor approves of the work, he or she will sign the request form before the material is released to the public.
6. All data pertaining to Kaskaskia College (i.e., enrollment numbers, graduates, financial aid numbers, college rankings, employees, etc.) will be reviewed by the college's Office of Institutional Effectiveness prior to release. The Dean of Institutional Effectiveness or his designee will grant final approval of the materials prior to release to the public.
7. All information pertaining to a program such as educational outcomes, potential career outcomes with degree, etc., will be verified and approved by the appropriate department or division.
8. The Director of Marketing or designee will have final approval on all promotional publications prior to release to the public.
9. Any department or program creating materials such as a flier will present a copy to the marketing department for review prior to release.
10. All college publications will contain the college's mission statement and the Higher Learning Commission Statement.
11. Any publications produced by Kaskaskia College for distribution and display will contain a "take down date" in which the materials need to be removed from public view, whether on the main campus, at any of its extension centers, or locations that have approved the display. Staff who notice items on display that feature a past due take down date should remove the item and notify the marketing department.

Approval History:
 Replaces Accuracy in Marketing and Recruitment Materials and Publications 8.7 approved November 26, 2018

ADJUNCT FACULTY PAY FOR FORMER EMPLOYEES OF KASKASKIA COLLEGE POLICY

Policy Number: 4.3041
Subject Area: Personnel
Adopted: 11/15/2007
Revised: 11/15/2007

Kaskaskia College recognizes the unique and valuable skills, experience and teaching contributions former employees of the College make in the Adjunct teaching process. In order to recognize these individuals for their valuable contributions to the educational program, pay will be awarded to former College employees who left the College in good standing after at least twelve (12) years of employment with the College, and who serve as Adjunct faculty members, pursuant to established procedures.

This policy is not applicable to former College employees who are teaching as adjunct faculty members in Adult Education, non-credit community education and continuing education courses, and credit and non-credit business and industry courses. Former College employees who teach as Adjunct faculty members in those areas will be paid according to departmental guidelines.

This policy and accompanying procedures and pay schedule are effective beginning with the Fall 2007 semester and no retroactive payments will be made.

Approval History: Replacement for Adjunct Faculty Pay for Former Employees of Kaskaskia College Approved 11/15/07

ADJUNCT FACULTY PAY FOR FORMER EMPLOYEES OF KASKASKIA COLLEGE PROCEDURE

Policy Number: 4.3041
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 11/15/2007

Beginning with the Fall 2007 semester, former College employees who left the College in good standing after at least twelve (12) years of employment with the College and who serve as Adjunct faculty members, shall be paid at the overload teaching rate that is in effect, pursuant to the applicable full-time faculty collective bargaining agreement in place at the time the course is taught. This rate is not applicable to former College employees who teach as adjunct faculty members in Adult Education, non-credit community education and continuing education courses, and credit and non-credit business and industry courses. Adjunct faculty members in those areas will be paid according to departmental guidelines.

Former College employees who were employed for less than twelve (12) years prior to leaving the College will be placed on the regular adjunct teaching pay schedule according to their level of experience, pursuant to Policy and Procedure 2.303.

This procedure is effective beginning with the Fall 2007 semester and no retroactive payments will be made.

Approval History: Replacement for Adjunct Faculty Pay for Former Employees of Kaskaskia College Approved
11/15/2007

ADJUNCT FACULTY PAY POLICY

Policy Number: 4.3030
Subject Area: Personnel
Adopted: 12/21/2007
Revised: 12/21/2007

Kaskaskia College recognizes the valuable contributions Adjunct teaching faculty make to the educational program. In order to equitably compensate Adjunct faculty members for teaching duties and recognize the value of teaching experience, pay will be awarded to Adjunct faculty members pursuant to established procedures (see attached). This policy is not applicable to adjunct faculty members in Adult Education, non-credit community education and continuing

education courses, and credit and non-credit business and industry courses. Adjunct faculty members in those areas will be paid according to departmental guidelines.

This policy and accompanying procedures and pay schedule are effective beginning with the fall 2020 semester and no retroactive payments will be made.

Approval History: Replacement for Adjunct Faculty Pay 2.303 Approved: 06/21/2007, 08/18/2011, 07/27/2020

ADJUNCT FACULTY PAY PROCEDURE

Policy Number: 4.3030
Subject Area: Personnel
Adopted: 12/21/2007
Revised: 12/21/2007

Beginning with the fall 2020 semester, Adjunct faculty pay shall be paid according to the schedule below. This schedule is not applicable to adjunct faculty members in Adult Education, non-credit community education and continuing education courses, and credit and non-credit business and industry courses. Adjunct faculty members in those areas will be paid according to departmental guidelines.

Career and Technical Education/Arts and Sciences	Per Contact Hour/Lab
Rates	
<u>Lane I 0-5 (Semesters Completed)</u>	<u>\$35</u>
(Required credential to teach; plus 0-5 years' experience teaching or working in field)	
<u>Lane II 6-12(Semesters Completed)</u>	<u>\$36</u>
(Required credential to teach; plus 6-12 years' experience teaching or working in field)	
<u>Lane III 13-19(Semesters Completed)</u>	<u>\$37</u>
(Required credential to teach; plus 13-19 years' experience teaching or working in field)	
<u>Lane IV 20+(Semesters Completed)</u>	<u>\$38</u>
(Required credential to teach; plus 20+ years' experience teaching or working in field)20+ years of relevant work experience)	
Nursing/Allied Health	Per Contact Hour/Lab
Rates	
<u>Lane I 0-5 (Semesters Completed)</u>	<u>\$37</u>
(Required credential to teach; plus 0-5 years' experience teaching or working in field)	
<u>Lane II 6-12(Semesters Completed)</u>	<u>\$38</u>
(Required credential to teach; plus 6-12 years' experience teaching or working in field)	
<u>Lane III 13-19(Semesters Completed)</u>	<u>\$39</u>
(Required credential to teach; plus 13-19 years' experience teaching or working in field)	
<u>Lane IV 20+(Semesters Completed)</u>	<u>\$40</u>
(Required credential to teach; plus 20+ years' experience teaching or working in field)	

Semesters of experience used for determining placement on the above pay schedule will include classes taught during fall, summer, or spring semesters and do not have to be consecutive. Determination of appropriate placement on the above pay schedule will be made by the Instructional Services Division. Appropriate documentation is required for all placement on the above schedule and will be maintained in the Human Resources Office.

This procedure and pay schedule are effective beginning with the Fall 2020 semester and no retroactive payments will be made.

Policy Number: 5.2101
Subject Area: Student Services
Adopted: 09/16/2010
Revised: 04/22/2024

Kaskaskia College maintains an open-door admissions policy, in accordance with the Illinois Public Community College Act, that provides access to higher education for those individuals who can benefit from its comprehensive programs.

Admission to the College does not ensure entrance into a particular course or program of study. If space is not available to accommodate all persons, the College reserves the right to establish selective admission procedures and requirements. Certain programs have special admission entrance requirements, which must be met prior to being accepted into the program.

Detailed information regarding admission requirements and processes can be obtained through the College Catalog or from the Admissions and Registrations Department.

Students must have a high school diploma, Illinois High School Equivalency Certificate or equivalent documentation to be eligible for Title IV Funds.

Eligibility Requirements for Admission

Individuals are eligible for admission to the college as a regular student if they meet one of the following criteria:

1. All high school graduates or individuals with a High School Equivalency. Students who have earned the High School Equivalency certificate will be considered to have met the State Board of Education's minimum high school graduation requirements.
2. Be beyond the age of compulsory attendance and meet the criteria for completing homeschooling at the secondary level.
3. Transfer students from other colleges and universities who meet one of the above criteria.
4. Students not yet beyond the age of compulsory school attendance but are dually enrolled in high school and college coursework.
5. Students whose connection with a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board.

Application Procedure

Regular Degree/Certificate Seeking Students

The applicant who intends to earn a degree or certificate from Kaskaskia College must submit a completed Student Admissions Form.

Ensure that official documents (high school transcripts, college transcripts, AP scores, etc.) used to satisfy degree/certificate requirements are received by the last day of the term in which you plan to graduate.

Official transcripts covering a student's previous secondary and college education, submitted to the College as part of the admissions procedure, become a part of the official file. The College does not certify copies of transcripts from other institutions.

Conditional Acceptance

Students who do not fulfill the appropriate admission requirements will be permitted to register for the semester for which they are applying but may be prohibited from registering for subsequent semesters until all admission requirements have been fulfilled.

Validation of Transcripts

High school and college transcripts received by KC will be evaluated by the Registrar's Office to verify that the transcript is valid. In cases where validity is questionable, the Registrar's Office will research the identified organization and make a final determination. Students will not be eligible for Title IV aid until the process of validating high school transcripts (or equivalent record) is complete and confirms the completion of secondary education.

Non-Degree/Non-Certificate Students

The applicant who does not intend to earn a degree or certificate from Kaskaskia College must complete a Student Admissions Form and complete any required assessment before registering for courses. Students enrolling as non-degree or non-certificate seeking will not be eligible for financial aid.

Returning Students

Returning students must submit a Student Admissions Form to the Office of Admissions and Records and complete any admission requirements not met previously if working toward a degree or certificate. A returning student is anyone who has not been enrolled at the College for one year or more or who has graduated but plans to continue their education at KC.

Transfer Program Admission

Students applying for admission to a Baccalaureate Transfer Program (Associate in Arts, Associate in Science, Associates in Engineering Science, Associate in Fine Arts) must meet the minimum requirements as outlined below. Students will not be denied admission because of deficiencies in high school coursework but must satisfy them before graduating from Kaskaskia.

- Four years of English - written and oral communications, literature.
- Three years of mathematics - introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming.
- Three years of social studies - emphasizing history and/or government.
- Three years of science - laboratory science.

- Two years of flexible academic units - foreign language, music, art, vocational education, or additional courses in the above categories.

Selective Admission Programs

The following career programs have been identified as having selective admission requirements with limited enrollment: Associate Degree Nursing, Dental Assisting, Diagnostic Medical Sonography, Nail Technology, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, and Respiratory Therapy. Consult the curriculum section of this catalog to determine the specific admission requirements for these programs. Kaskaskia College in-district and specified career agreement applicants who complete the application process by the program's application deadline will receive preferential consideration in the selection process.

International Student Admission

Deadlines: For spring entry, application materials must be complete by December 1. For fall entry, applications must be completed by July 1.

1. Application -The student must complete all sections of the Student Admissions Form for admission and sign and date the application form.
2. Credentials -The minimum academic requirement for international admission is proof of graduation from an accredited secondary (high) school. The instructor must submit official academic records from each secondary and college/university attended. If original credentials are not available in English, an official English translation must accompany the official or certified true copy in the national language. If student wishes to use transfer credit from an international institution of higher education, an official transcript (with translated English version if necessary) that has been evaluated by a private evaluation agency at the student's expense must be submitted. The college transcript evaluator will use this information to officially award college credit in the same way as would occur for any other student. Suggested agencies for international transcript evaluation are: Educational Credential Evaluators, Inc. <http://www.ece.org> World Education Services, Inc. <http://www.wes.org>
3. Evidence of Legal Status-If student applicant is already in the U.S. on a B, F, J or other non-immigrant visa, photocopies of valid passport, most recent visa (even if expired), I-94 card (front & back), I-20 document (if on F-1 visa) or DS- 2019 document (if on a J-1 visa) and INS Notice of Action approving extension or change of status application must be submitted.
4. F-1 International Student Transfer Applicant - F-1 transfer applicants must submit the International Student Transfer Verification form completed by the International Student Advisor from the previous school.
5. Evidence of Financial Support - (two forms required) 1) International Student Financial Certificate must be signed by the student applicant. 2) An affidavit and bank statement certifying the amount in U.S. dollars, the total amount available from personal funds, family funds from abroad, or funds from any other source.
6. English Proficiency - Evidence of English proficiency must be submitted. Proof of English proficiency is not required if English is the native language spoken in student applicant's country. English proficiency must be proven by a satisfactory score on the TOEFL test.
 - A minimum TOEFL score of 78A on Internet-Based TOEFL. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.
 - A minimum TOEFL score of 85 on Internet-Based TOEFL is required for applying to special admit programs including Associate Degree Nursing, Respiratory, Radiologic Technology, and Physical Therapist Assistant. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.

NOTE: Please see Guidelines and/or Checklist for information about the SEVIS I-901 Fee.

GUIDELINES FOR INTERNATIONAL STUDENTS ENROLLING AT KASKASKIA COLLEGE

1. There is a \$350.00 SEVIS I-901 fee that is required to be paid prior to entering the United States. The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the U.S. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004, is responsible for paying this fee to SEVP. Student applicant's may complete Form I-901 online at www.fmjfee.com and also pay the fee online.
2. All international students must carry a minimum of 12 semester hours of credit (full-time) each semester, exclusive of summer, with at least 9 credit hours of face-to-face instruction. In the event enrolled credits fall below this number, the United States Immigration and Customs Enforcement will be notified immediately.
3. International students are responsible for all school tuition, fees, housing and living costs.
4. International students must always keep passport and immigration status valid.
5. International students must have your I-20 signed by a Designated School Official before leaving the country (United States).
6. International students should have health insurance.
7. International students should file their income tax form. See the Designated School Official for more information.
8. Tuition is assessed at the out-of-state rate.
9. For complete information, read page 2 of the I-20.
10. All international students must be counseled by an advisor before registering for classes.
11. International students must arrange their own housing and transportation.
12. International students must notify the Primary Designated School Official (PDSO) or Designated School Official (DSO) of any change of address and phone number.

Approval History: September 16, 2010; Revised April 22, 2024

ALCOHOL AND DRUG ABUSE PREVENTION POLICY

Policy Number: 2.3007

Subject Area: General College Policies/Administration

Adopted: 04/23/2018

Revised: 04/23/2018

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include the Drug Free Schools and Communities Act (Unified Statutes Code Title 20 Section 1011), Higher Education Opportunity Act of 2008, Section 107 Drug and Alcohol Abuse Prevention (Public Law 110-315), Drug Free Workplace Act (30 Illinois Compiled Statutes Chapter 580) and Title 34 of the Code of Federal Regulations - Education Department General Administrative Regulations (EDGAR) Part 86. Because of those statutes, the Board adopts the following policies:

- It is a condition of employment and a condition of participation as a student, that employees and students understand this policy and adhere to this policy. Failure to adhere to the policy may result in expulsion or termination of employment.
- It is the policy of the College to prohibit the unlawful manufacture, distribution, disposition, possession, or use of a controlled substance, including cannabis, in or on the premises owned or controlled by the College, or at any time while engaged in any college-sponsored activities. It is further the policy of the College to prohibit the use or possession of alcohol while on College property (whether owned or controlled) or at any time while engaged in any college-sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as "Prohibited Uses".
- The Vice President of Student Services should be contacted immediately if a student is suspected to be under the influence of drugs or alcohol.
- If an employee reports to work and is suspected to be under the influence of drugs or alcohol they may be subject to drug or alcohol testing. A refusal to submit to testing may be interpreted as a voluntary resignation. Human Resources should be contacted immediately if there is a suspicion that an employee is under the influence of drugs or alcohol.
- It is further a condition of employment that every employee notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College hereby certifies that it will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace.

Further, the College hereby certifies that within thirty (30) calendar days of receiving notice of an employee's drug conviction, the College will take appropriate personnel action against such an employee, up to and including termination or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency.

The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violations of rules that have previously occurred, but may be used as a mitigating circumstance to any disciplinary proceedings. Those with specific drug-free participation requirements must comply with program standards.

Counseling and Treatment Programs

- A campus prevention program and process for referral to counseling resources.
- Awareness activities are held and educational materials are provided to students and employees at a minimum on an annual basis.
- College health, first aid, psychology, and other classes include instruction on the prevention and assistance for drug and alcohol abuse.

Treatment

- Students and employees who need assistance for drug abuse will be referred to the Community Resource Centers for treatment.
 - o Carlyle Community Resource Center – phone contact 618.594.4581
 - o Centralia Community Resource Center - phone contact 618.533.1391
 - o Salem Community Resource Center – phone contact 618.548.2181
 - o Vandalia Community Resource Center – phone contact 618.283.4229
- Contact may be made with the Student Wellness Intervention and Facilitation Team (SWIFT), the Vice President of Student Services, or deans who will make expedient referrals.

Distribution of Program Information

- Program information will be distributed to students during each semester in student emails. Program information will also be available in the Academic Center for Excellence material racks.
- Program information will be distributed to employees during the fall semester via campus wide email from Human Resources.
- Program information will also be available in the Academic Center for Excellence material racks as well as the Human Resources Office.

For More Information

- Students should contact SWIFT or Vice President of Student Services

- Faculty members should contact the Vice President of Instructional Services or academic deans
- All other employees and staff members should contact the Director of Human Resources

Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol. The College has reference materials available to any person who is concerned about his or her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the Vice President of Student Services or the Academic Center of Excellence.

- Appendix A - Description of health risks associated with illicit drug use
- Appendix B – Treatment and education information

Students or employees who violate the policy prohibiting the use of alcohol or other drugs policy are subject to both the institutions sanctions and criminal sanctions provided by federal, state, and local law.

- Appendix C – Federal penalties for alcohol and illicit drug violations
- Appendix D - Illinois sanctions for violations of alcohol and illicit drug statutes

Violation of this policy by either a student or employee may lead to the termination of employment or expulsion of student and referral for prosecution.

Approval History:

Replaces Alcohol and Drug Abuse Prevention HS-6 and 2.75 Approved April 23, 2018

ALCOHOL AND DRUG ABUSE PREVENTION PROCEDURE

Policy Number: 2.3007

Subject Area: General College Policies/Administration

Adopted: 04/23/2018

Revised: 04/23/2018

This procedure outlines Kaskaskia College's Alcohol and Drug Abuse Prevention Program for students and employees and in conjunction with the accompanying policy constitute an outline of the College's drug prevention program.

I. Annual Notification

- A. Code of Student Conduct is published annually in the Student Handbook outline the prohibition on use of alcohol and other illicit drugs on campus. The Code of Conduct also includes descriptions of sanctions for non-compliance with College codes and policies and federal, state, and local law.
- B. Description of Health Risks associated with the use of alcohol or other illicit drugs
See Appendix A
- C. Education, Counseling and Treatment
See Appendix B
- D. Federal Penalties
See Appendix C
- E. Illinois Statutes
See Appendix D
- F. Notification is provided to students and employees through the Annual Security Report. Annually, this procedure and accompanying policy will be provided to students and employees through campus wide email distribution. New employees are presented this information in Human Resources orientation.

II. Review of Prevention Program

- A. During even number years, the College will conduct a review of the Alcohol and Drug Abuse Prevention Program to determine effectiveness and review the consistency of sanctions enforcement to identify and implement any necessary changes. The review will focus on the preceding two years.
- B. The review will be conducted through the Vice President of Student Services Office with assistance of the Student Wellness Intervention and Facilitation Team. A report of review activity will be provided to President's Cabinet by May of the same even number year.
- C. The biennial review will be shared with the Department of Education or designated representative upon request.

D. A certification of the Alcohol and Drug Abuse Prevention Program will be completed as a part of the biennial review.

APPENDIX A

Alcohol abuse

- Alcohol abuse has several typical patterns:

regular, daily use of large quantities

regular, heavy drinking confined to such periods as weekends

Unpredictable binge drinking

Short term effects

- o Slurred speech, drowsiness, headaches, impaired judgement, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, blackouts, unconsciousness, and coma

Long term effects

- o Vitamin B1 deficiency, physical dependence, toxic psychosis, cancer, neurological and liver damage, fetal alcohol syndrome, and sexual problems.

Illicit Drug Use

- Amphetamines

Short term effects

- o Dry mouth, loss of appetite, restlessness, irritability, anxiety, increased heart rate and blood pressure

Long term effects

- o Irritability, insomnia, hallucinations, delusions, heart problems, hypertension, toxic psychosis and physical dependence

- Barbiturates and Tranquilizers

Short term effects

- o Dizziness, slurred speech, muscle relaxation, and decreased motor control

Long term effects

- o Depression, physical dependence, severe withdrawal symptoms, toxic psychosis and possible convulsions

- Cocaine

Short term effects

- o Loss of appetite, dilated pupils, disturbed sleep, contracted blood vessels, increased blood pressure and heart rate, increase rate of respiration, nausea, paranoia, hyper-stimulation anxiety, increased hostility, muscle spasms and convulsions

Long term effects

- o Weight loss, depression, chronic cough, nasal passage injury, high blood pressure, hypertension, heart attack, stroke, hallucinations, psychosis, kidney, liver and lung damage

- Gamma Hydroxybutyrate Acid or Liquid G

Short term effects

- o Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate and blood pressure

Long term effects

- o memory loss, depression, severe withdrawal symptoms, physical and psychological dependence

- Heroin

Short term effects

- o Euphoria, flushing of skin, dry mouth, arms and legs feel heavy, slowed breathing, and muscular weakness

Long term effects

- o Constipation, loss of appetite, lethargy, weakened immune system, respiratory illnesses, muscular weakness, partial paralysis, physical and psychological dependence, and coma

- Ketamine

Short term effects

- o Dream-like state, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure and depression

Long term effects

o Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical and psychological dependence

- Lysergic Acid Diethylamide or Acid

Short term effects

o Dilated pupils, sweating, chills, loss of appetite, change in body temperature, blood pressure and heart rate, decreased sleep, tremors, visual acuity changes, and mood changes

Long term effects

o physical and psychological dependence, panic reactions, intensification of existing psychosis, psychological adjustment and social functioning interference and insomnia

- Ecstasy or Molly

Short term effects

o Confusion, impaired judgement, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems and muscle tension

Long term effects

o Sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, physical and psychological dependence, and death

- Marijuana or Cannabis

Short term effects

o Sensory distortion, poor movement coordination, slower reaction time, panic and anxiety

Long term effects

o Conjunctivitis, lethargy, bronchitis, shortened attention span, suppressed immune system, personality changes, psychological and physical dependence, and cancer

- Mescaline or Peyote

Short term effects

o Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate and blood pressure and increased body temperature

Long term effects

o Psychological dependence, intensification of existing psychosis and lasting physical and mental trauma

- Morphine or Opiates

Short term effects

o Increased body temperature, dry mouth, arms and legs feel heavy and euphoria

Long term effects

o physical and psychological dependence, constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and pulmonary complications

- Phencyclidine or Angel Dust

Short term effects

o Shallow breathing, skin flushing, nausea, vomiting, sweating, arm and leg numbness, blurred vision, decreased muscular coordination, delusions, paranoia and disordered thinking

Long term effects

o physical and psychological dependence, memory loss, speech and thinking difficulties, depression, weight loss, psychotic behavior, violent outbursts, and psychosis

- Psilocybin or Mushrooms

Short term effects

o Nausea, nervousness, distorted perceptions and paranoia

Long term effects

o Confusion, memory loss, shortened attention span and flashbacks that intensify existing psychosis

- Steroids

Short term effects

- o Increased lean muscle mass, increased strength, excess hair growth, oily skin, acne and high blood pressure

Long term effects

- o psychological dependence, cholesterol imbalance, loss of anger control, masculinization in women, breast enlargement in men, premature fusion of long bones preventing normal height, reproductive organ atrophy, reduced fertility, hypertension, stroke, congestive heart failure and liver damage

APPENDIX B

Students and employees will be referred to the Community Resource Center (1.618.533.1391) for treatment or hospitalization as required.

The Substance Abuse and Mental Health Services Administration has a national helpline (1.800.662.4357) that also serves as a Treatment Referral Routing Service. This is a free, 24-hour a day, 365 days a year, bilingual information service for individuals and family members dealing with mental health or substance use disorders.

This service provides referrals to local treatment facilities, support groups and community-based organizations. Visit Substance Abuse and Mental Health Services Administration for more information, free resources and free publications. Interested individuals are encouraged to utilize the website resources for locating reputable treatment options.

Prevention and Education

Education for students regarding alcohol and illicit drug abuse effects and applicable penalties are provided during scheduled events each semester including awareness events, orientations, and course materials. Additionally, educational materials are provided in the Academic Center for Excellence and this policy and procedure to prevent and reduce alcohol and illicit drug use or abuse. In addition, employees receive information and education through professional growth and development opportunities. Staff also participate in campus and community alcohol and drug coalitions to discuss current substance abuse related issues and trends.

APPENDIX C

Federal Trafficking Penalties

First Conviction

- Barbiturates
- any amount
 - up to five (5) years in prison
 - Fine up to \$250,000
- Cocaine
- 5 kilograms or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- Less than 100 grams
 - Ten (10) to sixty-three (63) months in prison
 - Fine up to \$1 million
- Crack Cocaine
- 50 grams or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 5-49 grams
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
- 5 grams or less
 - Ten (10) to sixty-three (63) months in prison
 - Fine up to \$1 million
 - Ecstasy
- Any amount
 - up to twenty (20) years in prison
 - Fine up to \$1 million
 - Three (3) years supervised release (following prison)
 - Gamma Hydroxybutyrate Acid or Liquid G
- Any amount
 - up to twenty (20) years in prison
 - Fine up to \$1 million
 - Three (3) years supervised release (following prison)
 - Hashish
- 10-100 kilograms
 - up to twenty (20) years in prison
 - Fine up to \$1 million
- 10 kilograms or less
 - up to five (5) years in prison
 - Fine up to \$250,000
 - Hash oil
- 1-100 kilograms
 - up to twenty (20) years in prison
 - Fine up to \$1 million

- 1 kilograms or less
 - up to five (5) years in prison
 - Fine up to \$250,000
 - Heroin
- 1 kilograms or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 100-199 grams
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
- 100 grams or less
 - Ten (10) to sixty-three (63) months in prison
 - Fine up to \$1 million
 - Ketamine
- Any amount
 - up to five (5) years in prison
 - Fine up to \$250,000
 - Two (2) years supervised release (following prison)
 - Acid
- 10 grams or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 1-10 grams
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
 - Marijuana
- 1000 kilograms or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 50-99 kilograms
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
- 50 kilograms or less
 - up to five (5) years in prison
 - Fine up to \$250,000
 - Methamphetamine
- 50 grams or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 10-49 grams
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
- 10 grams or less
 - Ten (10) to twenty-one (21) months in prison
 - Fine up to \$1 million
 - Phencyclidine
- 100 grams or more
 - Not less than ten (10) years in prison, not more than life
 - Fine up to \$4 million
- 10-99 grams
 - Not less than five (5) years in prison, not more than forty years (40)
 - Fine up to \$2 million
- 10 grams or less
 - Ten (10) to twenty-one (21) months in prison
 - Fine up to \$1 million
 - Rohypnol
- 1 gram or more
 - up to twenty (20) years in prison
 - Fine up to \$1 million
- Less than 30 mgs
 - up to five (5) years in prison
 - Fine up to \$250,000

Persons convicted on federal charges of possessing any controlled substance face penalties

- up to one (1) year in prison
- mandatory fine of no less than \$1,000 up to a maximum of \$100,000
- not less than fifteen (15) days but no more than two (2) years in prison
- a minimum fine of \$2,500.
- Subsequent convictions
- not less than ninety (90) days but not more than three (3) years in prison
- a minimum fine of \$5,000

Possession of drug paraphernalia

- Minimum fine of \$750

Special sentencing provisions for possession of crack cocaine

- a mandatory prison term of not less than five (5) years but not more than twenty (20) years
- fine of up to \$250,000
- or both if it is a first conviction and the amount of crack exceeds 5 grams

- or both if it is a second conviction and the amount of crack exceeds 3 grams
- or both if it is a third or subsequent conviction and the amount exceeds 1 gram

Under the Higher Education Act of 1998 (United States Code Title 20 Section 1091) students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This applies to all federal grants, loans, federal work-study programs, and similar programs. Those who have lost eligibility can successfully regain eligibility by successfully completing an approved drug rehabilitation program.

Possession Conviction

- First offense – one (1) year ineligibility from the date of the conviction
- Second offense – two (2) years ineligibility from the date of the conviction
- Third offense - eligibility revoked indefinitely

Drug Sales Conviction

- First offense – two (2) years ineligibility from the date of the conviction
- Second offense – eligibility revoked indefinitely
- Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (United States Code Title 21 Section 845a) face penalties of prison terms and fines that are twice as high as regular penalties for the offense including a mandatory prison sentence of at least one (1) year

Additional penalties including forfeiture of personal and real property apply for federal drug trafficking convictions. More severe penalties are possible for subsequent convictions or incidents where death or seriously bodily injury result from the use of a controlled substance.

APPENDIX D

Illinois Sanctions for Violation of Alcohol Control Statutes

235 Illinois Compiled Statutes 5/6-20

Identification Card Violations

- Unlawful use of an identification card - Class A Misdemeanor
- Fictitious, fraudulent or unlawfully altered identification card - Class 4 Felony

Alcohol Possession and Age Restriction Violations

- Possession or selling alcohol by individual under the age of 21 – Class B Misdemeanor
- Selling, giving or delivering alcohol to individuals under the age of 21 – Class A Misdemeanor

Class A Misdemeanor:

- Maximum fine of \$2,500
- Up to one (1) year in county jail
- May also result in revocation or suspension of driver's license

Class B Misdemeanor:

- Maximum fine of \$2,500
- Up to six (6) months in county jail
- May also result in revocation or suspension of driver's license

Illinois Sanctions for Violation of Alcohol Control Statutes

625 Illinois Compiled Statutes 5/11-501

Driving Under the Influence

- alcohol or other drugs and any combination thereof

First Conviction:

- Minimum of one (1) year loss of full driving privileges
- Possible imprisonment for up to one (1) year
- Maximum fine of \$2,500

Second Conviction:

- Minimum of five (5) years loss of full driving privileges
- a second conviction in a twenty (20) year period
- Mandatory five (5) days imprisonment or two hundred and forty (240) hours of community service
- Possible imprisonment for up to one (1) year
- Maximum fine of \$25,000

Third Conviction – Class 2 Felony:

- Minimum of ten (10) years loss of full driving privileges
- Mandatory eighteen (18) to thirty (30) month periodic imprisonment
- Possible imprisonment for up to seven (7) years
- Maximum fine of \$25,000

Aggravated Driving Under the Influence – Class 4 Felony:

following a crash resulting in great bodily harm or permanent disfigurement

- Minimum of one (1) year loss of full driving privileges
- Mandatory ten (10) days imprisonment or four hundred and eighty (480) hours of community service
- Possible imprisonment for up to twelve (12) years
- Maximum fine of \$25,000

Other alcohol offenses:

- Providing alcohol to a person under the age of 21
- Possible imprisonment for up to one (1) year
- Maximum fine of \$2,500
- Illegal transportation of an alcoholic beverage
- Point-assigned violation will be entered on driver's record
- Driver's license suspension for a second conviction in a twelve (12) month period
- Maximum fine of \$1,000
- Knowingly permitting a driver under the influence to operate a vehicle
- Possible imprisonment for up to one (1) year
- Maximum fine of \$2,500

Summary Suspension

- First Offense
- A chemical test indication of a blood alcohol level of .08 or greater
- Mandatory six (6) months driver's license suspension
- Refusal to submit to chemical testing results in a twelve (12) month license suspension
- Subsequent Offenses
- A chemical test indication of a blood alcohol level of .08 or greater
 - Mandatory one (1) year driver's license suspension
 - Refusal to submit to chemical testing results in a three (3) year license suspension

Drinking and Driving Under the Age of 21

- alcohol or other drugs and any combination thereof

First Conviction:

- Minimum of two (2) year loss of full driving privileges
- Possible imprisonment for up to one (1) year
- Maximum fine of \$2,500

Second Conviction:

- Minimum of five (5) years loss of full driving privileges
- a second conviction in a twenty (20) year period
- Mandatory five (5) days imprisonment or two hundred and forty (240) hours of community service
- Possible imprisonment for up to one (1) year
- Maximum fine of \$25,000

Third Conviction – Class 2 Felony:

- Minimum of ten (10) years loss of full driving privileges
- Mandatory eighteen (18) to thirty (30) month periodic imprisonment
- Possible imprisonment for up to seven (7) years
- Maximum fine of \$25,000

Aggravated Driving Under the Influence – Class 4 Felony:

following a crash resulting in great bodily harm or permanent disfigurement

- Minimum of one (1) year loss of full driving privileges
- Possible imprisonment for up to twelve (12) years
- Maximum fine of \$25,000

Other alcohol offenses:

- Illegal transportation of an alcoholic beverage
- Driver's license suspended for first conviction
- Driver's license revoked for second conviction
- Maximum fine of \$1,000

Summary Suspension

- First Offense
- A chemical test indication of a blood alcohol level of .08 or greater
- Mandatory six (6) months driver's license suspension
 - Refusal to submit to chemical testing results in a twelve (12) month license suspension
- Subsequent Offenses
- A chemical test indication of a blood alcohol level of .08 or greater

- Mandatory one (1) year driver's license suspension
- Refusal to submit to chemical testing results in a three (3) year license suspension

A Zero Tolerance Law provides that minors can have driving privileges suspended even if they are not intoxicated at the .08 level. Loss of privileges is greater for those refusing to take a sobriety test.

Zero Tolerance Law (blood alcohol level of .01 or greater)

- First Violation
- Three (3) months
- Six (6) months if test refused
- Not on public driving record if no subsequent suspensions occur
- Second Violation
- One (1) year
- Two (2) years if test refused

Driving Under the Influence Laws (blood alcohol level of .008 or greater)

- First Violation
- Six (6) months
- Twelve (12) months if test refused
- Permanently on public driving record
- Second Violation
- One (1) year
- Three (3) years if test refused
- Permanently on public driving record

Illinois Statutory Provisions for Illegal Drugs Manufacture or Delivery

720 Illinois Compiled Statutes 550/5

Marijuana Sale or Delivery

- Class B Misdemeanor
- 2.5 grams or less
- \$500 fine; possible one (1) year in jail
 - Class A Misdemeanor
- 2.5-10 grams
- \$1,000 fine; possible one (1) year in jail
 - Class 4 Felony
- 10-30 grams
- Possible fine not to exceed \$10,000; one (1) to three (3) years in jail
 - Class 3 Felony
- Between 30-500 grams
- Possible fine not to exceed \$50,000; two (2) to five (5) years in jail
 - Class 2 Felony
- 500 grams or more
- Fine not to exceed \$100,000; three (3) to seven (7) years in jail

Marijuana Possession

- Class C Misdemeanor
- 2.5 grams or less
- \$500 fine; possible thirty (30) days in jail
 - Class D Misdemeanor
- 2.5-10 grams
- \$500 fine; possible six (6) months in jail
 - Class A Misdemeanor
- 10-30 grams
- \$1,000 fine; one (1) year in jail
 - Class 4 Felony
- Between 30-500 grams
- one (1) to three (3) years in jail; possible fine of \$10,000
 - Class 3 Felony
- Over 500 grams
- two (2) to five (5) years in jail; possible fine not to exceed \$50,000

720 Illinois Compiled Statutes 579/401

Illicit Drugs Manufacture or Delivery

- Class X Felony
- Minimum six (6) years
- Not more than \$500,000 fine
- Second offense is double jail time and fine.
- Heroin (15 grams or more)
- Cocaine (15 grams or more)
- Morphine (15 grams or more)
- Peyote (200 grams or more)
- Barbiturates (200 grams or more)

- Amphetamines (200 grams or more)
- Acid (15 grams or more)
- Petazocine (30 grams or more)
- Methaqualone (30 grams or more)
- Phencyclidine (30 grams or more)
- Ketamine (30 grams or more)
- Gamma Hydroxybutyrate Acid (200 grams or more)
- Ecstasy (200 grams or more)
 - Class 1 Felony
- Four (4) to fifteen (15) years
- Not more than \$250,000 fine
- Second offense is double jail time and fine.
- Heroin (10-14 grams)
- Cocaine (1-14 grams)
- Morphine (10-14 grams)
- Peyote (50-199 grams)
- Barbiturates (50-199 grams)
- Amphetamines (50-199 grams)
- Acid (5-14 grams or hits)
- Petazocine (10-29 grams)
- Methaqualone (10-29 grams)
- Phencyclidine (10-29 grams)
- Ketamine (11-30 grams)
- Gamma Hydroxybutyrate Acid (50-199 grams)
- Ecstasy (50-199 grams)
 - Class 2 Felony
- Three (3) to seven (7) years
- Not more than \$200,000 fine
- Second offense is double jail time and fine.
- Heroin (10 grams or less)
- Cocaine (1 gram or less)
- Morphine (10 grams or less)
 - Class 3 Felony
- Two (2) to five (5) years
- Not more than \$150,000 fine
- Second offense is double jail time and fine.
- Peyote (50 grams or less)
- Barbiturates (50 grams or less)
- Amphetamines (50 grams or less)
- Acid (5 grams or less)
- Petazocine (10 grams or less)
- Methaqualone (10 grams or less)
- Phencyclidine (30 grams or less)
- Ketamine (less than 10 grams)
- Gamma Hydroxybutyrate Acid (less than 50 grams)
- Ecstasy (50 grams or less)

Illicit Drugs Possession

- Class 1 Felony
- Four (4) to fifteen (15) years
- Not more than \$250,000 fine
- Second offense is double jail time and fine.
- Heroin (15 grams or more)
- Cocaine (15 grams or more)
- Morphine (15 grams or more)
- Peyote (200 grams or more)
- Barbiturates (200 grams or more)
- Amphetamines (200 grams or more)
- Acid (15 grams or more)
- Petazocine (30 grams or more)
- Methaqualone (30 grams or more)
- Phencyclidine (30 grams or more)
- Ketamine (30 grams or more)
- Gamma Hydroxybutyrate Acid (200 grams or more)
- Ecstasy (200 grams or more)
 - Class 4 Felony
- One (1) to four (4) years
- Not more than \$15,000 fine
- Second offense is double jail time and fine.
- Heroin (less than 15 grams)
- Cocaine (less than 15 grams)
- Morphine (less than 15 grams)
- Peyote (less than 200 grams)
- Barbiturates (less than 200 grams)
- Amphetamines (less than 200 grams)
- Acid (less than 15 grams)
- Petazocine (less than 30 grams)
- Methaqualone (less than 30 grams)
- Phencyclidine (less than 30 grams)
- Ketamine (less than 30 grams)

- Gamma Hydroxybutyrate Acid (less than 200 grams)
- Ecstasy (less than 200 grams)

Replaces Alcohol and Drug Abuse Prevention HS-6 and 2.75 Approved April 23, 2018

ALCOHOL ON CAMPUS POLICY

Policy Number: 2.3005

Subject Area: General College Policies/Administration

Adopted: 10/22/2018

Revised: 10/22/2018

It is the policy of Kaskaskia College (KC) to provide a drug and alcohol free environment and work place as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701, et seq.) and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C. §7101, et seq.).

KC prohibits students and employees from possessing, using, distributing, dispensing, being under the influence and manufacturing illicit drugs and alcohol on its property. Any students who violate this policy will be subject to disciplinary action up to and including expulsion from the institution. Any employee who violates this policy will be subject to disciplinary action up to and including termination from the institution.

The KC Board of Trustees and College President may make an exception to this policy to allow alcohol service at non-student related events hosted by the college or the KC Foundation. Application for such an exception must be made in writing to the Office of the President. Upon approval by the Office of the President, notification of said event will be sent to the KC Board of Trustees within 30 days of the event.

The following factors should be taken into consideration when determining whether the sale or service of alcoholic beverages should be permitted on college property or at non-student-related events:

1. Whether the event is a student activity or student-related activity;
2. Whether the physical setting of the event is conducive to control of alcoholic beverages sales and distribution;
3. The ability of the event operator to ensure that the sale or serving of alcoholic beverages and the demeanor of the participants are in accordance with State law and college policies;
4. The anticipated attendees at the event and the relative proportion of individuals under the age of 21 to individuals age 21 or older;
5. The ability of the venue operator to prevent the sale or distribution of alcoholic beverages to individuals under the age of 21;
6. Whether the event prohibits participants from removing alcoholic beverages from the venue; and
7. Whether the event prohibits participants from providing their own alcoholic beverages to the venue.

This policy is pursuant to Section 5/6-15 of the Liquor Control Act.

Approval History: Replaces Alcohol on Campus Policy 8.5 Approved October 22, 2018

APPLICATION PRIVACY POLICY

Policy Number: 2.4005

Subject Area: General College Policies/Administration

Adopted: 09/23/2024

Revised: 09/23/2024

I. Overview

Kaskaskia College built the KC applications and KC Connect as free apps and subsequent services. This service is provided by Kaskaskia College at no cost and is intended for use as is. This page is used to inform visitors regarding our policies regarding the collection, use, and disclosure of Personal Information if anyone decides to use our Service.

If you choose to use the Service, then you agree to the collection and use of information in relation to this policy. The Personal Information that we collect is used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy.

II. Information Collection and Use

To Improve your experience using our Service, we may require you to provide us with certain personally identifiable information. We will retain the information you provide and use it as described in this privacy policy.

The app does use third party services that may collect information used to identify you.

Link to the privacy policy of third-party service providers used by the app:

- [Google Play Services](#)
- [Google Analytics](#)

A. Log Data

We want to inform you that whenever you use our Service, in case of an error in the app, we collect data and information (through third-party products) on your phone called Log Data. This Log Data may include information such as your device's Internet Protocol ("IP") address, device name, operating system version, the configuration of the app when utilizing our Service, the time and date of your use of the Service, and other statistics.

B. Cookies

Cookies are small data files commonly used as anonymous unique identifiers. They are sent to your browser from the websites you visit and stored on your device's internal memory. This Service does not use these "cookies" explicitly. However, the app may use third-party code and libraries that use "cookies" to collect information and improve their services. You have the option to either accept or refuse these cookies and know when a cookie is being sent to your device. If you choose to refuse our cookies, you may not be able to use some portions of this Service.

C. Service Providers

We may employ third-party companies and individuals due to the following reasons:

- To facilitate our Service;
- To provide the Service on our behalf;
- To perform Service-related services; or
- To assist us in analyzing how our Service is used.

We want to inform users of this Service that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

D. Security

We value your trust in providing us with your Personal Information. Thus, we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

E. Links To Other Sites

This Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

F. Children's Privacy

These Services do not address anyone under the age of 13. We do not knowingly collect personally identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to take the necessary actions.

G. Changes To This Privacy Policy

The Application Privacy Policy will be reviewed by the CIO and a working group comprised of appropriate staff members per the institutional policy review calendar. If circumstances arise that require significant changes to the policy, it may be reviewed and updated more often.

H. Contact Us

If you have any questions or suggestions about our Application Privacy Policy, do not hesitate to contact us at privacy@kaskaskia.edu.

APPOINTMENT OF PROFESSIONAL CONTRACTUAL EMPLOYEES BYLAW

Board Bylaw: 1.9000
Subject Area: Board of Trustees Bylaws
Adopted: 09/16/2004
Revised: 09/16/2004

Professional contractual employees may be appointed or retained when necessary to carry out the Board's duties and functions. Such personnel include, but are not limited to, attorneys, auditors, and other professional consultants. The duties and authority of such personnel shall be as specified by applicable law, by contract, or as directed by the Board or by the President or his designees.

Approval History: Replaces Appointment of Professional Contractual Employees Policy 1.457 Approved September 16, 2004

APPOINTMENT STATUS AND LENGTH OF APPOINTMENT (PART-TIME, SHORT-TERM AND SEASONAL) POLICY

Policy Number: 4.2500
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

A part-time employee is one who is appointed by the President or his designee and whose regularly assigned job duties consume less than 80% of the average workweek of a full-time employee assigned comparable job duties. In accordance with applicable law, part-time faculty are not eligible for tenure.

A short-term employee is one whose assigned job duties consume 80% or more of the average work week of a regularly assigned full-time employee and who is employed by the Board on a temporary basis not to exceed a twelve-month period.

An individual employed on a short-term basis shall be informed of the conditions of his appointment at the time he is hired. Appointment or reappointment to any such position shall not create a right to a subsequent short-term appointment or to a regular appointment.

A seasonal employee is appointed by the President or his designee to perform support staff duties on a part-time or full-time basis for a period not to exceed six (6) months.

An individual employed on a seasonal basis shall be informed of the conditions of his appointment at the time he is hired. Appointment or reappointment to a seasonal position shall not create a right to a subsequent seasonal appointment or to a regular part-time or full-time position.

Approval History: Replaces Appointment Status and Length of Appointment (Part-time, Short-term and Seasonal) 2.25

ATHLETIC HALL OF FAME POLICY

Policy Number: 5.5000
Subject Area: Student Services
Adopted: 12/19/2016
Revised: 12/19/2016

The Kaskaskia College Board of Trustees has formally established an Athletic Hall of Fame. Such Hall of Fame was established in order to recognize those individuals and teams who, through leadership and character, have made exceptional contributions to the reputation and prestige of KC athletics, and who have continued to exhibit in their daily lives the values learned through intercollegiate athletics. Also eligible for recognition are those individuals (non-athletes) who have had a significant role in the promotion, growth, and development of intercollegiate athletics at the College. Implementation of the Hall of Fame is subject to established procedures.

ATHLETIC HALL OF FAME PROCEDURE

I. Name and Purpose

A. The name of this organization is the Kaskaskia College Athletic Hall of Fame

B. The purpose of this organization is to recognize those individuals and teams who, through leadership and character, have made exceptional contributions to the reputation and prestige of Kaskaskia College athletics, and who have continued to exhibit in their daily lives the values learned through intercollegiate athletics.

II. Determination of Induction Years

The College administration shall determine how often individuals and/or teams will be honored and what years will be considered induction years.

III. Categories of Membership

A. Former athletes

B. Former coaches

C. Former teams

D. Friends of KC (officials, writers, photographers, fans and other professionals)

IV. Requirements for Nomination

A. Former athletes

1. Specific criteria: Satisfying one or more of the specific criteria automatically allows an athlete to be considered for nomination to the Hall of Fame following a five-year eligibility period. Criteria should be based primarily on performance while attending Kaskaskia College.

a. First or second place in individual competition at the Region level

b. Named NJCAA All American at any level (Academic All American does not qualify)

c. A member of the U.S Olympic Team

2. General criteria: An athlete satisfying all of the general criteria may be nominated to the Hall of Fame.

a. Must have been outstanding, as evidenced by such accomplishments as:

i. All-American

ii. National Champion or qualifier

iii. Recipient of various athletic awards and honors

iv. Special team nomination (All Conference, All Region)

v. School records set and statistics

b. Must have exhibited acceptable standards of conduct during competition, as a student on campus, and as a citizen in the community.

c. Graduation is preferred though not required. If the athlete did not graduate, the athlete must have ended his or her community college career at Kaskaskia College.

d. Must meet the five-year eligibility period from the last date of attendance at Kaskaskia College.

e. In the determination of the Hall of Fame Committee, must not be a nominee who will bring a negative perception to Kaskaskia College or the Kaskaskia College Athletic Hall of Fame.

B. Former Coaches

1. Tenure of at least five years at Kaskaskia College

2. Must meet five-year eligibility period from last date of employment at Kaskaskia College

3. Outstanding contributions to the Kaskaskia College Athletic program

C. Former Teams

1. Specific criteria: Satisfying one or more of the specific criteria automatically allows a team to be considered for nomination to the Hall of Fame following a five-year eligibility period.

• Participation in national competition.

2. General criteria: A team satisfying all of the general criteria may be nominated to the Hall of Fame.

a. Must have been outstanding, as evidenced by such accomplishments as:

- i. Recipient of various team awards and honors
- ii. School records set and statistics

b. Must have exhibited acceptable standards of conduct both during competition and as a unit while representatives of Kaskaskia College

D. Friends of KC

1. Outstanding performance as an official, sports writer, sports photographer, or other sports professional or friend of the Kaskaskia College Athletics program.
2. Association with the college for at least five years.
3. Achievement so outstanding as to eliminate any question as to selection.

V. Number of Inductees

A. Induction

• No more than six individuals and two teams to be inducted per induction year. Recommendation is for five individuals and one team per induction year.

B. Minimum Number Mandatory

• The maximum numbers are not to be interpreted as requirements. It is not mandatory that these numbers be inducted; however, a minimum of one must be inducted each induction year.

VI. Distribution of Sports

In the interest of inducting the most worthy athletes and coaches, no quota by sports is established. However, the same attention should be given to achievements in all sports, regardless of whether Kaskaskia College has an active program in that sport.

VII. Selection Procedures

A. Nomination

• Any person may nominate an individual for consideration. Nominees will be solicited through notices through official Kaskaskia College press releases.

B. Submission

1. Nominations will be made to the Athletic Director or any member of the Hall of Fame Selection Committee.
2. Names of nominees will not be published.
3. Nominations must be made in writing on the official Kaskaskia College Athletics Hall of Fame Nomination Form and include supporting documented evidence of the nominee's qualifying accomplishments at Kaskaskia College.
 - a. Please supply a photo of the nominee to use if selected for induction to the Kaskaskia College Athletic Hall of Fame.
 - b. There is no limit to the number of times an individual who is not selected may be nominated.

C. Access to College Records

1. The Kaskaskia College Archives shall be available to individuals wishing to do research on nominees to the Kaskaskia College Athletic Hall of Fame.

D. Voting

1. To be selected, the nominee must receive a minimum of 75 percent of the highest number of possible affirmative votes that could be received by a nominee. In cases where more than the maximum number of nominees receive this total, a runoff vote may be conducted on a preferential basis to reduce the number to the prescribed limit.
2. In the event of a widely spread vote where by no one received the required 75 percent, the Hall of Fame Selection Committee may conduct screening votes to reduce the number of nominees to a workable number. In no case, however, is the Hall of Fame Selection Committee obligated to induct the maximum number or any member not worthy of the honor.
3. If a nominee is chosen for induction by the Hall of Fame Selection Committee, the following steps must be followed:
 - a. The Hall of Fame Selection Committee will present the person(s) selected for induction to the Athletic Director.
 - b. The Athletic Director will inform the President of Kaskaskia College and the President will inform the Kaskaskia College Board of Trustees of the person(s) to be inducted.
 - c. The selected nominee(s) will be inducted during a formal ceremony.
4. All voting will be by secret ballot, with the Chairperson of the Kaskaskia College Athletic Hall of Fame Selection Committee and another member of the committee, designated by the Chairperson, tallying the votes.

VIII. Selection of Committee Personnel

A. Number

The Hall of Fame Selection Committee shall be composed of ten members, with a quorum of at least seven voting members present to conduct voting on nominees to the Kaskaskia College Athletic Hall of Fame.

B. Composition

The composition of the Hall of Fame Selection Committee shall be as follows:

1. Athletic Director
2. Member and/or retiree of the KC faculty/staff at large
3. Director of Public Information
4. A former KC coach
5. A current KC coach
6. A former KC student
7. An at large representative
8. A member of the Kaskaskia College Sports Association or a Kaskaskia College Athletic Hall of Fame Inductee
9. A KC Board of Trustees member
10. Vice President of Student Services (Chairperson)

C. Service

Members shall serve three-year terms. Hall of Fame Selection Committee members may succeed themselves in full three-year terms on the committee.

D. Appointments

The Hall of Fame Selection Committee shall select members to serve on the committee.

E. Hall of Fame Committee

No member of the Hall of Fame Selection Committee may be considered for selection into the Kaskaskia College Athletic Hall of Fame during his or her term of service on the Hall of Fame Selection Committee. However, once selected and inducted, an inducted Kaskaskia College Athletic Hall of Fame member is eligible to serve on the Kaskaskia College Athletic Hall of Fame Selection Committee.

IX. Selection and Induction Schedule

A. Timetable

The selected list of nominees must be sent to the Kaskaskia College Athletic Hall of Fame Selection Committee no later than six months before the formal Induction Ceremony. The committee will meet or communicate by phone and email to discuss the qualifications of the nominees.

B. Induction

The Induction Ceremony will be held during the Kaskaskia College Athletic Hall of Fame Banquet on a predetermined date, time and location as decided by the Kaskaskia College Athletic Hall of Fame Selection Committee.

C. Recognition

Each inductee shall receive an individual plaque. In addition, there shall be a plaque displayed in the Kaskaskia College Athletic Hall of Fame. A wall plaque collectively honoring all Kaskaskia College inductees who have contributed to the Kaskaskia College Athletic program shall be displayed in the Kaskaskia College Athletic Hall of Fame.

D. Budget

1. The Kaskaskia College Athletic Hall of Fame Selection Committee shall be responsible for estimating the annual projected cost of the Kaskaskia College Athletic Hall of Fame Induction Ceremony and Hall of Fame Banquet. Upon approval of the Vice President of Administrative Services, the projected cost shall be a line item in the annual College budget.

2. Proceeds from the Kaskaskia College Athletic Hall of Fame Banquet will offset some of the expenses of the Kaskaskia College Athletic Hall of Fame Induction Ceremony.

X. Constitution and Bylaws

A. Approval

1. By 2/3 majority vote, the Kaskaskia College Athletic Hall of Fame Selection Committee shall approve the Constitution and Bylaws of the Kaskaskia College Athletic Hall of Fame. The Committee Chairperson shall then present the document to the Kaskaskia College President.

2. Final approval shall rest with the Kaskaskia College Board of Trustees.

B. Changes

Proposed changes to the Constitution and Bylaws of the Kaskaskia College Athletic Hall of Fame must be submitted to

the Kaskaskia College Athletic Hall of Fame Selection Committee. Amendments will follow the procedure outlined for the initial approval of the document.

Approval History:
November 28, 2016
December 14, 2015

AUDITING OF CLASSES POLICY

Policy Number: 6.1200
Subject Area: Instruction
Adopted: 01/01/1999
Revised: 02/24/2025

Any student qualified for admission to the College who does not desire to complete the work required for credit in a particular course but desires to attend a class regularly for information or self-improvement may register as an audit student. Audit students must pay the same tuition rate as is paid by regularly enrolled students as well as the appropriate fees.

Students that audit a course will receive a grade of "AU" on their transcript if they complete the course.

Replaces Auditing of Classes Policy 3.250
Approved

AUDITS POLICY

Policy Number: 3.1003
Subject Area: Business Services and Finances
Adopted: 03/23/2013
Revised: 03/23/2013

An audit shall be made at the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the Board of Trustees. The audit examination shall be conducted in accordance with generally accepted audit principles and standards and in accordance with the requirements set forth in the Illinois Public Community College Act.

The selection of an audit firm shall be made in accordance with the following process:

- The College shall request a four-year proposal for the annual audit. Such proposal shall include the provision that the contract with the auditing firm selected may be renewed by the College Administration on an annual basis for up to four additional years, for a combined total of eight years. Such annual renewals are contingent on the College Administration's determination that the audit firm has performed satisfactorily during the preceding period. The College is not obligated to extend the contract with the audit firm beyond the initial four-year term and reserves the right to seek new proposals at any time after the initial four-year contract is completed.
- Once an audit firm has performed the College audit for eight (8) consecutive years, the College will request new proposals for auditing services. When such proposals are sought, all firms licensed to practice public accounting in Illinois, to include the audit firm that has completed the eight-year audit cycle just ended, shall be eligible to submit a proposal.

The audit firm that is performing the College audit at the time the above provisions are approved shall be permitted to continue as the College audit firm, pursuant to the above provisions. The eight-year maximum, as outlined above, shall include the years such firm was engaged as the College's audit firm prior to the above provisions being approved.

Approval History: Replaces Audit Policy 4.1 Approved July 15, 1993 and March 23, 2013

AWARD RECOGNITION POLICY

Policy Number: 4.8000
Subject Area: Personnel
Adopted: 07/01/2013
Revised: 07/01/2013

Kaskaskia College acknowledges the value of recognizing individuals and/or groups who have contributed significantly to the College's success and/or the betterment of the community. These individuals include faculty, staff, board members, students, alumni, community members and other supporters of the College. Specific criteria and selection procedures for each recognition program shall be developed in accordance with established Awards Recognition Procedures.

Approval History: Replaces Award Recognition Policy 2.8 approved 7/22/13

AWARD RECOGNITION PROCEDURE

Policy Number: 4.8000
Subject Area: Personnel
Adopted: 04/22/2013
Revised: 02/23/2022

Awards recognition requiring candidate selection shall be based upon an open nomination process. The Awards Committee shall be overseen by the Marketing and Public Information Department and will be comprised of equal members of each Kaskaskia College division (Executive Services, Instructional Services, Student Services, and Administrative Services). Each division leader will select two members from their division to serve two-year teams. The College President and the Director of Marketing shall serve as ex-officios. The ninth member of the committee shall be a KC student in a leadership position (KC Student Trustee or President of Student Congress) or KC student from one of the following groups: Board of Trustees Scholars or Kaskaskia College Student Ambassadors.

For awards/scholarships/contests that require student submissions, the Instructional Services awards committee members shall appoint two faculty members to receive student submissions.

The awards committee shall review applicants and select based on established criteria and guidelines for each award and ensure that all qualified candidates are considered equally and fairly. The committee shall publish these criteria and guidelines each year when nominations are being requested.

In addition to specific recognition programs identified below, the College and Board of Trustees may formally recognize individuals or groups for special accomplishments. Such recognition shall be handled in a manner consistent with the specific awards listed. Awards shall be presented annually in a recognition reception to be determined by college leadership. In the event a reception is not held, awards will be distributed and presented by college leadership.

The college may submit nominations for state wide awards in collaboration with the Illinois Community College Trustees Association (ICCTA).

The College has three categories of awards: ICCTA Awards, ICCTA Awards that are also awarded internally at Kaskaskia

College, and internal Kaskaskia College Awards

ICCTA Awards (Criteria for these awards is established by ICCTA):

Gigi Campbell Student Trustee Excellence

Gary W. Davis Ethical Leadership

Equity and Diversity Award

Gregg Chadwick Student Service Scholarship

Professional Board Staff Member Award

Ray Hartstein Trustee Achievement Award

ICCTA Awards that are also awarded internally at Kaskaskia College (Criteria for these awards is established by the ICCTA):

Distinguished Alumnus Award

Pacesetter Award

Business and Industry Partnership Award

Gandhi/King Peace Scholarship

Paul Simon Student Essay Contest

Outstanding Adjunct Faculty Member Award

Outstanding Full-Time Faculty Member Award

Lifelong Learning Award

Internal Kaskaskia College Awards

Honorary Associate Degree

High School and Dual Credit Faculty Award

Horizon Faculty of the Year Award

Assessment Award

Distinguished Service Award

Educational Partnership Award

Full-Time Employee of the Year

Part-Time Employee of the Year

Innovation Impact Award

Synergy Award (formally Kaskaskia College Teamwork Award)

President's High Five Award*

Teachers and Coaches Entrepreneurship Program (TCEP) Entrepreneur of the Year Award*

PRESIDENT'S HIGH FIVE AWARD

The President's High Five Award shall be awarded at the discretion of the college president.

TEACHERS AND COACHES ENTREPRENEURSHIP PROGRAM (TCEP) ENTREPRENEUR OF THE YEAR AWARD

Nominees for the "Entrepreneur of the Year Award" will be selected by the awards committee, plus consulting with the Kaskaskia College Board of Trustees and Foundation Board of Directors.

YEARS OF SERVICE AWARDS

Years of Service Awards are presented yearly through the President's Office to those employees who have been employed at the College for 5 years and in 5-year increments thereafter. Official employment records are kept by Human Resources and the President's Office. Awards are presented at an all employee recognition reception determined by the President's Office each year. In the event a reception is not held, awards will be distributed and presented by college leadership.

Permanent employment of 30 hours per week or more qualifies an employee for consideration of a Years of Service Award. Temporary, seasonal, adjunct faculty or regular part time employment of less than 30 hours per week do not qualify. If an employee leaves employment and returns, actual time employed will be calculated. The period of time between leaving and returning will not be counted.

The deadline for calculation of awards is December 31 of each year. If an employee began employment prior to December 31 and is eligible for the award (in 5-year increments), it will be presented at the subsequent award ceremony. If employment begins after December 31, the award will be presented the following year.

Approval History: Replaces Award Recognition Procedure 2.8 approved July 22, 2013 and November 5, 2019; and Award of Excellence by Law 1.9700 approved September 27, 2017. Revision approved 02/23/22.

BLOOD-BORNE PATHOGENS POLICY

Policy Number: 4.7100
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 07/20/1995

Kaskaskia College will continue to adhere to regulations published by the United States Department of Labor -- Occupational Safety and Health Administration (OSHA) requiring that certain employees be provided with immunization for Hepatitis B. This plan will cover primarily those individuals in the fields of clinical allied health, biological sciences, cosmetology, athletics and physical education, and maintenance/ housekeeping/ security who may be exposed to blood or other potentially infectious material as part of their job duties. Required training will be provided by the College. Employees must either have the immunization series or sign a declination statement as required by law. The statements will be maintained by the Business Office. Additional information about the regulations is available in the Business Office.

Approval History: Replaces Blood-borne Pathogens Policy 2.71 approved 7/20/1995

BOARD BYLAWS AND POLICIES AND PROCEDURES BYLAW

Board Bylaw: 1.0000
Subject Area: Board of Trustees Bylaws
Adopted: 01/25/2024
Revised: 01/25/2024

BYLAWS

Bylaws describe the Board organization, procedures, functions, and methods for the management of its own business.

Bylaws of the Board may be amended or adopted at any regular or special meeting of the Board. A 5/7 majority vote of the Board membership is required, provided that notice of the intention to change, amend, or add to the bylaws in whole or in part shall (1) be included in the meeting agenda and (2) have been presented at at least one regular Board meeting prior to the meeting at which the change is considered by the Board.

POLICIES

Policies are basic assumptions and general principles recommended by the College administration and approved by the Board of Trustees to guide College personnel in the management of College operations.

A majority vote of the Board membership is required, provided that notice of the intention to change, amend, or add to the policies in whole or in part shall be included in the agenda of any regular or special meeting and have been presented at at least one regular Board meeting prior to the meeting at which the change is considered by the Board unless one of the readings is waived by the Board as stated below.

The Board has the discretion to waive the final reading and approve a policy after only a first reading, if a majority of the members feel it will be in the best interest of the College to do so. The Board also has the discretion to require more than two readings of a policy for approval. Policies brought to the Board for adoption or amendment shall be developed pursuant to New and Revised College Policies and Procedures Policy 2.0000 and New and Revised College Policies and Procedures Procedure 2.0000.

Policies adopted by the Board are not intended to create a promise or binding agreement or contract between

Kaskaskia College and any of its employees or students. Kaskaskia College reserves the sole discretion to change the content or application of policies and procedures. Such changes can be implemented whether or not they have been communicated, printed, or posted to the College Policies and Procedures weblink.

Rules and procedures are specific methods and courses of action taken by the College administration, faculty, and staff in implementing the policies that are adopted by the Board of Trustees.

All such rules and procedures shall be provided to the Board for informational purposes at the time policies are considered for adoption or amendment. Due to the need to consistently change procedures to meet new legal requirements, new technology needs, and to improve efficiently, the College President is authorized to approve all new and revised procedures for implementation of Board policy. After final approval of procedures by the President, they will be communicated electronically to College employees and compiled in electronic format in the Kaskaskia College Policies and Procedures weblink, which is available for all to view electronically on the College's website. All employees are responsible for knowing the content of the policies and procedures. The Board and employees shall have electronic access to the Policies and Procedures weblink.

Policies shall be reviewed and revised as needed to maintain accuracy and relevance. Any revisions should follow the appropriate designation.

ADMINISTRATIVE REVISION

An administrative revision to a policy/procedure is a change that is superficial or administrative in nature. Administrative revisions may reflect editorial changes, grammatical changes, or updates to external references, names, or titles. Administrative revisions to policies may be approved by the College President, and must be shared informationally with the Board of Trustees within the Executive Services report for the next regularly scheduled Board of Trustees meeting. Administrative revisions to procedures may be approved by the College President, and must be shared informationally with the President's Cabinet at next regularly scheduled President's Cabinet meeting.

MINOR REVISION

A minor revision is a change to a current policy/procedure that is of an insubstantial nature, and has no effect to the meaning or intent of the policy/procedure. Minor revisions may reflect changes to responsibilities or operational aspects of a process. Minor revisions to policies may be approved by the College President, and must be shared informationally with the Board of Trustees within the Executive Services report for the next regularly scheduled Board of Trustees meeting. Minor revisions to procedures may be approved by the College President, and must be shared informationally with the President's Cabinet at next regularly scheduled President's Cabinet meeting.

MAJOR REVISION

A major revision is a change to a current policy/procedure that is likely to impact the intent of the policy/procedure and/or on other related policies/procedure. Any major changes to policies require Board of Trustee approval. Any major changes to procedures require Presidential approval and should be vetted by the President's Cabinet if time permits.

Nothing in this document shall be construed to limit the right of the Board of Trustees to change, alter, amend, or repeal any of its bylaws, policies, procedures, rules, or regulations or any other provisions herein.

Approval History: Replaces Board Bylaws 1.750, July 15, 2004, and Board Policies 1.751, July 15, 2004 and December 14, 2015, Right to Amend, Change or Appeal 1.80, Approved July 15, 2004, Rules and Procedures 1.752 Approved July 15, 2004 and December 14, 2015, Revised January 25, 2021; Revised January 25, 2024.

BOARD MEMBERS' CODE OF ETHICS BYLAW

Board Bylaw: 1.0002
Subject Area: Board of Trustees Bylaws
Adopted: 04/22/2019
Revised: 04/22/2019

Each member of the Kaskaskia Community College District 501 Board of Trustees owes a fiduciary responsibility to both the residents of District 501 and to the students served by the College. It is the Board of Trustees' duty to ensure that Kaskaskia Community College operates in a fiscally responsible manner while focusing on the best interests of the students. The Board expects of itself and its members ethical and professional conduct. This commitment includes appropriate use of authority and proper decorum in group and individual behavior when acting as Board members. The following Code of Ethics serves as a guide to the Kaskaskia Community College District #501 Board of Trustees as they

serve the community:

A Kaskaskia Community College Trustee will honor the responsibility of membership by:

- Always thinking in terms of the “student first” and representing at all times the best interest of the entire College community. Trustees will not allow special interest groups or single issue agendas to interfere with their responsibilities. Trustees must have one allegiance, that is to the institution and its mission.
- Accepting the responsibility of being informed concerning the duties and functions of a College trustee as mission setting, and understanding the trustee’s role is policy-making.
- Accepting the responsibility under Illinois law of seeing that the facilities, resources, and financial support are provided for the appropriate functioning of the College.
- Understanding the philosophy, policy, and procedures of the College and making such decisions as to maintain and strengthen them for the future.
- Recognizing with fellow trustees, the responsibility as a locally elected official to seek the improvement of education throughout the Kaskaskia Community College region.

Trustees will respect their relationships with other members of the Board by:

- Accepting that authority resides only with the Board as a whole in official meetings, and that an individual trustee has no legal power to make statements, promises, or to bind the Board outside of such meetings.
- Maintaining respect for the opinions of one’s colleagues and a proper restraint in criticism of colleagues and officers, graciously conforming to the principle of “majority rule.”
- Refusing to influence any vote or actions of the Board or any College employee through threat, promise of reward, deception, exchange of vote, or any other means than legitimate open discussion.
- Fostering trustee development through participation in educational activities, including state, regional and national meetings to enhance their ability to serve effectively as members Kaskaskia Community College Board of Trustees.
- Maintaining confidentiality including discussions, which occur at legally held closed meetings of the Board and other communications, such as attorney-client privileged communications.

Trustees will maintain desirable relations with the College President and staff by:

- Striving to attract, select, and keep the best professional leader available for the College presidency when a vacancy exists.
- Providing the President of the College full administrative authority for properly discharging professional duties as President, and holding the President responsible for acceptable results.
- Advising, informing and supporting the President.
- Having the President or designated representative present at all meetings of the Board, except when excused by the Board or when the President’s contract and salary are under consideration.
- Supporting and developing Board approved College plans or programs.
- Acting upon the recommendation of the President in matters of employment, reassignment or dismissal of College personnel.
- Informing the President immediately of any concerns regarding performance, conduct, or style, that in the opinion of the Board, require the President’s attention.
- Presenting and referring all complaints or criticisms of any employee privately to the President in closed session.
- Maintaining any confidence or confidential records concerning the academic community.
- Preserving the rights and obligations of the academic community.
- Assisting in every honorable way to maintain the good name, image, honor, and dignity of the College and the entire academic community.

Trustees will meet their responsibilities to the community by:

- Embracing the core values, vision, mission, purposes, and goals of the College with the community.
- Insisting that all College business transactions be open and ethical.
- Refusing to ask the College staff for any privilege or favors, which would not be granted to other citizens under the same circumstances.
- Refusing to use the position on the Board of Trustees or any confidential information for personal gain or personal prestige.
- Refusing to seek by personal solicitation or otherwise to sell to the Board or employees of the College any real estate, commodity, or service.
- Representing unconflicted loyalty to their responsibilities to the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and memberships on other Boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the College’s services.
- Ensuring the community’s confidence that all is being done in the best interest of the College District and its educational needs.
- Placing the opportunities of the College within reach of all District residents regardless of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.
- Appraising fairly both the present and future educational needs of the community.

Approval History: Replaces Board Members’ Code of Ethics Policy 1.17 approved April 22, 2019

BOARD OF TRUSTEE MEETINGS BYLAW

Board Bylaw: 1.1000
Subject Area: Board of Trustees Bylaws
Adopted: 12/18/2023
Revised: 01/25/2021

BOARD MEETING

The President or his representative shall attend all meetings of the Board and shall inform and advise the Board with respect to the operation of the College.

All meetings of the Board shall be open to the public, except for specific exceptions as provided for in the Illinois Open Meetings Act. Members of the public may address the Board at any official meeting in regard to any item on the agenda; however, the Board reserves the right to reasonably limit the time of participation to permit the presentation of all pertinent points of view and information bearing upon a matter before it. Further, the Board is not legally permitted to act upon new items introduced at a Board meeting which are not on the agenda.

Upon a majority vote of a quorum present and in accordance with the Illinois Open Meetings Act, the Board may recess any open meeting for a closed or executive session. Any motion to enter a closed or executive session shall state the justification therefore. No final action shall be taken by the Board during any closed or executive session or meeting. No vote of any Board member may be recorded by secret ballot.

NOTIFICATION TO MEMBERS

Board members will receive agendas for all regular meetings at least forty-eight hours prior to the meeting

ANNUAL ORGANIZATIONAL MEETING

In accordance with applicable law, the annual organizational meeting of the Board during odd-numbered years will be held on or before the 28th day after the election.

In even-numbered years when there is no Board of Trustees election, the annual organizational meeting to elect officers will be held at the regular April Board meeting.

ADJOURNED MEETINGS

A regular meeting may be adjourned to a future date upon a majority vote of the Board and consistent with the Illinois Open Meetings Act.

REGULAR MEETING CHARACTERISTICS AND ACTIONS: TIME, DATE AND LOCATION

The date, time, and location of the regular monthly Board meetings will be determined at the Board's annual organizational meeting. Notice of the regular meeting schedule will be provided and made available in accordance with the Illinois Open Meetings Act.

The regular monthly meeting date, time, and/or location can be changed at any regular meeting by Board action. Additionally, the Chairman of the Board or any four Board members may change a regular monthly Board meeting if (1) all Board members receive notification of the change by certified mail, by email, or by hand-delivery (signed receipt required), at least seventy-two hours prior to the new meeting time and (2) notice to the public is given in accordance with the Illinois Open Meetings Act.

CONSTRUCTION OF AGENDA

The Board will be provided with an agenda for all meetings, which will constitute the sole subject matter for action by the Board at that meeting. This refers to action items only and does not preclude discussion regarding other subjects.

The agenda shall be prepared by the President and the Board Chairman, who shall determine its contents and order. Requests by Board members and the public to add items or for changes to the agenda shall be directed to the President's Office no later than fourteen (14) calendar days prior to the meeting.

ORDER OF BUSINESS

The order of business will generally follow this format:

- Call to Order
- Roll Call
- Recognition of Visitors
- Partnership Agreements
- Public Comment
- Consent Agenda
- Report of Administrative Officers
- Old Business
- New Business
 - Executive/Closed Session
- Board/President Reports and Recommendations
- Future Agenda Items
- Informational
- Adjournment

The order outlined above does not preclude other issues from being discussed or acted upon, within the legal requirements of the Illinois Open Meetings Act. The Chairman or Acting Chairman may alter the order of business during a regular meeting with the consent of a majority of the members at the meeting.

RULES OF PROCEDURE

Board meetings will follow the parliamentary procedures established in Robert's Rules of Order, Newly Revised, 12th edition. The Chairman will recognize speakers and impose reasonable time limits, if required, on the speakers. A majority of the Board members present may vote to overrule the Chairman's decision on imposing time limits.

Approval History

Replaces Board Meeting 1.553; Notification of Members 1.601; Regular Meeting Characteristics and Actions: Time, Date and Location approved December 18, 2003; Meeting Characteristics and Actions: Open Meetings Act 1.603 Approved August 24, 2020; Construction of Agenda 1.604 Approved February 19, 2004; Order of Business 1.605 Approved October 25, 2015 and February 19, 2004; Annual Organizational Meeting 1.450 Approved November 18, 2004; Adjourned Meetings 1.607 Approved February 19, 2004; Rules of Procedure 1.606 Approved May 18, 2006

BOARD OF TRUSTEES COMMUNICATION BYLAW

Board Bylaw: 1.2120
Subject Area: Board of Trustees Bylaws
Adopted: 02/19/2004
Revised: 01/25/2021

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal College organization.

Communications among Board members, including e-mail communications, are

governed by the Illinois Open Meetings Act, and the prohibitions in that Act are the same, whether communication is face to face or by email or other electronic means. Board members and College employees may use email to send messages or forward information to each other, either on an individual or group basis, but shall not discuss College business in a "chat room" setting that involves three or more Board members, or in any other manner that violates the Illinois Open Meetings Act.

Approval History: Replaces Communication with the Board 1.554; Email Communication Among Board Members 1.900, Approved February 19, 2004

BOARD OF TRUSTEES OFFICERS BYLAW

Board Bylaw: 1.2110
Subject Area: Board of Trustees Bylaws
Adopted: 01/25/2021
Revised: 01/25/2021

ELECTION OF OFFICERS

The Board of Trustees will elect all of its officers at the Board's annual organizational meeting. A majority vote of the full membership of the Board will be required to elect an officer. The Board will elect a chairman, vice-chairman, and secretary from among its own membership. The Board shall appoint a treasurer, who shall not be a member of the Board. Officers shall be elected for a one year term.

If a vacancy in the office of the chairman occurs during the term of office, the vice-chairman shall assume the position of chairman for the remainder of the term. A vacancy in the office of vice-chairman or secretary occurring during the term of office shall be filled by the Board electing one of its members to serve for the remainder of that term of office. A majority vote of the full membership of the Board will be required to fill an officer vacancy.

Approval History:
Election of Officers 1.451 Approved November 18, 2004
Term of Officers 1.452 Approved November 18, 2004

BOARD QUORUM BYLAW

Board Bylaw: 1.1200
Subject Area: Board of Trustees Bylaws

Adopted: 12/18/2003
Revised: 12/18/2003

A majority of full voting membership of the Board shall constitute a quorum. A majority vote of all the qualified, serving, and voting Board members present at a meeting will constitute official Board action, unless otherwise required by specific by-law or policy. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof.

Approval History: Replaces Quorum 1.602 Approved December 18, 2003

BUDGET POLICY

Policy Number: 3.1000
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

The Board of Trustees of Kaskaskia College will adopt an annual budget within the first quarter of each fiscal year. The fiscal year will be from July 1 through June 30 of each year. The annual budget will be adopted in accordance with Illinois Revised Statutes, Chapter 122, Paragraph 103-20.1 and said budget shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash revenues to be received during the fiscal year, and estimate of expenditures contemplated for the fiscal year, and a statement of estimated cash on hand at the end of the fiscal year.

The Board may from time to time make transfers between the various items in any fund as long as that transfer does not exceed an aggregate of 10% of the total of said fund as set forth in the budget. If the total should exceed 10%, the Board may proceed to amend said budget with the same procedure used for adoption of the original budget.

In order to carry out the entire educational program of the district, the Board, in accordance with the Illinois Revised Statutes noted above, has established the following funds for operation:

Educational Fund: This fund is for the purpose of financing the cost of the academic and service program. It includes the cost of instructional, administrative and professional salaries, supplies and equipment, library books, materials, maintenance of instructional and administrative equipment, and other costs pertaining to the educational program.

Operations and Maintenance Fund: This fund is for the purpose of maintaining and improving existing buildings and grounds as well as the fixtures and equipment that are a permanent part of the buildings and grounds. Payments on insurance on buildings are to be made from this fund.

Operations, Building, and Maintenance Fund (Restricted - Site and Constructions Fund): Funds may be accumulated for the construction of buildings and site acquisition. The law permits an accumulation of funds not to exceed an amount equal to five percent of the equalized assessed valuation of the district. The accumulated funds may not be used for any other purpose. Taxes levied for accumulation purposes should be so defined by resolution of the Board of Trustees.

The resolution shall stipulate the rate levied for such purposes, the total amount to be accumulated, and specific use intended. Funds that are being accumulated should be accounted for separately in the Operations, Building and Maintenance Fund (Restricted).

Bond and Interest Fund: This is for the purpose of retiring debt from the sale of general obligation bonds.

Auxiliary Enterprise Fund: This fund exists to account for college services where a fee is charged to students/staff. Examples of accounts in this fund include food services, student stores and intercollegiate athletics. Only monies over which the institution has complete control is included in this fund.

Restricted Purposes Fund: The Restricted Purposes Fund is established for the following purposes:

- Acceptance of federal funds for all types of instructional programs, student services and student development, and construction of physical facilities.
- Acceptance of gifts, grants, devices and bequests from any source if made for community college purposes.
- Entering into contracts with any person, organization, association, or governmental agency for providing or securing educational services.
- Receiving and holding funds for which the College acts as custodian or fiscal agent for another agency such as classes, clubs, and associations which may acquire and collect funds in the name of the College, under such regulations as the State Board may prescribe. The College has an agency interest rather than a proprietary interest in these funds.

Restricted Purposes Funds, therefore, are those funds restricted as to use and for which a specific fund has not been otherwise provided in this fund structure. These are to be contrasted with funds over which the institution has complete control and freedom of use.

Under most conditions, revenues and expenditures from any of the four preceding categories (including federal and state grants for projects or student aid; gifts or bequests for specific purposes; projects carried out under contractual arrangements with any person, organization, association, or governmental agency; scholarship or loan funds; endowment funds; agency funds, public service and organized research program funds) should be accounted for within the Restricted Purposes Fund.

Procedures are to be established for the accounting of these funds and reporting requirements of the grantor will be met by the accounts.

Working Cash Fund: The Working Cash Fund may be established by resolution of the Board of Trustees for the purpose of enabling the Board to have on hand at all times sufficient cash to meet the demands for ordinary and necessary expenditures. Outstanding bonds may be issued in an amount or amounts not to exceed at any one time 75 percent of the total taxes from the authorized maximum rates for the Educational Fund and the Operations and Maintenance Fund combined, plus 75 percent of the last known entitlement of the College to taxes imposed to replace revenue loss as a result of the abolition of ad valorem personal property taxes as provided by law. These bonds may be issued by resolution of the Board of Trustees without voter approval.

Long-Term Liabilities Fund: This fund exists to provide for the recording of liabilities that exist beyond the current year's operation.

Audit Fund: The Audit Fund is established for recording the payment of auditing expenses. The audit tax levy is recorded in this fund.

Liability, Protection and Settlement Fund: The tort, liability, employment insurance and worker's compensation levy are recorded in this fund.

Trust and Agency Fund: A sub-fund is established called Employee Medical Insurance Fund which accounts for employee health and dental insurance-related transactions.

Approval History: Replaces Budget Policy 4.150

CAMPUS CANCELLATION OF CLASSES POLICY

Policy Number: 6.1001
Subject Area: Instruction
Adopted: 12/19/2022
Revised: 12/19/2022

The President is authorized to cancel classes, convert to remote learning, or otherwise discontinue services if weather or other emergency conditions so warrant.

Replaces Cancellation of Classes Policy 2.35 Approved 1/1/99; Revised, 10/29/21; 12/19/22

CAMPUS CANCELLATION OF CLASSES PROCEDURE

Policy Number: 6.1001
Subject Area: Instruction
Adopted: 11/17/2022
Revised: 11/17/2022

The College will remain open, and classes held unless there is clear and substantiated evidence to warrant otherwise. The President, who makes the decision, will consider such conditions, and decide if weather conditions require the College to close for the day, convert to remote learning, delay the start of classes, close early or remain open. In cases where the weather has cleared, delaying the start of classes will allow staff time to clear parking lots and walkways for the safety of students, staff, and faculty. **If no public notification is made, as listed below, assume that classes are in session and Kaskaskia College is conducting business as usual.**

MAIN CAMPUS

Based on the above considerations, the President decides if the main campus will change from its normal daily schedule. If the main campus is closed or put on a delayed start, the Education Centers and KC Now classes will follow this schedule. These circumstances will **exclude** dual-credit classes. Nursing and Allied Health Clinical sites will follow procedures outlined by the respective programs.

Mornings

Maintenance personnel arrive at 3:00 a.m. to the main campus to clear the parking lots, sidewalks, and campus roadways. The Director of Purchasing arrives at 4:00 a.m. to determine the condition of roads, consider the weather forecast, and review other school closings within the district. The President is then contacted to make one of the following decisions on or before 5:00 a.m.

CAMPUS IS CLOSED - The Director of Purchasing contacts the Director of Marketing to send out notifications.

CAMPUS ON DELAYED START - The College will delay the start of classes and open at 9:30 a.m. The Director of Purchasing contacts the Director of Marketing to send out notifications.

CONVERT TO REMOTE LEARNING - The Director of Purchasing contacts the Director of Marketing to send out notification telling students to check their Learning Management System (LMS) for details. The College will post notifications to students on how to proceed with coursework through their Learning Management System (LMS).

CAMPUS WILL OPEN - The College will follow its normal daily schedule and no notifications are sent.

During Normal Daily Schedule

Security personnel monitor weather conditions and road conditions and consider forecast. If conditions warrant, Security notifies the President to make one of the following decisions:

CLOSE CAMPUS EARLY - The Director of Marketing or Public Information Specialist will send out notifications.

COLLEGE WILL REMAIN OPEN - The College will follow its normal daily schedule and no notifications are sent.

EDUCATION CENTERS only

The College recognizes the possibility of different weather conditions within its large geographical district which may affect a single or several Education Centers, but not the main campus. In such cases, the VP of Student Services will consider such conditions and consult with the President to decide if weather conditions require the Center(s) to close for the day, delay the start of classes, close early or remain open. This decision will not affect the normal daily schedule of the main campus. KC Now classes will follow the Education Center's schedule.

If needed, the Director of Marketing is notified to coordinate the public notifications.

Mornings

The Director of the Education Center determines the condition of roads, considers weather forecasts then makes a recommendation to the VP of Student Services and/or the Regional Director of Education Centers for one of the following decisions on or before 6:30 a.m.

CENTER IS CLOSED - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications.

CENTER ON DELAYED START - The Education Center will delay the start of classes and open at 9:30 a.m. The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications.

CONVERT TO REMOTE LEARNING - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications advising students to check their Learning Management System (LMS). The College will post notifications to students on how to proceed with coursework through their Learning Management System (LMS).

CENTER WILL OPEN - The Education Center will follow its normal daily schedule and no notifications are sent.

During Normal Daily Schedule

The Director of the Education Center determines the condition of roads, considers weather forecasts then makes a recommendation to the VP of Student Services and/or the Regional Director of Education Centers for one of the following decisions:

CLOSE CENTER EARLY - The VP of Student Services and/or the Regional Director of Education Centers contacts the Director of Marketing to send out notifications.

CENTER WILL REMAIN OPEN - The Education Center will follow its normal daily schedule and no notifications are sent.

PUBLIC NOTIFICATIONS

Every attempt will be made to announce College closings/late start by 5:00 a.m. Monday through Friday and by 3:00 p.m. for evening classes. After being alerted, the Director of Public Information contacts the Student Services Department and IT Department and uses the media listed below for announcements.

TV Stations: KMOV- St. Louis, KSDK-TV-St. Louis, KFVS-TV-Cape Girardeau Radio Stations: WCXO-Carlyle, WRXX-Centralia, WILY-Centralia, WJBD-Salem, WPMB- Vandalia, WKRV-Vandalia, WGEL-Greenville, WMIX-Mt. Vernon, KMOX-St Louis, and WNSV-Nashville - (Appropriate stations are contacted for Education Centers.)

Social Media: Facebook, Twitter, Instagram

Main Website, KC Alerts, Email, myKC, all social media, KCAApp, TextUs, and Telephone Greeting

Replaces Cancellation of Classes Procedure 2.35 Approved 10/24/18, 10/29/21; 11/17/22

Policy Number: 4.8100
Subject Area: Personnel
Adopted: 12/07/2022
Revised: 02/14/2024

Notification of Closure

If adverse weather conditions or an emergency arise, the President and designated senior management may determine that the campus should be closed and announce by means of:

Main Website: KC Alerts, Email, myKC, KCAApp, TextUs, and Telephone Greeting
TV Stations: KMOV-St. Louis, KSDK-TV-St. Louis, KFVS-TV-Cape Girardeau
Radio Stations: WCXO-Carlyle, WRXX-Centralia, WILY-Centralia, WJBD-Salem, WPMB-Vandalia, WKRV-Vandalia, WGEL-Greenville, WMIX-Mt. Vernon, KMOX-St. Louis, WNSV-Nashville (appropriate stations are contacted for education centers).
Social Media: Facebook, Twitter, Instagram

Campus Closure Due to Adverse Weather or Emergency Situations

Pay for Non-Essential Employees

For those hours, the campus is closed, pay for staff will continue without charge to time-off accruals or make-up of time when the closing occurs on a scheduled workday. Employees would not receive campus closure pay when:

- An employee is off work on an approved continued unpaid leave of absence, receiving disability payments, or workers' compensation payments.
- Closing occurs during non-working time or on a non-workday for the employee.

Telework

All staff working remotely when the campus is closed will be compensated at their regular rate of pay if work is approved and documented by their supervisor.

Pay for Essential Employees

Supervisors will notify essential employees who are required to report to work on campus to meet immediate and necessary College functions.

Essential, non-exempt staff employees required to report to campus will receive the regular rate of pay for the closure period plus one of the types of premium compensation listed below.

Pay at the rate of one and one-half times the hourly rate for those hours actually worked. Adverse weather earnings are included in the calculation of the overtime (FLSA) rate.

Time off at the rate of one and one-half times the hours worked when the campus is officially closed.

Exempt Employees

Full-time (professional/managerial exempt, administrative, faculty, and adjunct faculty) are not required to document hours related to a campus closure since regular pay will continue.

In the event there is a partial day shutdown (i.e. the College is closed in the morning, but open in the afternoon), and a full-time exempt employee does not report to work/campus when the College is open, the employee must notify his or her supervisor of the absence and submit a paid time off request for the remaining hours.

Non-Exempt Employees

Full-time and part-time hourly and temporary employees, including hourly adjunct faculty, should enter the number of hours missed due to campus closure on their time record in Self Service Time Entry and select "CPCD" for Campus Closed or document in the appropriate column on their paper timesheet.

For example, if the College closes early (i.e., closing at 3:00 pm), the employee documents actual hours worked and the remainder of the hours of the employee's work-day should be shown as CPCD hours.

In the event there is a partial day close (i.e. the College is closed in the morning, but open in the afternoon), and a non-exempt employee does not report to work/campus when the College is open, the employee must notify his or her supervisor of the absence and submit a paid time off request for the remaining hours.

For employees who work outside of their regular scheduled hours, the employee should refer to the appropriate Collective Bargaining Agreement language or contact Payroll if there are questions regarding time entry completion.

An employee who was scheduled to work will receive regular pay for their normally scheduled hours that would have been worked during the closure. Campus closure hours are not considered time worked for calculating overtime pay.

Student Employees

Student employees are not paid for time missed due to campus closings.

Crediting Paid Time Off

In the event that a regular employee submits a paid time off request in advance for the day the College closes, paid time off hours will be credited back to their balance. The employee must submit a request to credit paid time off to cancel leave. Employees not having the capability of submitting the cancellation request through Self-Service should submit a request to their supervisor and hr@kaskaskia.edu.

Holidays

In the event the campus closes during a week with a holiday, the employees will be compensated for their regularly scheduled workday only; unless the employee is a member of a College union body and there is Collective Bargaining Agreement language stating otherwise. Campus closure hours are not considered time worked for calculating overtime pay during a holiday work week.

Regular full-time and regular part-time 30 hour per week employees who are on medical leave or FMLA status will be paid for holidays; including Board approved days off, emergency, and non-emergency campus closure days without utilizing paid time off benefits unless CBA language dictates otherwise.

Unsafe Traveling Conditions

Given the significant area coverage within the Kaskaskia College district, it is difficult to determine the conditions for everyone. If the College is open, but the employee believes the weather conditions in a specific location pose unsafe traveling conditions, the employee is required to notify their supervisor of their absence. The employee must submit a paid time off request indicating personal, vacation, or compensatory hours or the absence would be unpaid. Employees who are able to complete work remotely may telework rather than using paid time off with the documented supervisor's approval.

Definitions:

Essential Employee - An essential worker is a designated employee who is required to work during campus closure to meet operational requirements.

Non-Essential Employees - Employees who are not required to work when an office closing is authorized. Employee's presence at work during a campus closure is not required to assist the College in meeting its operational needs.

Exempt - Employees who do not receive overtime pay and are paid a salary regardless of hours worked.

Non-Exempt – Employees who qualify for overtime pay which is calculated as one and half times their hourly rate above 40 hours.

Part-Time Employee – An employee, not including student employee(s), who is regularly scheduled to work less than 40 hours per week who qualifies for overtime pay which is calculated as one and half times their hourly rate above 40 hours.

Approved December 7, 2022; Revised January 10, 2024; Revised 02/14/24

CAMPUS CLOSURE FOR EMPLOYEES POLICY

Policy Number: 4.8100
Subject Area: Personnel
Adopted: 01/23/2023
Revised: 01/23/2023

Kaskaskia College will remain open and will hold classes unless there is substantiated evidence to warrant otherwise. In the event that inclement weather or an emergency situation presents a risk to Kaskaskia College faculty, staff, students, visitors, and/or facilities, the President or designee will determine the appropriate campus response. The College will make every reasonable effort to ensure the safety and well-being of our students and employees. Special conditions, pay, or time off will be determined in accordance with respective employment contracts, policies, and procedures.

Approval History: January 23, 2023

CAMPUS PRIVACY POLICY

Policy Number: 2.4007
Subject Area: General College Policies/Administration
Adopted: 09/23/2024
Revised: 09/23/2024

Kaskaskia College (KC) is a U.S.-based institution of higher learning offering credit and non-credit programs, curriculum content, and services in a traditional campus setting and through our website (collectively, the "Services"). This Privacy Statement describes the types of personal data that KC collects through this website (the "Site"), how this data is used and shared, and users' choices concerning these data practices. Personal data means any information about a user from which that user can be identified ("Personal Data"). This Privacy Statement does not apply to any third-party sites not operated or controlled by KC, even if such sites are linked to this Site.

By providing KC with Personal Data or using KC's Services, users agree to the data protection practices described in this

Privacy Statement. If a user does not agree to this Privacy Statement, such user should not access or use KC's Services.

Additional or different practices may apply to data collected from participants in KC-involved research studies or surveys governed by a KC Institutional Review Board, if applicable. Participants in research studies will be provided with an informed consent form, which may describe the additional or different data practices that will apply to the study and may supersede the practices set out in this Privacy Statement.

Collection of Personal Information From Site Users

KC automatically collects and/or tracks (a) the home server domain names, email addresses, type of end-user device, and type of Web browser of users to KC's this Site, (b) the email addresses of users that communicate with KC via email, post messages to KC's bulletin boards, or post messages to KCs chat groups, (c) information knowingly provided by the user in online registration forms, and (d) user-specific information on what pages users access.

KC and affiliated third parties may place Internet cookies and other technologies (i.e., tracking pixels, web beacons, etc.) on users' hard drives. These technologies can save the users' names, passwords, usernames, screen preferences, the pages of this Site that are viewed by the user, and the advertisements that are viewed or clicked by the user. When the user revisits this Site, KC and affiliated third parties will recognize the user by the Internet cookie and customize the user's experience accordingly. Internet cookies and other tracking technologies are stored on the user's hard drive and are not stored, in any form, by KC. However, KC may not have access or control over cookies and other features used by third parties, and the information practices of those third parties are not covered by this Privacy Statement. Users may decline the Internet cookie by using the appropriate feature of their Web client software, if available.

Depending on the Services utilized, KC may collect Personal Data that is voluntarily provided when inquiring about admission to KC or financial aid, enrolling in one of KC's programs or courses, applying or being hired to work at KC, or participating in fundraising or community activities. This data may include:

- Name, title, age, and date of birth
- Part or all of Social Security Number, Tax Identification Number, Visa information, or other identification information as required by law for applicants for admission and financial aid, employees, or for validation purposes
- Student or Employee I.D. Number
- Contact information including address, city, state, postal code, country of residence and citizenship, email address, home, cellular and other contact telephone number(s)
- Emergency contact information (names, phone numbers, and email addresses)
- Academic credentials and records
- Photographs, video images, and likeness
- Records of communications between the user and KC
- Other information pertinent to specific interests and activities at KC

KC may collect other information to maintain or manage KC systems, diagnose problems, assist with a help request, or inform investigations. KC also collects information users choose to provide to KC when any "free text" box is completed in its forms.

KC asks that users not provide sensitive information, such as racial or ethnic origin, political opinions, religion, or criminal background unless specifically requested and express consent obtained.

Use Of Personal Data Collected

Personal data collected by KC will be used by KC for editorial and feedback purposes, marketing and promotional purposes, a statistical analysis of users' behavior, product/services development, and content improvement to inform advertisers as to how many users have seen or clicked on their advertisements, and to customize content and layout of KC's Site. Data on users' home servers is aggregated for internal review and then discarded. Names, postal and email addresses, and phone numbers collected may be added to KC's databases and used for future calls and mailings regarding Site updates, security notifications, new classes or services, and upcoming events.

Certain privacy laws require that KC set out the lawful grounds on which it relies to collect, use, disclose, and otherwise process Personal Data. To the extent such laws apply, in general, KC's lawful basis to collect, use, disclose, maintain, and otherwise process Personal Data is to provide or prepare to provide Services to users. Depending on the Services utilized, examples of KC's specific, lawful purpose(s) may include:

- To process applications for admission to KC, employment, and enrollment in courses and programs
- To fulfill public safety obligations to our faculty, staff, and students
- To deliver and administer students' education, record the details of studies (including any placements with external organizations for internships or coursework taken at another institution), and determine/confirm academic achievements (e.g., results, prizes)
- To provide facilities and resources (e.g., IT, sport, libraries, accommodation, career counseling)
- To operate security, governance, disciplinary (including plagiarism and academic misconduct), complaint, audit and quality assurance processes and arrangements
- To support training, medical, safety, welfare, and religious requirements
- To compile statistics and conduct research for internal and statutory reporting purposes
- To fulfill and monitor KC responsibilities under EEO, immigration, and public safety legislation
- To administer HR-related processes, including those relating to payroll, benefits administration, performance/absence management, disciplinary issues, and complaints/grievances
- To notify KC-designated emergency contact(s) of an emergency or crisis that may affect the College community
- To prevent fraud or criminal activity, misuses of KC Services, and ensure the security of KC IT systems, architecture, and networks
- To (a) comply with legal and contractual obligations and legal processes, (b) respond to requests from public and government authorities, (c) enforce KC terms and conditions, (d) protect KC operations, (e) protect rights, privacy, safety or property, and/or that of KC or others; and (f) allow KC to pursue available remedies or limit the damages that it may sustain

- To perform tasks in the public interest to promote access to higher education and to inform prospective students, parents, and the public of the educational opportunities at KC

Sharing and Disclosure of Personal Data

KC may share Personal Data outside KC in the following circumstances:

- Vendors and Service Providers: To assist KC in business operations needs and to perform certain services, Personal Data may be shared with third-party providers of hosting, email communication and support services, analytics, marketing, advertising, employee background checks, administrative and technical services (including Amazon Web Services and Google in the United States, both certified to the Privacy Shield), providers of recruitment models, providers of degree verification services and electronic transcript for delivery. Following KC's instructions, these parties may access, process, or store Personal Data while performing their duties for KC. They are contractually prohibited from using or sharing Personal Data provided by KC for any purpose other than providing their services.
- If required to do so by law pursuant to valid legal process, applicable regulation, or in the good faith belief that such action is necessary to (i) comply with a legal obligation, (ii) protect and defend rights or property of KC or others (iii) act in urgent circumstances to protect personal or public safety, or (iv) protect KC against legal liability.

KC may share Personal Data within KC in the following circumstances:

- For the purposes described in this Privacy Statement, notably for delivery, personalization, and improvement of Services at KC.
- To satisfy local, state, and federal laws and regulations or further KC's legitimate interests in providing and improving services.
- To further the advancement of knowledge through research and academic pursuits and providing employment opportunities.

Cookies

Most web browsers include a "help" section on the toolbar. Please refer to this section in your web browser for information on how to get notified when you receive a new cookie and how to turn cookies off. Please note that if a user rejects, turns off, or blocks cookies, some parts of this Site may not function correctly. Also, blocking cookies will not stop third parties from collecting IP addresses, data stored in "Flash" cookies, and certain other types of technical information that may uniquely identify users' browsers.

Digital Marketing

Users can control whether companies serve online behavioral advertising by visiting the Digital Advertising Alliance website and using its opt-out: <https://www.aboutads.info/choices>. The DAA opt-out requires that cookies not be blocked in a user's browser. If located in the European Union, visit the European Interactive Digital Advertising Alliance's Your Online Choices opt-out tool.

As an alternative to the DAA opt-out, users can also elect to block browser cookies from first parties (such as those from the KC Site) and browser cookies from third parties (such as advertisers) by using the cookie-blocking options built into your browser software. Note that some third parties involved in advertising operations may maintain their own proprietary consumer databases that allow them to personally identify or track website users. Other third parties have proprietary technologies to determine what additional devices users may use and where they can display relevant advertisements.

Security

KC takes reasonable administrative and technical steps to protect data, including Personal Data, from loss, misuse, and unauthorized access. Refer to other policies as needed.

Retention

KC will retain Personal Data as needed pursuant to the legitimate purpose(s) identified in this Privacy Statement (KC policies) and applicable law.

Changes To Privacy Statement and Right To Contact User

KC reserves the right to change these Terms of Use and this Privacy Statement at any time by notifying users of the new or revised Privacy Statement. As allowed by law, KC reserves the right to contact Site users regarding account status and changes to these Terms of Use, this Privacy Statement, other KC privacy policies and procedures, or any other policies or agreements relevant to Site users.

Users Located in The European Union

Users located in the European Union are also directed to the Supplemental Statement for Users in the European Union, which sets out specific rights related to Personal Data and should be read together with this Privacy Statement and Terms of Use.

Supplemental Statement for Users in The European Union

In addition KC's Privacy Statement describing what Personal Data KC collects from users and why and how this data is used, this Supplemental Statement describes additional rights provided to users of the Site from locations in the European

Union (“EU”) (for these purposes, reference to the European Union or EU also includes the European Economic Area countries of Iceland, Liechtenstein and Norway) (“EU Users”) and should be read together with KC’s Privacy Statement and Terms of Use.

Rights of EU Users

Subject to EU law, and specifically the General Data Protection Regulation (“GDPR”), EU Users may have the following rights in relation to Personal Data:

- Right of access: If requested, KC will confirm whether it processes an EU User’s Personal Data and, if so, provide a copy of that Personal Data along with certain other details. If additional copies are required, KC may charge a reasonable fee.
- Right to rectification: If Personal Data is inaccurate or incomplete, EU Users may ask that KC correct or complete it. If KC shares such Personal Data with others, and if requested, where possible and lawful to do so, KC will also tell EU Users with whom it shared such Personal Data so EU Users can contact them directly.
- Right to erasure: EU Users may request erasure of Personal Data in some circumstances, such as where KC no longer needs it or if an EU User withdraws consent. If KC shares such Personal Data with others, KC will alert them to the need for erasure where possible. If requested, and where possible and lawful to do so, KC will also tell EU Users with whom it shared such Personal Data so EU Users can contact them directly.
- Right to restrict processing: EU Users may request to restrict or ‘block’ the processing of their Personal Data in certain circumstances, such as where an EU User contests the accuracy of the data or objects to KC processing it. KC will inform such EU users before any restriction on processing is lifted. If KC shares such Personal Data with others, KC will tell them about the restriction where possible. If requested, and where possible and lawful to do so, KC will also tell EU Users with whom it shared such Personal Data so EU Users can contact them directly.
- Right to data portability: EU Users have the right to obtain their own Personal Data from KC. KC will provide Personal Data in a structured, commonly used, and machine-readable format.
- Right to object: EU Users may request that KC stop processing their Personal Data.
- Rights in relation to automated decision-making: EU Users have the right to be free from decisions solely on the automated processing of their Personal Data unless this is necessary in relation to a contract or EU Users provide explicit consent to this use.
- Right to withdraw consent: EU Users have the right to withdraw that consent at any time, but this will not affect any processing of data that has already occurred.
- Right to lodge a complaint with the data protection authority: If EU Users have a concern about KC’s privacy practices, including the handling of their Personal Data, EU Users can report it to the data protection authority that is authorized to hear those concerns.

Rights Request

EU Users may request access to and removal of information and records pertaining to such EU Users stored in KC systems. EU Users may exercise these rights by contacting KC at privacy@kaskaskia.edu.

KC requires that such requests be made in writing and include the following information:

- EU User’s name and role (e.g., applicant, student, or employee);
 - contact information, including email and postal addresses;
 - the item(s) of information the EU User wishes to access or remove, including, if known, the URL or the location of data to be removed; and
 - the reason for requesting access to, or removal of, the information.
- There are some instances where KC may deny a request to remove information. For example, KC may decline to remove the following types of information, including, but not limited to:
- information required to be maintained by KC as part of student or employment records, pursuant to local, state, or Federal law or regulation, or in the performance of contractual obligations
 - information compiled in reasonable anticipation of, or for use in a civil, criminal, or administrative action or proceeding
- If a request is denied, KC will send a written explanation explaining the reason for the denial and a notification of the EU User’s right to file a written statement of disagreement. KC may also provide a right to have the denial reviewed. If KC is unable to act within the time under applicable law, KC will provide notification of the delay and the date by which KC will complete action on the request.

Exercising these rights is a guarantee of being afforded a process and not a guarantee of an outcome.

CASH HANDLING POLICY

Policy Number: 3.5001

Subject Area: Business Services and Finances

Adopted: 05/19/2014

Revised: 05/19/2014

A department must be authorized by the Business Office before engaging in any business activities, including cash handling. Cash includes but is not limited to currency, checks, credit/debit cards, electronic funds, money orders, meal cards or gift cards. Proper internal controls shall be followed when handling cash.

Formal Cash Handling Procedures have been established for the protection and security of College assets, but also serve to protect employees responsible for receiving, handling, and safeguarding cash.

This Cash Handling policy applies to all College employees, students or other individuals participating in activities on behalf of the College or the Kaskaskia College Foundation.

Approval History: Replaces Cash Handling Policy 4.155 approved May 19, 2014

CASH HANDLING PROCEDURE

Policy Number: 3.5001

Subject Area: Business Services and Finances

Adopted: 05/19/2014

Revised: 05/19/2014

OBJECTIVE

The purpose of this policy is to establish proper cash handling procedures for the protection and security of College assets. The policy also serves to protect employees responsible for receiving, handling, and safeguarding cash.

What is Cash? Cash includes but is not limited to:

- Currency
- Checks
- Credit/Debit Cards
- Electronic Funds
- Money Orders
- Meal Cards

INTERNAL CONTROLS

Cash requires clear accountability. A department must be authorized by the Business Office before engaging in any business activities, including cash handling. These internal controls must be followed when handling cash:

Timeliness - All cash items collected for the College from any source must be deposited daily with the Cashiers for amounts greater than \$200 and weekly at a minimum for amounts \$200 or less.

Receiving Checks - All checks must be payable to Kaskaskia College and may be accepted only in the amount of purchase. Employees may cash personal checks for up to \$25 with the cashiers, providing that funds are available. Otherwise, personal or outside checks may not be cashed for any reason.

Responsibility to Safeguard Personal Financial Information – The department must ensure the security and confidentiality of customer personal financial information.

Documentation – There are many different departments and groups who handle cash, therefore each department must establish written procedures describing its cash handling practices, such as identification of the custodian, format of tracking cash receipts, deposit frequency, etc.

Cash Handling Responsibility – The cash handling responsibility is to be assigned to a single individual who serves as the custodian (as defined below). Records must be maintained to indicate who the custodian is. The use of checking accounts outside of the College is prohibited.

Separation of Duties - It is critical that the responsibility for the physical security of assets is separate from the responsibility for related record keeping. There must be a separation of duties between staff responsible for receiving and depositing cash versus the staff responsible for the accounting records.

Recording Cash Received – A system must be in place to record the receipt of cash at the time it is received. An official receipt shall be issued to payers for all payments received to aid in proper cash handling.

Balancing – Cash receipts are to be balanced daily to the sales records.

Cash Security – Cash shall be physically protected from loss at all times and shall not be commingled with any other funds. Under no circumstances may an individual keep College cash with their own personal funds, deposit College funds in a personal bank account or take College funds to one's home for safekeeping. Any thefts must be immediately reported to Security and the Business Office.

Routine Reconciliation – Routine reconciliation is required monthly at a minimum to ensure that all cash sales are recorded properly.

Expenses shall not be paid out of cash funds under any circumstances. The Business Office is available for consultation and review of departmental procedures and cash handling practices. The Business Office also reserves the right to conduct an audit of cash funds at any time.

CHANGE FUND ESTABLISHMENT & MANAGEMENT

This section addresses how to establish a change fund. Once the fund is established, the internal controls listed above will apply to the fund.

Definitions

Change Fund- a petty cash fund used for change-making operations. This fund is for making change only. Expenses shall **NOT** be paid out of this fund.

Custodian- a person who has ultimate responsibility for the change fund per the Business Office's written records

Establishment - Establishment of a change fund or increases to an existing fund may be requested from the Business Office using the "Change Fund Request Form" found on CampusNet. The request shall include the following:

- Name of custodian who will be responsible for safeguarding and managing cash
- Name and department account number of the group that will be using the fund
- Amount of request
- Purpose of fund
- Security procedures to safeguarding cash
- Specific location of fund- building and room number

A check request is also required and shall be filled out in the usual manner. If approved, the Business Office will process the request, which will normally require 7-10 business days. The custodian will pick up the cash in the Business Office; sign a receipt for the funds, and a copy of the cash policy. A change fund must be used only for the purpose for which it was established.

Change of Custodian

The Business Office must be notified when a new individual becomes custodian of an existing change fund on a temporary or permanent basis. **Unauthorized** transfer of custody between employees is not permitted.

Closeout

When the fund is no longer needed, the Business Office must be notified and the fund must be turned in to the Business Office for further proceedings.

STUDENT CLUBS

See the Student Organization Handbook for student club cash handling procedures.

Approval history: Replaces Cash Handling Procedure 4.155 approved May 19, 2014

CELL PHONE SAFETY POLICY

Policy Number: 4.9100
Subject Area: Personnel
Adopted: 08/18/2008
Revised: 08/18/2008

Safety is the highest priority when Kaskaskia College employees are driving College owned vehicles or equipment or a personal vehicle for College business. Employees are not permitted to put the safety of either themselves or others at risk to fulfill business needs.

Employees who are driving either a College vehicle or other College owned equipment or who are driving a personal vehicle for the purpose of College business are required to refrain from using the cell phone while driving. If it becomes necessary to place or receive a cell phone call while driving, the employee must pull over and safely stop the vehicle before engaging in such calls. If an emergency situation exists, which does not allow the above procedures to be followed, the employee should keep the call as short as possible and stop the vehicle safely at the next available opportunity if further cell phone calls need to be placed or received.

Employees who are charged with traffic violations resulting from the employee's use of a cell phone while driving either a College vehicle or equipment or a personal vehicle on College business, that is inconsistent with this policy, shall be solely responsible for all liabilities that result from such actions. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Approval History: Replacement for Cell Phone Safety 2.91 Approved 8/18/2008

CERTIFICATES POLICY

Policy Number: 6.1103
Subject Area: Instruction
Adopted: 01/01/1999
Revised: 01/01/1999

Certificates may be earned in specific areas as approved by the Illinois Community College Board and as awarded by the College.

All candidates for certificates must meet requirements as specified in the appropriate College catalog.

Replaces Certificates Policy 3.451
Approved

CLASS AND PROGRAM SCHEDULING POLICY

Policy Number: 6.1101
Subject Area: Instruction
Adopted: 01/01/1999
Revised: 02/24/2025

Determination of class schedules, faculty assignments, and hours and places of instruction is the responsibility of the College President or his designee. Such determinations and assignments will be made in accordance with the annual College calendar, and subject to the Board of Trustees Rights and terms.

Replaces Class and Program Scheduling Policy 3.150

CLASSIFICATION OF STUDENTS POLICY

Policy Number: 6.1600
Subject Area: Instruction
Adopted: 01/01/1999
Revised: 01/01/1999

Students may be classified as one or more of the following:

Full-Time Student: A student who is registered for twelve (12) semester hours or more during the fall or spring semester or who is registered for six (6) semester hours or more during the summer semester.

Part-Time Student: A student who is registered for fewer than twelve (12) semester hours during the fall or spring semester or a student who is registered for fewer than six (6) semester hours during the summer semester.

- **Freshman:** A student who has earned fewer than thirty (30) semester hours of credit.
- **Sophomore:** A student who has earned thirty (30) semester hours of credit or more.
- **Unclassified Student:** A student who has not designated a program of study.

Replaces Classification of Students Policy 3.35
Approved

CLASSROOM VISITATION POLICY

Policy Number: 6.0500
Subject Area: Instruction
Adopted: 01/01/1999
Revised: 01/01/1999

Visitors may be admitted to a given class upon permission of the instructor and with the concurrence of the appropriate Instructional Dean.

Replaces Classroom Visitation Policy 3.251
Approved

COLLEGE BUDGET PUBLIC HEARING BYLAW

Board Bylaw: 1.7000
Subject Area: Board of Trustees Bylaws
Adopted: 02/19/2004
Revised: 02/19/2004

A public hearing on the budget will be held each year prior to its adoption. Notice of the public hearing will be published in a local newspaper(s) at least 30 days prior to the time of such hearing and consistent with the Illinois Public Community College Act.

Approval History: Replaces Budget Hearing 1.608, Approved February 19, 2004

COLLEGE FINANCES POLICY

Policy Number: 3.1001
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

An annual budget shall be prepared in accordance with the applicable provisions of the Illinois Revised Statutes. The budget as approved by the Board of Trustees shall be the controlled spending plan for the year.

Approval History: Replaces College Finances Policy 4.15

COLLEGE INDEBTEDNESS POLICY

Policy Number: 3.1007
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments issued by the College shall be in accordance with and subject to the laws of the State of Illinois and the regulations of the Illinois Community College Board.

Approval History: Replaces Budget Policy 4.151

COLLEGE PANDEMIC RESPONSE POLICY

Policy Number: 2.1200

Subject Area: General College Policies/Administration

Adopted: 07/27/2020

Revised: 07/27/2020

Purpose

Kaskaskia College will provide and implement a Pandemic Response Procedure to guide the College in preparing for and responding to a pandemic outbreak. The purpose of this Procedure is to minimize and mitigate the impact of a viral pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

Objectives:

- To protect the lives, safety, and health of all students, faculty, staff, of Kaskaskia College.
- To effectively communicate with all involved parties throughout the duration of a confirmed pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of viruses through health and hygiene education.
- To provide and implement a reentry/reopen plan for the College once the pandemic has slowed or has been eradicated.
- Assumptions:
 - In the event of a pandemic, the State of Illinois may have minimal resources available for local assistance and local authorities will be responsible for community-based response plans.
 - A viral pandemic can potentially spread from person to person, resulting in substantial absenteeism of students and staff at the College.
 - Vaccines and antiviral medications may be in short supply during the initial months after the onset of a pandemic.
 - Recommendations and directives to close schools, public events, restrict travel, and quarantine areas may come from the State of Illinois, Illinois Department of Public Health and respective County Health Departments.
- During a pandemic Kaskaskia College may need to shift services to a remote method of delivery and minimize staffing for extended period of times.

Approval History: July 27, 2020

COLLEGE PRESIDENT BYLAW

Board Bylaw: 1.4000

Subject Area: Board of Trustees Bylaws

Adopted: 09/16/2004

Revised: 02/26/2024

The President of the College shall be the Chief Executive Officer of the College. He shall be appointed by the Board and operate the College within the framework of Board policies.

The College Organizational Chart is developed by the President of the College. Changes to the Organizational Chart at the Dean level shall be approved by the Board.

The President shall serve as the channel of communication between the Board and all subordinate administrative officers and personnel of the internal College organization.

The successful operation of any community college is the maintenance of sound and harmonious work relationships between boards of trustees and presidents.

The following ethical considerations are recommended as a means of establishing and maintaining a sound board/president relationship.

The President in dealing with the Board of Trustees should:

- Keep Board members informed fully regarding the state of the institution -- its strengths, opportunities for improvement, and progress toward achieving its objectives.
- Recommend to the Board for its consideration and approval those policies or policy changes considered important for effective operation of the college.
- Provide the Board with careful study and advice regarding all policy proposals initiated by the Board.
- Support Board decisions and exercise maximum effort to implement such decisions, even though they may have been made without or against his/her recommendation.
- Treat all members of the Board equally. Maintain a professional and evenhanded stance in the unhappy event of a division of the Board, or of unfriendly relations among Board members.
- Be sympathetic and understanding of the difficult position of Board members in representing the college's many publics, and assist them to the best of his/her ability to discharge their roles in effective fashion.
- Represent individual members of the Board in a professional and supportive manner to all factions of the public, even though the President may privately disagree with the stand or behavior of a Board member.

- Provide the Board with a professional and objective assessment of any opportunities noted to improve its operation and general functioning.
- Maintain strict neutrality regarding Board elections insofar as the public and staff are concerned.
- Avoid public utterances or actions which will discredit the Board, undermine public confidence, or otherwise serve to damage the image of the College.
- Work closely with the Board and particularly so with its Chairman so that the District will benefit from a strong and coordinated team approach.
- Provide maximum assistance to new members in their indoctrination to Board membership.
- Provide the Board with appropriate advance notice of plans to resign or seek another position.
- Avoid discussion with the public contractual difficulties or agreements regarding job separation that may have been reached with the Board of Trustees.

The Board of Trustees in dealing with the President should:

- Be sympathetic and understanding of the difficult position of the President in carrying out his/her leadership responsibilities amid the wants and concerns of students, faculty, staff, and general public.
- Seek his/her advice and counsel regarding matters of policy before making a final decision.
- Give him/her full confidence and support realizing that the chief executive needs this assistance if he/she is to perform with maximum effectiveness.
- Expect its Chairman to work particularly close with the President to promote and facilitate the best possible communication and cooperation between the Board of Trustees and the President.
- Inform the President immediately of any questions or concerns about the College or District so that appropriate follow-up actions may be taken.
- Help assure the orderly operation of the College by insisting that employees make use of established channels before bringing their concerns to the Board.
- Require that the interests and welfare of the entire District be considered before those of any special interest group.
- Assist him/her by supporting fully all Board decisions once they have been made, even though the vote may be divided.
- Inform the President immediately of any concerns regarding performance, conduct, or style that, in the opinion of the Board, require attention.
- Provide the President with adequate time to correct any deficiencies noted.
- Exert every effort to conduct discussions relating to contract termination in a professional manner, being always sensitive to the potential for damage to both the District and the President.
- Avoid discussing with the public contractual difficulties or agreements regarding job separation that may have been reached with the President.
- Give the President a reasonable period of time to find another position.

AUTHORITY FOR EMERGENCY

In the event of emergency situations not covered by specific policies and to which the Board cannot respond by calling an emergency meeting, the College President shall have the authority to take any appropriate action required. The action taken and the associated reasoning will be communicated to the Board at the next scheduled Board meeting.

ASSIST THE BOARD

The Administrative Office of the President is responsible for fulfilling the duties assigned to it by the Board and by Board officers. These duties include but are not limited to responsibilities listed in the By-laws and Policy Manual.

ACTING PRESIDENT

In order to ensure the continuity of College operations, the College President is authorized to designate a member(s) of the College staff as Acting President during the President's temporary disability or absence from the College. Notice of such a designation shall be given to the members of the Board of Trustees and the appropriate administrative staff.

If the President is unable to designate a member of the College staff as Acting President or if, in the discretion of the Board Chair, special circumstances warrant that an Acting President be named, the Board Chair is authorized to designate an Acting President. Notice of such a designation shall be given to the members of the Board of Trustees and the appropriate administrative staff. Such designation will remain effective until the Board can meet at a regularly scheduled or special meeting to ratify such designation or to authorize an alternate designation.

In the event of an emergency situation, if the President is not available, the Provost, Vice President of Instructional Services shall take responsibility for execution of the College Emergency plan, until the Board Chair makes a designation as outlined above.

This policy approved 01/25/21 replaces the following policies: 1.550, President, Approved 9/16/2004; 2.05 Chief Executive Officer; 1.554 Communication with the Board, Approved; 1.556 Authority for Emergency Action, Approved 09/25/2017; 1.551 The Board/President Relationship, Approved; 1.552 Acting President, Approved October 10/28/2013, 09/25/2017; 1.555 Responsibility to Assist Board 1.555; Revised 02/26/24.

COMMITTEES OF THE BOARD OF TRUSTEES BYLAW

Board Bylaw: 1.3000
Subject Area: Board of Trustees Bylaws
Adopted: 01/25/2021
Revised: 01/25/2021

The Board of Trustees will have no standing committees.

Temporary committees within the Board and composed of Board members for specific Board purposes will be appointed by the Chairman and approved by the Board. The specific responsibilities of such committees will be outlined in the official minutes of the Board. When a committee has carried out its assigned task, it will present a report to the Board. All temporary committees will be dissolved upon submission of their final reports to the Board of Trustees.

Approval History: Standing Committees 1.35; Temporary Committees 1.40

COMPENSATORY TIME FOR NON-UNION NON-EXEMPT EMPLOYEES POLICY

Policy Number: 4.3001
Subject Area: Personnel
Adopted: 06/26/2023
Revised: 06/26/2023

Kaskaskia College provides compensatory time for hours worked in excess of an employee's regular weekly workload. Pre-approval must be granted by the employee's supervisor prior to submitting compensatory time requests. Request for time to be accounted for as compensatory time must originate with the employee. Compensatory time accrual is limited to a maximum balance of 40 hours at any time. For sworn campus police officers, refer to the Compensatory Time for Campus Police Policy and Procedure.

Compensatory time earned is calculated at 1.0 times hours worked up to 40 hours worked per week. Compensatory time earned is calculated at 1.5 times hours worked in excess of 40 hours per week. The work week is defined as Sunday through Saturday.

COMPENSATORY TIME FOR NON-UNION NON-EXEMPT EMPLOYEES PROCEDURE

Policy Number: 4.3001
Subject Area: Personnel
Adopted: 05/10/2023
Revised: 05/10/2023

Paid holidays are included when determining hours worked for the work week. Paid, non-working hours, such as sick leave, vacation leave, campus closure, and /or personal leave, etc. will not be included for the purpose of determining hours worked for the week.

Prior approval for compensatory time must be submitted on the Overtime Request form for supervisor's approval. Request for time to be accounted as compensatory time must originate with the employee. Compensatory time is submitted the employee's paper timesheet or Self-Service electronic time entry.

Employees' individual compensatory time balance information is updated at the end of each month after earning.

If an employee transfers to an exempt position before utilizing all compensatory hours, the employee will be compensated for unused compensatory hours on the employee's next regular payroll at the most recent pay rate in effect for the non-union, non-exempt position.

Upon leaving employment, a non-union, non-exempt employee will be paid for unused compensatory hours on the employee's next regular payroll at the most recent pay rate in effect for the non-union, non-exempt position.

Upon approval and adoption of the compensatory time policy, employees whose unused compensatory time balance is greater than 40 hours will be grandfathered in at the current balance and be expected to reduce compensatory time balance to the required 40 hours by June 30, 2024.

Union employees should refer to compensatory time language in the current collective bargaining agreement.

COMPENSATORY TIME FOR POLICE OFFICERS POLICY

Policy Number: 4.3003
Subject Area: Personnel

Adopted: 10/23/2023
Revised: 10/23/2023

Kaskaskia College provides compensatory time for hours worked in excess of an employee's regular weekly workload. Pre-approval must be granted by the employee's supervisor prior to submitting compensatory time requests. Request for time to be accounted for as compensatory time must originate with the employee. Compensatory time accrual is limited to a maximum balance of 60 hours at any time.

Compensatory time earned is calculated at 1.0 times hours earned from hours worked, paid leave which includes campus closure, sick, vacation, and/or personal and paid holidays up to 40 hours worked per week. Compensatory time earned is calculated at 1.5 times hours earned in excess of 40 hours per week. The work week is defined as Sunday through Saturday.

COMPENSATORY TIME FOR POLICE OFFICERS PROCEDURE

Policy Number: 4.3003
Subject Area: Personnel
Adopted: 09/13/2023
Revised: 09/13/2023

Hours worked, paid holidays, and paid non-working hours, such as sick leave, vacation leave, campus closure, and/or personal leave are included when determining hours worked for the work week for sworn Police Officer staff.

Prior approval for compensatory time must be submitted on the Overtime Request form for supervisor's approval. Request for time to be accounted as compensatory time must originate with the employee. Compensatory time is submitted on the employee's paper timesheet or Self-Service electronic time entry.

Employees' individual compensatory time balance information is updated at the end of each month after earning.

If an employee transfers to an exempt position before utilizing all compensatory hours, the employee will be compensated for unused compensatory hours on the employee's next regular payroll at the most recent rate of pay.

Upon leaving employment, Police Officers will be paid for unused compensatory hours on the employee's next regular payroll at the most recent rate of pay.

Upon approval and adoption of the compensatory time policy, Police Officers whose unused compensatory time balance is greater than 60 hours will be grandfathered in at the current balance and be expected to reduce compensatory time balance to the required 60 hours by June 30, 2024.

Approved: September 13, 2023

COMPLIANCE WITH DISCLOSURES PURSUANT TO SECURITIES LAW POLICY

Policy Number: 3.1008
Subject Area: Business Services and Finances
Adopted: 02/28/2022
Revised: 02/28/2022

The College is responsible for complying in all material respects with the federal securities laws. This policy and the accompanying procedures enable the College to create accurate disclosures with respect to a) Official Statements, b) Annual Financial Information, and c) Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") notices. Collectively, the College refers to these as "Disclosures". The College is responsible for Disclosures prior to the issuance of bonds, notes, certificates, or other obligations and throughout the life of the obligations.

The Vice President of Administrative Services is designated as the officer responsible for the procedures related to Disclosures.

As part of the debt issuance process, the College disseminates documents identified as a) above. These will be referred to as Preliminary and Final Official Statements or Offering Circulars, including supplements or amendments. The reporting of certain information and events throughout the life of an obligation is described as continuing disclosure undertakings ("Undertakings"). These Undertakings include Annual Financial Information or Financial Information as defined in guidance for the Undertakings and are required under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions. This policy and accompanying procedures also apply to notices of material or

COMPLIANCE WITH DISCLOSURES PURSUANT TO SECURITIES LAW PROCEDURE

Policy Number: 3.1008

Subject Area: Business Services and Finances

Adopted: 01/27/2022

Revised: 01/27/2022

Whenever disclosures will be disseminated in connection with the issuance of obligations by the College, the Disclosure Officer will oversee the process pursuant to the following procedures:

I. Disclosure Procedures for Official Statements.

A. The Disclosure Officer shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "Working Group") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

B. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information, and financial data regarding the District. Examples include confirming that information relating to the College, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other nonpublic material information within the knowledge of the Disclosure Officer that could be significantly misleading, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the College is accurate and corresponds with the financial information in the College's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates, or any other financial information of the College presented in the Official Statement.

C. After completion of the review set forth in B. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the College as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in B. above.

D. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in B. and C. above.

E. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the College Board of Trustees ("Board").

II. Disclosure Procedures for Annual Financial Information.

A. A report of certain information and events throughout the life of an obligation is described as continuing disclosure undertakings ("Undertaking"). Annual Financial Information is one such report. By December 15 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

B. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with Electronic Municipal Market Access ("EMMA"), or confirm that such filing is completed by any agent hired by the District for such purpose, within the timeframe allowed for such filing.

III. Disclosure Procedures for Municipal Securities Rulemaking Board's (MSRB) EMMA notices.

A. Reportable Events

The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security

holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

B. Other EMMA Notices

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

IV. Additional Responsibilities of the Disclosure Officer.

- A. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
- B. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
- C. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

V. General Principles Governing Procedure

- A. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
- B. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.
- C. Whenever the College releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, College officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
- D. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
- E. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

Approved 01/27/2022

CONFLICT OF INTEREST/NEPOTISM POLICY

Policy Number: 4.4000
Subject Area: Personnel
Adopted: 08/27/2018
Revised: 08/27/2018

Kaskaskia College has developed a standard of behavior that requires all employees to be sensitive to situations that could be perceived as a conflict between personal and College interests. Employees should diligently avoid conflicts of interest that may arise between the College and the employee's personal, professional and business interests. This includes avoiding potential and actual conflicts of interest as well as avoiding the perception of conflicts of interest. When potential conflicts of interest cannot be avoided, the College has established a standard practice that requires the employee to disclose the circumstances as detailed in the Conflict of Interest - Nepotism procedures in order to receive a determination.

Approval History: Replaces Conflict of Interest/Nepotism Policy 2.40 approved 8/27/2018

CONFLICT OF INTEREST/NEPOTISM PROCEDURE

Policy Number: 4.4000
Subject Area: Personnel
Adopted: 08/27/2018
Revised: 08/27/2018

While it is impossible to list all circumstances that may give rise to a potential conflict of interest, the following procedures are designed to assist Kaskaskia College employees in identifying situations that present potential conflicts.

PERSONAL GAIN AND OUTSIDE EMPLOYMENT

During working hours, College employees, whether full or part-time, are to devote their full time and attention to the business affairs of the College. College employees may not use College resources (property, equipment, supplies, materials, facilities, students, or funds) or College time for personal gain. Personal gain provides a benefit or advantage that relates to a particular person rather than to the College. Employees may not obligate themselves for additional services inside or outside of the College if such obligations would interfere with fulfilling their primary responsibilities to the College or conflict with the mission, goals, or objectives of the College.

Employees are expected to evaluate their activities outside the College concerning professional and ethical propriety and the reputation of the College. Employees should consult with the Director of Human Resources as needed.

HIRING PRACTICES

Kaskaskia College is committed to hiring individuals solely on the basis of their qualifications and shall make every effort to hire the most qualified candidate. While the College is committed to hiring the most qualified candidates, immediate family members (mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, husband, wife, and children) of the President and the Vice Presidents may not be considered for employment at Kaskaskia College. In reference to other employees of the College, persons who are their immediate family, or who are cohabiting or living as a family unit, or have a guardian/dependent relationship, may not be employed by Kaskaskia College in a situation in which:

- A. One person would have the authority or practical power to supervise, appoint, remove, or discipline the work of another;
- B. One person would be responsible for auditing the work of the other person; or
- C. Other circumstances exist which would place the person in a situation of actual or reasonably foreseeable conflicts between their interests and the interests of the College, including collusion.

This policy does not affect student workers or individuals who are employed by the College prior to becoming family members.

Employees shall not influence the hiring of a full-time or part-time employee for personal gain.

An employee shall not participate in the making of a decision or take action with respect to any matter in which the employee has special interest, including the special interest of an immediate family member(s).

VENDOR CONTRACTS AND OTHER SPECIAL INTERESTS

An actual or potential conflict of interest exists when an employee is in a position to influence a decision or is conducting business on behalf of the College that might result in a personal gain for the employee or one of his or her relatives. For conflicts of interest, a relative is any person who is related to the employee by blood or marriage, or whose relationship with the employee is similar to being a relative even though they are not related by blood or marriage. Employees who are uncertain as to whether a conflict of interest exists should contact the Vice-President of Administrative Services.

The College does not automatically assume that there is a conflict of interest when an employee has a relationship with an outside company or organization that does business with the College. However, if the employee has the ability to influence transactions involving purchases, contracts, or leases from the company, the employee must inform the Vice-President of Administrative Services about the relationship once identified. By doing this, the College can establish safeguards to prevent a conflict of interest from occurring and protect those parties involved.

The possibility for personal gain is not limited to situations where an employee or relative has a significant business relationship with a firm that does business with the College. Personal gains can also result when the employee or relative receives, including but not limited to, a kickback, bribe, gift, or special consideration as a result of a transaction or business dealing involving the College.

INSIDE INFORMATION

Inside information is defined as information not known to the public that an employee has obtained by working inside of an organization. The College prohibits the release or use of inside information relating to the College's business for the personal gain or advantage of the employee or his/her relatives. Advantage is defined as substantial likelihood the information would be viewed by a reasonable person as significantly altering the total mix of information available publicly about the College.

STUDENT ENROLLMENT AND SCHOLARSHIP AWARDS

In regard to selective admissions programs and scholarship awards, faculty and staff involved with these processes for students must excuse themselves from participating in any case where they have, or appear to have, a conflict of interest concerning the applicant.

FEDERAL OR STATE AWARD

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers and agents of the College must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts (2 CFR 200.318).

Kaskaskia College will adhere to federal and state rules and regulations concerning awards and conflict of interest. In accordance with these statutes, Kaskaskia College will disclose in writing any potential conflict of interest to the pass-through entity in accordance with applicable awarding agency policy (2 CFR 200.112 and 30 ILCS 708/35).

PERCEIVED CONFLICT OF INTEREST

Employees should be sensitive to situations which could be perceived as potential or apparent conflicts between personal interests and the College's interest. These situations shall be discussed with the employee's vice-president to determine the proper course of action.

REPORTING

Suspected violations of this policy should be reported to the College administration through the employee's chain of command. If the suspected violation involves a member of the chain of command, the report should be made directly to the employee's vice-president or the Director of Human Resources. College legal counsel will be consulted and serves as the College Ethics Officer and will inform the Board of Trustees of reported violations. Individuals making the report may be informed of the progress of the review as appropriate. An employee may not be retaliated against for disclosing suspected ethical violations.

VIOLATION OF POLICY

Any employee who violates the provisions of this policy shall be subject to appropriate disciplinary sanctions up to and including discharge from employment. The provisions noted in this policy do not limit the authority of the Board of Trustees to take appropriate action or to adopt other or more stringent obligations and expectations. This policy does not repeal, amend or modify provisions of other applicable statutes, ordinances, regulations, or existing College policies. To the extent that any such existing policies are less restrictive than this policy, the provisions of this policy shall prevail.

PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN POLICY

For information regarding the College's Prohibited Political Activities and Gift Ban Policy, see Policy #2.42. The penalties for violations of the College's Prohibited Political Activities and Gift Ban Policy #2.42 shall be in accordance with penalties set forth in 5 ILCS 430/50-5.

KASKASKIA COLLEGE FOUNDATION

The Kaskaskia College Foundation is a separate legal entity that is integral to College operations. The Foundation shall not be used as a conduit to circumvent the Conflict of Interest/Nepotism Policy and Procedure.

ACKNOWLEDGEMENT

New staff members will be advised of this policy upon employment and sign the below statement. Administrative staff members will annually indicate awareness of and compliance with this policy.

Approval History: Replaces Conflict of Interest/Nepotism Policy 2.40 approved 8/27/2018

COPYRIGHT POLICY

Policy Number: 6.0200
Subject Area: Instruction
Adopted: 01/01/0001
Revised: 12/18/2017

This policy provides guidance to administrators, faculty, students, and staff on copyright law. It will help to ensure that members of the Kaskaskia College community have the information needed to comply with copyright law and College policy.

It is the College's Intent to comply with intellectual property, copyright, and fair use guidelines. Because copyright compliance efforts protect the ideas and products that faculty, staff, administrators, and students create as well as outside materials which are used for academic purposes, the College shall make every effort to comply with the intellectual property, copyright, and fair use guidelines set forth in the Copyright Act of 1976 and its amendments, the Digital Millennium Copyright Act, and Technology Education and Copyright Harmonization Act, and any new acts or additional amendments related to copyright. The College is also committed to providing education to its faculty, staff, administrators, and students on issues of copyright and fair use, and the possible penalties for noncompliance.

It is the responsibility of each member of the College community to obtain permission to use copyrighted materials and to maintain documentation as appropriate to ensure compliance with federal and state copyright law.

Replaces Copyright Policy IA-4
Approved December 18, 2017

COPYRIGHT PROCEDURE

Policy Number: 6.0200
Subject Area: Instruction
Adopted: 12/18/2017
Revised: 12/18/2017

This procedural information provides guidance to administrators, faculty, and staff on compliance with copyright law.

Institutional Policy Owner

- The Executive Services division will serve as policy/procedure owner.
- The Vice President of Administrative Services and the Vice President of Student Services will provide support to the Vice President of Instructional Services in the process of maintaining compliance with Federal copyright law.

Annual Review of Policy Compliance

- Annually, the College will seek consultation from legal counsel to ensure continued compliance with all current copyright laws.

Communication of Copyright Policy Compliance to College Leadership

- Any changes required due to changes in current law will be communicated campuswide.
- Annual copyright compliance training will be completed by faculty and staff.
 - The Dean of Information Technology will ensure that the College's Information Technology Department provides one or more technology-based deterrents and appropriate procedures for handling unauthorized distribution of copyrighted material as well as any other technology or associated processes as required by Federal and state copyright compliance law.
- The President or designee will determine whether approval of the Board will be required for any of the actions required to maintain compliance with copyright regulations.
- The Vice President of Student Services, in conjunction with the Vice President of Instructional Services, will initiate and submit updates to the College's copyright policy to the Board as appropriate.
- President's Cabinet will confirm implementation of required policy and/or procedural changes, etc. to the President annually by December 31.

Communicating Copyright Policy Compliance Requirements on Campus

- The Vice President of Instructional Services, Vice President of Administrative Services, and Vice President of Student Services will ensure faculty and staff members in their respective areas of responsibility are educated on any copyright-compliance policy or procedural changes and confirm completion to the President annually by March 1.
- The Vice President of Student Services will ensure that the Student Handbook, New Student Orientation, website, and College Catalog are updated annually by March 1 to reflect changes in copyright compliance policy or affiliated procedures.
- The Vice President of Instructional Services will ensure that both full-time and adjunct faculty are advised of any changes in copyright compliance policy or affiliated procedures by March 1 annually.
- The President or designee will ensure changes in copyright compliance information are included in the new employee orientation/on-boarding process and confirm to the President's Cabinet annually by March 1.
- Completion of activities required under section V (B-D) will be confirmed annually to President's Cabinet by March 1.

Noncompliance Reporting

- The Library Resource Specialist will serve as the focal point for reporting information regarding copyright compliance for the College.
- Library-related noncompliance issue activity will be monitored by the Library Resource Specialist.
- Printing-related noncompliance issue activity will be monitored by the KC Print Shop Manager who will provide information to the Library Resource Specialist monthly.
- Technology-related noncompliance issue activity will be monitored by Information Technology and the Distance Learning Department and will be provided to the Library Resource Specialist monthly.
- The Library Resource Specialist will report noncompliance issue activity to the Vice President of Student Services monthly.
- The Vice President of Student Services will report noncompliance activity to the Board monthly.

Replaces Copyright Procedure IA-4P
Approved December 18, 2017

COURSE LAB FEES POLICY

Policy Number: 6.0900
Subject Area: Instruction
Adopted: 04/24/2003
Revised: 12/24/2003

Course lab fees will be reviewed for changes on an annual basis by the appropriate College staff and will be submitted to the Board of Trustees for approval. Changes to course lab fees will take effect at the beginning of the academic year (summer semester).

Replaces Course Lab Fees Policy 4.353
Approved April 24, 2003

COURSE LAB FEES PROCEDURE

Policy Number: 6.0900
Subject Area: Instruction
Adopted: 12/24/2003
Revised: 11/13/2024

Recommendations for any course lab fee changes should be made by faculty-program/discipline coordinators in collaboration with program/discipline faculty and instructional deans. A justification for any changes must accompany the submission and should be incorporated into the Program Review and budget cycle. The instructional dean, in consultation with the Provost/Vice President of Instructional Services, the College President, and any other appropriate staff, will determine if the change should be implemented and submit to the Board of Trustees for approval no later than the January board meeting.

The course lab fee calendar is as follows:

- CTE Administrative Assistant sends course lab fees to program/discipline coordinators and instructional deans for review the first week of October
 - Program/discipline coordinators should review and incorporate into Program Review in October
 - This allows October and November for meetings and review with program/discipline coordinators, faculty, and instructional deans
 - Changes should be submitted to the CTE Administrative Assistant no later than the last week of November
 - The CTE Administrative Assistant will submit a final list of all course fees to the Provost/Vice President of Instructional Services office for review
 - Course fee changes will be presented to the Board of Trustees (BOT) for first review in December each year and for final vote of approval in January annually
- Approved changes to course lab fees will take effect at the beginning of the academic year (Summer semester).

Replaces Course Lab Fees Procedure 4.353P Approved April 24, 2003

CREDIT FOR PRIOR LEARNING POLICY

Policy Number: 6.0800
Subject Area: Instruction
Adopted: 08/26/2013
Revised: 02/24/2025

Kaskaskia College (KC) recognizes that students may have achieved specific skills and knowledge through learning experiences comparable to those being achieved through formal instruction. In recognition and support of this, students enrolled in a certificate or degree program may be eligible for academic credit for their prior learning experiences,

testing and examinations, and/or other educational experiences.

KC will validate credit on a course-by-course basis and award credit when the documented learning experience demonstrates the achievement of all terminal objectives for a specific course or courses. The following are also requirements and considerations:

- If credit for prior learning (CPL) is granted, the source of the credit will be indicated on the student transcript and the credit will not be calculated in the student's grade point average.
- To meet residency requirements, 15 of the last 24 credits for a degree must be taken at KC, and 25 percent of a certificate must be taken at KC.
- For each hour awarded for Prior Learning Experiences (PLE) credit, an equal number of hours must be earned in residence at KC before the credit is posted on the transcript.
- The maximum number of hours awarded for Prior Learning Experiences may not exceed 25 percent of the total credit hours needed to complete the certificate or degree program the student is pursuing.
- Students should be advised that some educational institutions may not accept credit for prior learning as transferable coursework.
- KC does not accept transcribed CPL; a student would have to follow our procedures to get awarded CPL.
- CPL will be granted in accordance with established procedures.
- CPL will not be awarded twice for the same learning.
- CPL will not be awarded for work that does not meet or exceed a grade level of C.
- CPL will not be used to award financial aid or veteran's benefits.
- CPL cannot be used to improve an existing transcribed grade or replace a grade of withdrawal or incomplete. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
- Programs with external accrediting bodies may not accept credit for prior learning.

Replaces Non-Traditional Credit Opportunities Policy 3.6
Approved August 26, 2013;

CREDIT FOR PRIOR LEARNING PROCEDURE

Policy Number: 6.0800
Subject Area: Instruction
Adopted: 08/26/2013
Revised: 08/26/2013

Prior Learning Experience

- A. One avenue for students seeking credit for life experiences (including military service) or formal education is through the assessment of Prior Learning Experience (PLE). Through this individualized process, Kaskaskia College faculty or instructional staff evaluate a Prior Learning Portfolio, a written record of appropriate documentation submitted by the student according to established College procedures for equivalency to courses taught at the institution.
- B. If credit for Prior Learning Experience is granted, it will be reflected on the student's transcript using the designation "PLE". For each hour of credit awarded for Prior Learning Experience, an equal number of hours must be earned in residence at the College before the PLE credit is posted on the transcript.
- C. The procedures for seeking credit for prior learning experience are as follows:
 1. A student requesting Prior Learning Experience (PLE) credit shall informally discuss with the appropriate instructional dean whether sufficient evidence exists to warrant the pursuit of such credit. If it is determined that there is sufficient evidence to warrant consideration for PLE credit, the student will be provided with a copy of the Prior Learning Experience Request Form and information about other portfolio requirements, and will be referred to an appropriate instructor/program coordinator for consultation. The dean may recommend completion of a PLE Course to assist the student in writing his/her PLE Portfolio.
 2. At the first meeting with the instructor/program coordinator, the student will be given a syllabus for the course(s) for which PLE credit is being requested. A separate Prior Learning Experience Request Form should be completed for each course.
 3. A student who decides to pursue PLE credit will initiate the Prior Learning Experience Request Form, indicating in Part I the number and name of the course for which it is believed that his/her life learning experiences or formal education warrant the award of college credit. The student will take the PLE Form to the Cashier's Office and pay a non-refundable \$25 Administrative Processing Fee to initiate the process, and then return the form with the receipt of payment to the instructor/program coordinator.
 4. The student will submit a Prior Learning Portfolio, to include all required documentation, to the instructor/program coordinator for review.

5. Upon review of the Prior Learning Portfolio, the instructor/program coordinator will conduct an interview with the student to discuss the Portfolio.
 6. If it is determined that the documentation in the Portfolio is not sufficient to recommend the award of credit, the student may choose to seek additional documentation and resubmit the revised Portfolio for reconsideration by the instructor/program coordinator. The Portfolio must be resubmitted within 30 days.
 7. The instructor/program coordinator will complete Part III of the Prior Learning Experience Request Form and submit to the appropriate instructional dean.
 8. The instructional dean and Vice President of Instructional Services will complete Part IV of the Prior Learning Experience Request Form, indicating whether PLE credit has been approved.
 9. The Vice President of Instructional Services Office will inform the student whether the request for PLE credit has been approved. If approved, the student will take the Prior Learning Experience Request Form to the Cashier's Office, and make a non-refundable PLE Fee payment equivalent to 50% of the current tuition rate per credit hour.
 10. Once the PLE Fee has been paid, the Vice President of Instructional Services Office will submit the Prior Learning Experience Request Form to the Registrar for documentation of credit on the student's transcript.
 11. The Registrar will notify the student when the prior learning experience credit has been posted.
 12. A copy of the Prior Learning Experience Request Form will be forwarded to the appropriate administrative assistant so that arrangements may be made to compensate the instructor/program coordinator for review of the Prior Learning Portfolio.
 13. Original copies of the Prior Learning Experience Request Form and the Prior Learning Portfolio will be stored in the Vice President of Instructional Services Office.
 14. If a student is denied credit and wishes to appeal the decision of the faculty member, he or she should contact the Vice President of Instructional Services within 30 days of the decision.
- D. Questions or requests for additional information about prior learning experience credit may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

Proficiency Examination

1. Proficiency examinations are comprehensive, course-specific tests, available in selected disciplines or programs of study, used to determine whether a student can demonstrate mastery of course outcomes and thus receive credit for a class. If the student successfully completes the appropriate examination(s), credit for the specific course in question will be entered on the student's permanent record.
2. Credit obtained by proficiency examination will be listed on the student transcript as "Prof". For each proficiency hour of credit awarded, an equal number of hours must be earned in residence at the College before the proficiency credit is posted on the transcript.
3. The procedures for seeking credit through proficiency examination are as follows:
 - A student requesting credit through Proficiency Examination shall informally discuss with the appropriate instructional dean whether sufficient evidence exists to warrant the pursuit of a proficiency examination and if there is a proficiency examination available for the course(s) in question. If approval is granted to initiate the process, the student will be provided with a copy of the Proficiency Examination Request Form and given a copy of the syllabus for each course under consideration.
 - A student wishing to pursue this option will submit a Proficiency Examination Request Form for each exam, indicating in Part I the number and name of course for which credit by proficiency examination is being sought. Upon approval by the instructional dean to initiate the process, the student will take the Proficiency Examination Request Form to the Cashier's Office and pay a non-refundable \$25 Administrative Processing Fee.
 - Upon receipt of proof of payment, the dean will grant approval and will assign an instructor who will schedule and administer the exam.
 - The instructor will administer the exam, record the results as PASS or FAIL on Part V of the Proficiency Examination Request Form, and attach the graded exam. PASS is defined as a grade of "C" or better as established in the syllabus for the course for which the proficiency credit is being requested.
 - The instructional dean and Vice President of Instructional Services will complete Part VI of the Proficiency Examination Request Form.
 - The student may apply only once for a proficiency examination in a given course.
 - A student is not eligible for credit by proficiency examination in a given course in the following situations:
 - The course is a physical education activity course
 - There is an entry on the student's permanent record for that course
 - The student is currently enrolled in the course
 - The Vice President of Instructional Services Office will inform the student whether he or she is eligible for credit based on the examination results. If approved for credit, the student will take the Proficiency Examination Request Form to

the Cashier's Office and make a non-refundable payment equivalent to 50% of the current tuition.

- Once all fees have been paid, the Vice President of Instructional Services will submit the Proficiency Examination Request Form to the Registrar for documentation of credit on the student's transcript.
- The Registrar will notify the student when the proficiency examination credit has been posted.
- A copy of the Proficiency Examination Request Form will be forwarded to the appropriate administrative assistant, so that arrangements may be made to compensate the instructor for conducting and grading the exam.
- Original copies of the Proficiency Examination Request Form and the proficiency examination will be stored in the Vice President of Instructional Services Office.
- If a student is denied credit and wishes to appeal that decision, he or she should contact the Vice President of Instructional Services within 30 days of the decision.

Questions or requests for additional information about proficiency exam credits may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

Credit for Military Service

- Members and former members of the Armed Services, upon presenting separation papers (DD-214), may be granted credit based on an evaluation of military service pursuant to the American Council on Education for military training and experience, Community College of the Air Force, Joint Service Transcript (Army, Coast Guard, Marine, and Navy), or Defense Activity for Non-traditional Education.
- Students should contact the Registrar to have the credit posted. Proper identification and documentation of all training schools is required before an evaluation will be completed. Military credits will be transcribed as transfer credit, but must be documented on an official joint service transcript. Please contact your Veterans Affairs representative for information on obtaining military transcripts.

Other Standardized Testing

College Level Examination Program (CLEP) Examinations

1. College credit is awarded for satisfactory scores on examinations taken through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP examinations, developed in consultation with college faculty, are aligned with the content of college level courses in a variety of disciplines.
2. Students seeking credit for CLEP test scores must request that the official examination results be forwarded to the College Registrar. Individuals desiring to take these tests may obtain information from the College Board website, <http://clep.collegeboard.org>.
3. Students planning to transfer credits awarded for CLEP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another.
4. Satisfactory CLEP scores that will be considered for credit, and the courses to which they apply, are available in the Registrar's Office.

Advanced Placement (AP) and International Baccalaureate Diploma Programme (IBDP)

1. The College may grant credit for courses taken by high school students who participate in the Advanced Placement (AP) Program or the International Baccalaureate Diploma Programme (IBDP) and achieve the minimum score required. Credit is based on course completion and examinations administered by the College Entrance Examination Board and IBDP.
2. Students seeking credit for AP and IBDP scores must request that the official examination results be forwarded to the College Registrar.
3. A student must receive an AP score of 3 or higher as recommended by the American Council on Education. For IBDP credit a score of 4 or higher, as required by state statute, must be presented to receive credit. College courses for which credit may be awarded are listed on the equivalency tables available in the Registrar's Office.
4. Students planning to transfer credits awarded for AP or IBDP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another.

Illinois State Seal of Biliteracy

The College will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she has received the State Seal of Biliteracy. Students who have received the State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school.

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must have received prior credit from the KC or be currently enrolled at the College.
3. Credit will be awarded for:
 - SPAN 101 – Spanish I
 - SPAN 102 – Spanish II
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
5. Students should be aware that the credit might not be accepted by another college or university.

Replaces Non-Traditional Credit Opportunities Procedure 3.6P
Approved August 26, 2013; August 3, 2017

CREDIT HOUR COMPLIANCE PROCEDURE

Policy Number: 6.0402
Subject Area: Instruction
Adopted: 12/07/2023
Revised: 12/07/2023

All courses and credit assignments at Kaskaskia College are reviewed and approved by department faculty, the college's Curriculum Council, and the ICCB to ensure that the credit hours awarded are in compliance with the KC Credit Hour Policy and that student learning outcomes and course requirements accurately reflect the amount of credit to be awarded for the course.

Upon developing a new course or offering an existing course in a new delivery mode, it is required to complete a credit hour compliance review using a tool that allows for the calculation of credit hours based on course content. The Curriculum Development Procedure details the specifics of proposing new curriculum and/or changing of existing curriculum. Credit hour compliance of courses will be reviewed periodically as appropriate, which may include a review during a program or discipline's ICCB 5-year program review process.

Procedures for the awarding of credit, course proposals, and program proposals are specified in the guidelines of the College Curriculum Council.

Information of the number of credit hours and the dates, time, duration, and delivery format for each course is published online through the course schedule and is publicly accessible prior to student registration each term.

Replaces Credit Hour Procedure 3.09P Approved August 27, 2018; July 7, 2020; December 7, 2023

CREDIT HOUR POLICY

Policy Number: 6.0402
Subject Area: Instruction
Adopted: 08/27/2018
Revised: 08/27/2018

The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that they also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement

that is an institutionally-established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the amount of credit hours. **34CFR 600.2 (11/1/2010)**.

Definition of Credit Hours

Kaskaskia College policies and procedures in regard to credit hours adhere to all guidelines of the Illinois Community College Board (ICCB), whose guidelines, in turn, adheres to all guidelines of the United States Department of Education and the Higher Learning Commission (HLC).

Course credit determinations, regardless of delivery modes of instruction and/or length of the course, will be made in accordance with the Administrative Rules of the ICCB. See ICCB Administrative Rules Manual – Section 1501.309 Course Classification and Applicability.

Consistent with ICCB guidelines and the UD DOE, the actual amount of academic work that is required of a single semester credit hour is calculated as follows:

Lecture

Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

Laboratory

Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

Internships

Students who participate in nonclinical internships, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester, or equivalent. For clinical practicums, students shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

Replaces Credit Hour Policy 3.09
Approved August 27, 2018

CURRICULUM DEVELOPMENT POLICY

Policy Number: 6.0400
Subject Area: Instruction
Adopted: 01/01/0001
Revised: 04/27/2020

Curriculum development and review is a shared responsibility of discipline/program faculty who collaboratively develop, review, and revise program curriculum, and deliver curriculum. All curriculum will comply with the requirements of the ICCB (Illinois Community College Board), and IBHE (Illinois Board of Higher Education) requirements. All new courses must be approved by the Kaskaskia College Curriculum Council and ICCB. All new programs must be approved by the Kaskaskia College Curriculum Council, Kaskaskia College Board of Trustees, ICCB, IBHE and the Higher Learning Commission (if required by HLC guidelines).

Courses and programs will be developed by faculty members or, where external expertise is required, by non-faculty practitioners or academic specialists working under the authority of faculty. Faculty, in partnership with administration, will work with external stakeholders (e.g. Workforce Investment Opportunity Act partners, industry, four-year institutions, K-12 institutions, program advisory boards) to determine program feasibility (need, cost, and quality) as outlined by the ICCB Program Approval Manual and applicable external accrediting entities (e.g. ACEN, CAPTE, NATEF). Once a feasibility study has determined a need and has been approved by applicable Dean and Vice President of Instructional Services, all course and program development and implementation will follow the approval process outlined by the Kaskaskia College Curriculum Development Procedure 3.200.

The development and renewal of curriculum will be consistent with the following principles:

- Curriculum is consistent with the mission and vision of the college.
- Curriculum is consistent with the Institutional Goals as outlined in the strategic plan.
- Curriculum is purposeful and intentional.

- Curriculum is current and relevant with program standards or program descriptions and labor market needs.
- Curriculum is based on sound learning and curriculum design principles.
- Curriculum provides active learning opportunities to maximize student engagement.
- Curriculum provides viable pathways into, through, and beyond programs.
- Curriculum aligns content, learning resources, and authentic assessment with student learning outcome in all mode of delivery.
- Curriculum is developed at an appropriate level for the academic degrees/certificates awarded by the College.

Replaces Curriculum Development Policy 3.200
Approved April 27, 2020

CURRICULUM DEVELOPMENT PROCEDURE

Policy Number: 6.0400
Subject Area: Instruction
Adopted: 04/27/2020
Revised: 12/07/2023

The Curriculum Development Procedure outlines the process of the development of new curriculum, changes to existing curriculum, and the withdrawal or inactivation of existing curriculum. All elements of the procedure conform to the Curriculum Development Policy 6.0400.

New Curriculum

When developing new programs and courses, the College begins by forming a committee consisting of the Vice President of Instructional Services, the supervising Dean and faculty from related program areas. This committee begins by researching similar programs and courses from other institutions. The committee will then, in partnership with administration, work with external stakeholders (e.g. Workforce Investment Opportunity Act partners, industry, four-year institutions, K-12 institutions, program advisory boards) to determine program feasibility (need, cost, and quality) as outlined by the ICCB Program Approval Manual and any applicable external accrediting entities (e.g. ACEN, CAPTE, NATEF).

The initiator of the new program and/or course(s) will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for the new curriculum proposal. The sections of the Curriculum Council Checklist and other applicable forms guide the initiator through all of the components that are required to be completed, including (but not limited to) justification and resources needed, student learning outcomes development, curriculum mapping, course information, Core Degree Sheet alignment, syllabus information, and/or other required information as indicated on the forms for new curriculum. All curriculum development must comply with the guidelines of the Illinois Community College Board, the Higher Learning Commission, and the US Department of Education (e.g. credit hour requirements), along with any relevant external accrediting entities.

Changes to existing curriculum

When making changes to existing curriculum, faculty from the program area first consult with the supervising Dean regarding the proposal. The initiator of the proposed change will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for proposed curricular changes. Changes to existing curriculum can include (but are not limited to) revision of any components listed on any required forms related to curriculum changes. Only those components of required forms relevant to the proposed change are required to be completed.

Withdrawing or inactivating curriculum

When proposing to withdraw existing curriculum, faculty from the program area first consult with the supervising Dean regarding the proposal. The initiator of the proposed action will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for proposed withdrawal or inactivation. Only those components of required forms relevant to withdrawal or inactivation are required to be completed.

Adding to Core Degree Sheets or IAI

All new courses must be evaluated by the committee (consisting of the Vice President of Instructional Services, the supervising Dean and faculty from related program areas) to determine whether or not the course(s) should be included on a Core Degree Sheet and/or submitted for IAI approval. Existing courses may also be proposed to be added to a Core Degree Sheet. To be included on a Core Degree Sheet, alignment to an appropriate General Education Student Learning Outcomes must be justified on applicable forms. It is also possible for a course to align with a General Education Student Learning Outcome without being listed on a Core Degree Sheet. In this case the alignment should be noted on the applicable program's curriculum map.

Curriculum Development Proposals

If the initial or subsequent consultation(s) with the Dean results in a proposal moving forward, a proposal repository will be created with all required submission materials. The initiator of the proposal will work to complete the required submission

materials in collaboration with the appropriate departments and ensure that all reviews (as applicable) have been completed. When all required materials for the proposal and any required reviews have been completed, the proposal may be submitted for consideration to the KC Curriculum Council, which is a board of faculty and staff that approves all curricula. Once the curriculum development proposal has been approved by the KC Curriculum Council, the appropriate action is taken respective to the type of curriculum development:

- For new programs, the proposal must be approved by President's Cabinet and by the KC Board of Trustees. Upon their approval, the program is submitted to the ICCB and the IBHE for approval. Once approved by ICCB and IBHE, any new program that extends beyond the traditional disciplinary offerings of the College must be submitted to the Higher Learning Commission (HLC) for approval. If a program is externally accredited and/or recognized by a program-specific organization, additional external approvals may be required.
- Any new course that has been approved by the KC Curriculum Council must be submitted and approved by the ICCB. If the course can be articulated as part of the Illinois Articulation Initiative (IAI), an initiative that works to ensure transferability between public/private institutions of higher education, it is submitted to that organization for approval. These processes all work together to ensure that every program at the College facilitates student learning and success.
- Any changes to curriculum will follow the appropriate process respective to the type and extent of the change. The Curriculum Council checklist provides guidance as to which changes require further approvals, which include (but are not limited to) the ICCB, IBHE, HLC, and any external accreditation and/or other program-specific organizations.

Quality Assurance

Once approved, all active programs/disciplines must participate in the college's assessment of student learning process. The assessment of student learning process is led by a coordinator for the program or discipline charged with leading assessment activities and applicable staff with duties supporting assessment of student learning.

All IAI courses are reviewed regularly (typically every five years) through a process stipulated by the Illinois Articulation Initiative. This process includes a review of the representative (i.e. sample syllabus created by the lead instructor) course syllabi by the Illinois Articulation Initiative subject panel. The panel then approves, conditionally approves, requires additional information, or returns to the college for revisions to course documents. These subject panels are comprised of university and community college faculty, transfer advisors, and two Chief Academic Officers from a university and community college in Illinois. This review ensures that all transfer courses at Kaskaskia College meet the same student learning outcomes as other IAI-participating institutions.

All active programs and disciplines are reviewed internally every year through an Annual Program Review Process. An ICCB 5-year program review process is mandated by the ICCB in accordance with a schedule provided by the ICCB. In years when a program or discipline is not scheduled for an ICCB 5-year program review, a college-developed annual program review form will be completed. When action items are assigned, faculty must work with their Dean and ensure action items are implemented in a reasonable timeframe. Programs with external accreditation also follow the respective processes required of those entities.

Replaces Curriculum Development Procedure 6.040

Approved April 27, 2020; Revised December 7, 2023

DEFINITION OF RESIDENCE POLICY

Policy Number: 5.2102

Subject Area: Student Services

Adopted: 08/02/2017

Revised: 01/23/2023

The Kaskaskia College Board of Trustees has authorized the administration to implement guidelines, consistent with existing law, for classifying students as Illinois in-district, Illinois out-of-district, Out-of-state, and International. Residence is considered to be that permanent domicile established for a purpose independent of attendance at a school as a student.

The word residence is generally interpreted to have no fixed meaning in the law, but may have a variety of meanings dependent on the context with which it is employed. The courts have generally held that, unless defined by Statute, an administrative body can define the term residence.

Residency is first determined according to the circumstances that exist at the time the application is filed for college admission. An applicant may be required to submit additional information to support the residence declaration on the application.

Approval History: August 2, 2017; January 23, 2023

DEFINITION OF RESIDENCE PROCEDURE

Policy Number: 5.2102
Subject Area: Student Services
Adopted: 12/07/2022
Revised: 12/07/2022

Initial Residency:

Residency is first determined according to the circumstances that exist at the time the application is filed for college admission. An applicant may be required to submit additional documented information to support the residence declaration on the application. Kaskaskia College has established four residency classifications:

1. Illinois in-district student: An Illinois resident student whose permanent domicile is within the boundaries of District #501, thirty (30) days prior to the start of the term, for a purpose independent of attendance as a student. A resident of a state or federal correctional institution shall not be classified as a resident of the District.
2. Illinois out-of-district student: An Illinois resident student whose permanent domicile is established outside of District #501 but within the state of Illinois.
3. Out-of-state student: A student whose permanent domicile is within the United States or its territories, but who does not qualify as an Illinois resident student.
4. International student: A student whose permanent domicile is established outside of the United States and its territories, who holds a current passport, a valid 1-94, and an F-1 student visa as a result of receiving an 1-20 form issued by Kaskaskia College. International students who hold a permanent residence visa or become a naturalized citizen may qualify for appropriate residency status and will be considered on an individual basis.

Student Residency Change Request:

The initial residence classification of a student remains in effect for all subsequent terms unless a student requests a change in residency. Students may enter a written request using the Change of Information Request form (Appendix A). The Registrar will determine the appropriateness of the request and determine if additional evidence is required. All documentation becomes part of the student's record.

1. In-District to In-District: no additional evidence is required.
2. Out-of-District to Out-of-District: no additional evidence is required.
3. In-District to Out-of-District: no evidence is required; the student's residency is automatically moved to Out-of-District.
4. Out-of-District to In-District: Students must submit the Request to Change Residency Classification form (Appendix B) and must present from at least two of the following:
 - Proof of ownership and/or leased occupancy of a residence with an Illinois address within District #501.
 - An Illinois driver's license or Illinois state ID with an Illinois address within District #501.
 - Automobile license registration with an Illinois address within District #501.
 - Illinois voter's registration card with an Illinois address within District #501.
 - Utility, telephone, or other bills or correspondence received at a residence with an Illinois address within District #501.
 - Real estate tax statement for property within the state of Illinois with an address within District #501.
 - Documentation pertaining to the student's past or existing status as a district student (e.g. Community College District #501 high school transcript).
 - A statement by the student certifying his/her in-district address. Kaskaskia College will verify the certification by sending correspondence to the address.
 - Other non-self-serving documentation.
5. International Students must request all record changes through the Designated School Official (DSO).

District Residency Change Request

The District initiates a change, most frequently resulting from returned mail that provides a forwarding address. Returned mail is reviewed by the Office of Admissions and Registration. The following changes occur once returned mail is processed.

- In-District to In-District: Address is updated in the student's record.
- Out-of-District to Out-of-District: Address is updated in the student's record.
- In-District to Out-of-District: Address and Residency are updated in the student's record. Student will receive a letter to the new address notifying them they have been moved to Out-of-District.
- Out-of-District to In-District: Address is updated in the student's record. The student is sent a letter requesting evidence of Residency change before residency change can be made.

Special Circumstances

If a student does not qualify for Illinois in-district residence per the above, special circumstances may exist which are identified below and handled on a case-by-case basis by the Registrar.

1. Out-of-district student who is employed within District 501 may qualify for in-district rates.
2. Student qualifying through the Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER) program may be eligible for in-district rates if the home district does not have a career or occupational program desired by the student. Participating institutions include other community college districts in Illinois.

3. Student qualifying through the chargeback program per the Public Community College Act may be eligible for partial tuition support from the home district if the home district does not offer the program of study in which a student is interested, providing the student receives approval from the home district.

Emancipated Students

Kaskaskia College shall charge in-district tuition rates for students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or who have been recently emancipated from the Department and meet the general residency provisions in Section 1501.501 of the Illinois Community College Board Administrative Code.

Unemancipated Dependent Student or Spouse

An unemancipated, dependent student, or dependent spouse may qualify for in-district classification if his/her presence in the District results from the establishment by parent, guardian, or spouse of their permanent residence in the District provided that such domicile was established for reasons other than to allow the student to gain in-district classification.

In the case of divorce or separation of the parents, the student shall qualify if either parent meets the in-district requirements.

Temporary transfer of parent or guardian:

- Dependents of persons who have maintained their permanent residence in the District for at least six months immediately prior to a temporary transfer by their employer to a location outside the District shall be eligible for Illinois In-District classification provided they enroll within two years from the time of the transfer.
- Said persons must have maintained their permanent residence in the District by means of a continuous voting record in the District, filing Illinois income tax returns, and/or other appropriate actions.

Military Personnel

Illinois in-district tuition and fee rates will be allowed to all military personnel and their dependents who are citizens of the United States while they are stationed and present in the District in connection with that service.

Military personnel who are subsequently assigned to temporary duty outside the District shall continue to qualify as Illinois In-District for tuition and fee classification. In instances when military personnel are transferred to another location, this special arrangement shall terminate for them and their dependents at the end of the term in which the student is enrolled.

Temporary transfer of parent or guardian.

- Dependents of persons who have maintained their permanent residence in the District for at least six months immediately prior to a temporary transfer by their employer to a location outside the District shall be eligible for Illinois In-District classification provided they enroll within two years from the time of the transfer.
- Said persons must have maintained their permanent residence in the District by means of a continuous voting record in the District, filing Illinois income tax returns, and/or other appropriate actions.

Approval History: 12/07/22

DEPOSITORY OF FUNDS POLICY

Policy Number: 3.1005
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 07/22/2024

The official depositories for district funds shall be designated every year by resolution of the Board of Trustees.

Approval History: Replaces Depository of Funds 4.152. Administrative Revision 07/22/24.

DISABILITY SERVICES POLICY

Policy Number: 5.2300
Subject Area: Student Services
Adopted: 07/17/2008
Revised: 07/17/2008

It is the policy of Kaskaskia College that educational opportunities will be extended to students with disabilities in

accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College will therefore, ensure that its physical facilities, programs, and services are accessible to qualified students with disabilities and will follow established procedures in addressing the needs of qualified students with disabilities. Reasonable efforts will be made to offer services for students with disabilities in integrated settings and to make accommodations.

In accordance with the Americans with Disabilities Act, the accommodations made for the benefit of students with disabilities must at all times, be "reasonable". A "reasonable accommodation" is one that enables the prospects for success on the part of the student with disabilities under the following circumstances:

- The student has the ability to benefit from the accommodation.
- The accommodation will not "fundamentally alter" the program in terms of its educational standards and expectations.
- The accommodation will not result in undue instructional, financial, or administrative burdens on other students or on the College as a whole. The College expects students with disabilities to benefit from instruction, complete class assignments, take exams, and achieve success along with their classmates.

It is with these goals in mind that the College provides services and makes reasonable accommodations.

Approval History:
July 17, 2008

DISABILITY SERVICES PROCEDURE

Policy Number: 5.2300
Subject Area: Student Services
Adopted: 07/17/2008
Revised: 03/14/2024

The Director of Equity and Access will serve as the Disability Services Coordinator and will be responsible for addressing the needs of qualifying students with disabilities. The name and contact information for such Coordinator shall be published in the Student Handbook, College Catalog, on the College website, on all course syllabi, and other appropriate locations accessible to students.

In order to receive accommodations, students are required to notify the Director of Equity and Access of their pending enrollment and follow the appropriate steps to request accommodations.

Procedures for formally requesting accommodations due to a disability.

1. The student will begin an interactive process with the college by completing the Disability Accommodation Request Form. The form is found under Apply for Services on the Disability Support Services (DSS) webpage of the Kaskaskia College's main website. Choosing Accessibility at the bottom of any Kaskaskia College webpage will redirect to the DSS page and subsequent form as well.
2. The Disability Accommodation Request form will ask the student to identify what their disability is and the needed accommodation that will provide equitable access to the campus, its programs, courses, and methods of assessment. Students will have an opportunity to upload documentation to substantiate their request.
3. Students may receive assistance in completing the form, including help with converting print copies of documentation into digital format from staff at the college, including, but not limited to, the DSS office.
4. To convert print copies of documentation into a digital format, college personnel may scan a student's document and email it to the student's college email account. If the student request, the documentation may also be sent to the Director of Equity and Access. The student will still need to complete the application for the documentation to be reviewed and formally accepted.
5. The form will be housed in Maxient and routed to the Director of Equity and Access in the DSS office for review. Most request will be reviewed in 1-3 business days. Students will be notified by email if the review process will exceed 3 business days.
6. The Director will reach out to the student via the student's college email to either notify the student that the request is granted or to further engage in the interactive process if the request cannot be granted with the information received.
7. If a request is incomplete, such as insufficient documentation of a disability is uploaded with the request, the Director will reach out to the student to notify that the request is incomplete and list what items are needed to complete the request. Once all items are received, the Director will engage in an interactive process with the student in order to determine if the request can be granted. The interactive process will allow the student to have an in-person, phone, or video meeting as needed.
8. Once a request is granted, the student's disability will be coded into the Student Information System, using the ICCB 4-digit coding. The start date will be the date the accommodation was reviewed, approved, and coded. Approved accommodations will be coded and assigned to specific disabilities if the student is requesting accommodations for multiple disabilities.
9. Prior to the start of each semester, the DSS office will review the student's schedule and send out accommodation notifications stating granted accommodations via email to the student, faculty members teaching their courses, Academic Center for Excellence (ACE) as a site for testing accommodations, and the appropriate education center where a student may be taking courses. If a student has a change in their schedule after the notice is sent, it is the student's responsibility to notify the DSS office of the change.

10. The DSS office will send out notifications for students who maintain continuous enrollment at the college in subsequent semesters until such time a student graduates or discontinues enrollment. If a student has a semester, other than the summer semester, in which they are not enrolled, it is the student's responsibility to notify the DSS office that they would like to continue utilizing previously granted accommodations or they may complete a new request for accommodations. If a graduating high school student completes a request that is granted, but then does not enroll the fall semester after a spring graduation or the spring semester after a fall graduation, the student will need to complete a new request upon enrollment to be on the automated notification list.
11. If through the interactive process it is determined the student does not have a disability or the accommodation requested is not reasonable or does not provide equitable access the request will not be granted. In such cases, the Director will work with the student to identify other resources as appropriate to meet the student's needs and document in the note's section of the Maxient request as to why the accommodation is not being granted before closing the request.
12. In cases where an accommodation is not granted, the student will reserve the right to appeal the decision to the Vice President of Student Services. The student will also reserve the right to make a new request and submit any new information at any time. 13. In the event that any student with a disability feels that he/she has been discriminated against or has generally been treated unfavorably due to his/her disability, the individual should file a written complaint pursuant to Policy/Procedure 5.1004 – Student Complaints.

Approval History: July 17, 2008; November 2, 2020; March 14, 2024

DISCIPLINE, SUSPENSION, AND DISCHARGE OF COLLEGE EMPLOYEES POLICY

Policy Number: 4.5500
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

In accordance with College procedure, the President has the authority to discipline College employees. A suspension, with or without pay, is subject to review by the Board in accordance with College procedure.

Upon recommendation of the President, the Board of Trustees may terminate a full-time employment relationship and any unearned salary and benefits. The College reserves its right to terminate an employment relationship at will, with or without notice and with or without cause, unless otherwise stated in an applicable collective bargaining agreement.

The following list describes reasons which may lead to disciplinary action up to and including discharge. Termination of the employment relationship may occur for any or all of the reasons listed below as well as others, as the list below is merely illustrative and is not intended to be a complete list of reasons for discipline up to and including suspension and discharge:

- incompetency
- negligence
- participation in any concerted interruption of the operation of the College
- mental or physical incapacity to perform assigned duties
- conviction of a felony
- insubordination
- denial of access to the Centralia Correctional Center by order of the Warden
- any activity of the College employee which is not compatible with college service to the public or to Kaskaskia College.

Dismissal procedures will be conducted in accordance with the applicable provisions of the Kaskaskia Education Association collective bargaining agreement for those College employees covered by that agreement. Dismissal procedures for all other College employees will be conducted in accordance with applicable federal and state law and/or College procedure.

Approval History: Replacement for Discipline, Suspension, and Discharge of College Employees 2.55 Approved 1/1/1999

DISCIPLINE, SUSPENSION, AND DISCHARGE OF COLLEGE EMPLOYEES PROCEDURE

Policy Number: 4.5500
Subject Area: Personnel
Adopted: 05/10/2023
Revised: 05/10/2023

In the case of performance issues, supervisors should make attempts to take corrective measures through informal discussions, coaching, and regular employee performance evaluations prior to implementing disciplinary procedures.

Discipline of employees shall be for just cause and shall generally be imposed in a corrective progressive manner. However, the sequence and severity of disciplinary action may vary based upon the type of offense and the circumstances surrounding it. Not all steps need to be used under all circumstances. Any formal complaint presented against an employee must be submitted in writing, and the named employee will be notified within ten business days. Any formal action must be addressed in writing by the Administration prior to any progression of corrective discipline. Disciplinary action administered for a particular incident shall not constitute precedent or prejudice for any conduct of a similar nature for any other employee.

Formal complaints initiated by students are addressed in already established policies and procedures.

Any discrepancies between the provisions of this policy and the provisions of a Collective Bargaining Agreement shall be resolved in favor of the guidelines of the Collective Bargaining Agreement.

The formal general progression of corrective discipline shall flow through the Department of Human Resources. The progression of corrective discipline is as follows:

A. Formal Documented Verbal Reprimand

A verbal reprimand shall be communicated in a meeting between the employee and his/her supervisor to discuss unacceptable performance and/or behaviors. Employees represented through collective bargaining shall be entitled to union representation if requested by the employee. The supervisor shall inform the employee of concerns with performance and/or conduct and explain how the concerns can be corrected so that the employee is meeting acceptable standards of performance and conduct.

Documentation of the verbal reprimand shall be maintained in the employee's personnel file in Human Resources, and the employee shall receive a copy of the documentation indicating the date, the substance of the verbal reprimand, and the desired corrective action. A representative of the Human Resources Department shall attend the meeting. An employee may provide documentation/evidence related to a verbal reprimand within ten business days from the date of the meeting regarding the verbal reprimand, and the documentation/evidence will be included in the personnel file along with the verbal reprimand documentation.

If after three full calendar years with no additional incidents of reprimand, an employee may submit a written request to Human Resources to remove verbal reprimand documentation from their personnel file. The request shall be reviewed by the Human Resources Department, college administration, and the college President with consultation from legal counsel as needed to mitigate legal risk to the college. The employee will be informed of the decision in writing to remove the verbal reprimand from the personnel file within thirty business days. The written decision will include rationale as to the decision. If the request to remove the verbal reprimand is denied, the employee may resubmit a written request to Human Resources after one year with additional information and justification for requesting the removal of the verbal reprimand.

B. Written Reprimand

A written reprimand is a letter or memorandum stating the reasons and the manner in which the employee is failing to meet acceptable standards of performance or behavior. The written document shall also inform the employee that if any continued unacceptable performance or behavior persists, suspension or dismissal may result.

A representative of the Human Resources Department should be contacted to assist in the preparation of the written reprimand which shall include a Performance Improvement Plan with corrective actions and a timeline to implementation. The written reprimand shall be communicated in a meeting between the employee and his/her supervisor to discuss unacceptable performance and/or behaviors. Employees represented through collective bargaining shall be entitled to union representation if requested by the employee. A representative of the Human Resources Department shall attend the meeting. A copy of the document will be placed in the employee's personnel file in Human Resources. The employee may provide documentation/evidence related to the written reprimand within ten business days from the date of the meeting and the documentation/evidence will be included in the personnel file along with the written reprimand.

If after five full calendar years with no additional incidents of reprimand, an employee may submit a written request to Human Resources to remove a written reprimand from their personnel file. The Human Resources Department will coordinate a meeting of a three-person committee within thirty days to review the request. Committee members shall be identified by Human Resources and shall include: a non-administrative representative of the division in which employee is assigned, a member of college administration, and an unbiased representative experienced in human resources management or labor law. Human Resources personnel will participate in the committee meeting as a non-voting member to assist with file review and recording of the committee decision. College legal counsel will be consulted as needed to mitigate legal risk to the college. If determined by college legal counsel that removal of the written reprimand places the college at risk for any future litigation, the request for removal would be denied not requiring a vote of the committee. The employee will be informed of the decision in writing to remove the written reprimand from the personnel file within ten business days of the committee meeting. The written decision will include rationale as to the decision. The decision of the committee is final and the employee may not resubmit subsequent requests to remove the written reprimand from their personnel file.

C. Suspension

A suspension with or without pay, along with fringe benefits, is an action that may be recommended by the employee's supervisor to the appropriate Vice President and the Human Resources Department if the employee subsequently fails to meet acceptable standards of performance or behavior.

The suspension is to be documented, referencing the dates that the suspension is to begin and to end. Prior to the commencement of the suspension, the reasons for suspension and/or complainant shall be communicated in a meeting between the employee and supervisor to discuss unacceptable performance and/or behaviors. Employees represented through collective bargaining shall be entitled to union representation if requested by the employee. A representative of the Human Resources Department shall attend the meeting. This provision does not apply to suspensions with pay of any employee while the College conducts an investigation of the employee.

If after ten full calendar years with no additional incidents of reprimand, an employee may submit a written request to Human Resources to remove a suspension from their personnel file. The Human Resources Department will coordinate a meeting of a three-person committee within thirty days to review the request. Committee members shall be identified by Human Resources

and shall include: a non-administrative representative of the division in which employee is assigned, a member of college administration, and an unbiased representative experienced in human resources management or labor law. Human Resources personnel will participate in the committee meeting as a non-voting member to assist with file review and recording of the committee decision. College legal counsel will be consulted as needed to mitigate legal risk to the college. If determined by college legal counsel that removal of the suspension places the college at risk for any future litigation, the request for removal would be denied not requiring a vote of the committee. The employee will be informed of the decision in writing to remove the suspension from the personnel file within ten business days of the committee meeting. The written decision will include rationale as to the decision. The decision of the committee is final and the employee may not resubmit subsequent requests to remove the suspension from their personnel file.

D. Discharge

A discharge is termination of employment. An employee may be discharged if the employee subsequently violates College policy, rule or regulation or fails to meet acceptable standards of performance or behavior after receiving verbal and written reprimands and suspension. Discharge will occur only with the approval of the President, or President's designee, and the Board of Trustees.

A suspension or discharge without prior disciplinary actions may be justified depending on the type of offense and the circumstances surrounding the offense.

The employee will receive copies of disciplinary documentation.

DISTANCE LEARNING ENGAGEMENT POLICY

Policy Number: 6.0801
Subject Area: Instruction
Adopted: 12/17/2018
Revised: 04/20/2022

Kaskaskia College's distance learning education will maintain full compliance with the requirements of the U.S. Department of Education and the Higher Learning Commission (HLC).

Kaskaskia College has adopted the HLC's definition of Distance Learning which is: "Education that delivers instruction to students who are separated from the instructor that supports **'regular and substantive'** interaction' between students and their instructor synchronously or asynchronously using one or more of the following technologies: the internet; one-way and two-way transmission through open broadcast, closed-circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio-conferencing; other media used in a course used in conjunction with any of the other technologies listed".

To comply with the U.S. Department of Education and the HLC, Kaskaskia College further clarifies the following terms in the definition of Distance Learning:

- Interaction must be initiated by the instructor.
- An instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by the HLC, ICCB, and programmatic accrediting bodies if appropriate. Eligible programs can be taught by "the instructor or instructors.
- Interaction must be "regular" or weekly with the class as a whole (Summarization of discussion post or providing additional learning materials) or individually (providing feedback on discussion question comments or on homework) with a combination of both types of interaction throughout the course.
- "Regular" or "Weekly" is defined by this policy as a minimum of five interactions per credit hour. This formula is based on the model of a traditional, three credit hour, face-to-face, 15 week term class where one class session is defined as weekly interaction. Therefore, a one credit hour class would require five substantive interactions within any given term; a three credit hour class would require 15 substantive interactions within any given term, etc. Must be predictable and scheduled with tracking and intervention taking place.
- Interactions must be substantive – of an academic nature and assumes direct interaction between the learner and the instructor and requires direct instruction from the instructor including:
 - Assessing or providing feedback on a student's coursework.
 - Providing information or responding to questions about the content of a course.
 - Facilitating a group discussion regarding the content of a course or competency.
 - Other instructional activities approved by the institution's or program's accrediting agency.

Examples of Substantive Interaction Include the following:

- Course materials (ex. recorded webinars, videos, and reading materials) which facilitate synchronous or asynchronous interactions and require the student to complete an activity.
- Constructive feedback on student assignments, which identifies specifically what has been done correctly, needs improvement, or guides students to the next steps of learning. Brief comments like "good job" or "you need to improve" are not substantive.
- Synchronous online meetings and chats that further explore course material and answer student questions.
- Regular participation by the instructor in discussion activities with students, perhaps to provide a summary, to correct errors of fact, to keep the discussion on topic, and/or to add expertise to the content of the discussion.

DISTANCE LEARNING ENGAGEMENT PROCEDURE

Policy Number: 6.0801
Subject Area: Instruction
Adopted: 12/17/2018
Revised: 12/17/2018

To ensure that KC complies with the HLC definition of Distance Education, all new online courses should be created and developed with an instructional designer in the Distance Education Office using the Online Course Rubric and Credit Hour Compliance Worksheet. An instructor who has experience teaching online and who have had approved course rubrics and Credit Hour Compliance Worksheets by an instructional designer, do not need to work with an instructional designer on the creation of new courses, as long as they have been through the process and approved within the last year.

Upon approval from Distance Learning Office, all new courses are then approved by the KC Curriculum Council. During this approval process, faculty are required to complete a Credit Hour Compliance Worksheet with every new online course developed as part of the approval process. This worksheet ensures that there is academic rigor and regular and substantive interaction between the student and the faculty member.

In addition, all new online faculty are required to enroll in INST 135, Creating an Online Course in the Learning Management System, with an instructional designer in the Distance Learning Office before they teach a new online course. If the INST 135 course is not available at the time of hire, the new online faculty member may teach a new online course, but must enroll into the next available course INST 135 offering. This course outlines the expectations of regular and substantive interaction as well as other best practices for online learning.

Finally, all online faculty will be reviewed in conjunction with the ICCB Five Year Program Review Process. This process requires that faculty with programs being reviewed in the five-year timeframe, will have their courses randomly selected for review by the Online Learning Committee to ensure that the course is in compliance with the Higher Education Act of 1965 102 (a) (3) (B). If changes are needed, the academic dean and the vice president of instructional services will work with the faculty to make the necessary changes.

Replaces Distance Learning Engagement Procedure 3.75P
Approved December 17, 2018

DISTRIBUTION OF DIRECTORY INFORMATION POLICY

Policy Number: 4.1030
Subject Area: Personnel
Adopted: 08/21/1997
Revised: 08/21/1997

Except for internal purposes, lists of faculty, staff, and student names which include addresses and telephone numbers shall be made available only when required by law and shall not be available for general distribution.

Approval History: Replacement for Distribution of Directory Information Approved 8/21/1997

DONATION OF PAID LEAVE DAYS FOR COLLEGE MAJOR GIFTS CAMPAIGN PROCEDURE

Policy Number: 4.3108
Subject Area: Personnel
Adopted: 11/15/2007
Revised: 11/15/2007

Employees eligible for and wishing to donate vacation or personal leave time to College Major Gifts Campaigns shall complete the appropriate donation form as developed and distributed by the Institutional Advancement Office.

Upon completion of the above form, it will be forwarded to the Institutional Advancement Office for campaign purposes. The Payroll/Human Resources office will verify that the employee has the appropriate paid leave time earned and available. Payroll will then forward the form for approval to the Vice President of Administrative Services or other appropriate Finance officer.

Upon completion of the above approvals, the paid leave time shall be appropriately deducted from the employee's paid leave balance and processed according to Payroll procedures, in accordance with applicable IRS regulations.

Upon completion and processing of such donation, the employee shall receive an acknowledgement of the donation.

This policy will be ongoing and will be reviewed for continuation by the Board of Trustees every three years to determine the length of continuation. If the policy is discontinued by the Board, donations through the year of expiration will be honored.

Approval History: Replacement for Donation for College Major Gifts Campaign Procedure 2.3106P Approved 11/15/2007, 06//16/2011

DONATION OF PAID LEAVE DAYS FOR COLLEGE MAJOR GIFTS CAMPAIGN POLICY

Policy Number: 4.3108
Subject Area: Personnel
Adopted: 11/15/2007
Revised: 11/15/2007

In order to provide non-grant-funded faculty and staff additional opportunities to participate in College Major Gifts Campaigns, the Kaskaskia Board of Trustees approves the voluntary donations of paid leave time by faculty and staff in accordance with established procedures. This option will be available in addition to other direct cash donations and pledges.

Pursuant to this policy and established procedures, faculty members are eligible to donate up to 3 (three) earned days per year of personal leave time and non-faculty members are eligible to donate up to 3 (three) earned days per year of vacation leave time from accrued leave time. Only paid leave time that has actually been earned is eligible for donation. Such donations may be made each year, effective the date this policy is approved. The payroll tax treatment for such donations shall be processed in accordance with IRS rules and regulations. At the time the donation is made, faculty and staff will designate the project(s) to which they desire to donate or designate if they wish the donation to be available for use toward any project.

The value of donations made in the above manner shall be computed into dollar amounts based on salary, and employees making such donations will be recognized in the same manner as all other donors. This policy will be ongoing and will be reviewed for continuation by the Board of Trustees every three years to determine the length of continuation. If the policy is discontinued by the Board, donations through the year of expiration will be honored. Grant-funded employees are eligible to make donations under this policy only if allowable under the appropriate grant regulations.

Approval History: Replacement for Donation of Paid Leave Days for College Major Gifts Campaign Approved 11/15/2007, 06//16/2011

DRUG FREE WORKPLACE POLICY

Policy Number: 4.7500
Subject Area: Personnel
Adopted: 03/16/1995
Revised: 03/16/1995

Drug and Alcohol Abuse Prevention and Education Program for Students and Employees

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include 30 ILCS 580 et. seq.

Because of those statutes, the Board adopts the following policies:

- It is a condition of employment and a condition of participation as a student, that you understand this policy and adhere to this policy. Failure to understand and to adhere to the policy may result in disciplinary actions against you.
- It is the policy of Kaskaskia College to prohibit the unlawful manufacture, distribution, disposition, possession or use of a controlled substance, including cannabis, in or on the premises owned or controlled by Kaskaskia College, or at any time while

engaged in any college sponsored activities. It is further the policy of Kaskaskia College to prohibit the use or possession of alcohol while on Kaskaskia College property (whether owned or controlled) or at any time while engaged in any college sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as "Prohibited Uses".

- It is further a condition of employment with Kaskaskia College that every employee notify Kaskaskia College Administrative Personnel of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Kaskaskia College District hereby certifies that it will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace.
- Violation of this policy by either a student or employee may lead to the termination of employment or the termination of student participation. Further, the Kaskaskia College District hereby certifies that within 30 calendar days of receiving notice of an employee's drug conviction, the College will take one of the following actions:
- appropriate personnel action against such an employee, up to and including termination or
- requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, state or local health, law enforcement or other appropriate agency.

Voluntary Rehabilitation

The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violations of rules that have previously occurred, but may be used as a mitigating circumstance to any disciplinary proceedings.

- Counseling and Treatment Programs
- Campus Program
- A prevention or referral program is conducted by the Counseling Center and coordinated by a Counselor Specialist. Awareness activities are held and educational materials are provided to students and employees.
- Kaskaskia College health, first aid, psychology, and other classes include instruction on the prevention and assistance for drug and alcohol abuse.
- Treatment
- Students and employees who need assistance for drug abuse will be referred to the Community Resource Centers or Hospital Programs for treatment. Contact may be made with Counselor Specialists, or the Deans who will make expedient referrals.
- Distribution of Program Information
- Program information will be distributed to students during the fall semester in on-campus and off-campus classes. Program information will also be available in the Counseling Center and in material racks.
- Program information will be distributed to employees during the fall semester with payroll. Program information will also be available in the Counseling Office and in material racks, as well as from the Deans.
- For More Information
- Students should contact the Counseling Center or the Dean of Student Development.
- Faculty members should contact the Dean of Instruction.
- All other employees or staff members should contact the Dean of Administrative Services.

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

- There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the College has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the Counseling Center. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.
- Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: it is harmful to unborn children during pregnancy, can lead to high blood pressure, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat, can break down immune system or depress immune system, and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts).
- Hallucinogens are drugs that produce changes in perception, mood, and thought, including LSD, mescaline, psilocybin, DMT, and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions, and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.
- Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are very popular and are overused by Americans.
- Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an up-scale drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia, and hallucinations. These effects and the more positive ones associated with cocaine are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a "superhuman" exterior, while inside they may be suffering.
- Opiates are opium, its derivatives (morphine, heroin, and codeine), and the synthetically produced drug methadone have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use quickly leads to dependence and increasing larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.
- Amphetamines are sometimes known as speed or uppers and are prescribed by doctors to suppress appetite and relieve mild depression from time to time. For people who have neurological and behavior disorders, they can be helpful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, and agitation and confusion.
- Alcohol abuse has several typical patterns: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. The connection between alcohol and fatal road accidents makes this drug one of, if not, the most dangerous drugs.

DUTIES AND AUTHORITY OF BOARD OF TRUSTEES BYLAW

Board Bylaw: 1.2100
Subject Area: Board of Trustees Bylaws
Adopted: 08/16/2004
Revised: 01/25/2021

AUTHORITY OF MEMBERS OF THE BOARD OF TRUSTEES

Board members have the authority to take official Board action only as a Board of Trustees legally in session. No member or employee of the Board of Trustees shall have the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session. Such authority must be set forth specifically in the minutes of the meeting in which it is authorized.

DUTIES OF THE BOARD OF TRUSTEES

The duties and responsibilities of the Board shall include, but not be limited to, the following:

- Select and appoint the President, who serves as the chief executive officer of the College.
- Consider, review, and take appropriate action on the recommendations of the President
- Consider and take appropriate action on recommendations of the President in all matters of policy relating to the welfare of the school, including rates of employee compensation, site utilization and facilities improvement, capital outlay, and curricular offerings.
- Consider and take appropriate action on recommendations of the President concerning appointment, retention, or dismissal of staff members in accordance with applicable law.
- Approve the annual budget.
- Approve the expenditures of all funds.
- Provide ways and means for adequate financial support in accordance with the applicable statutes of the state, federal, and local governments.
- Function as the policy-making body charged with control of the College, leaving the executive function to the President.
- Establish temporary Board advisory committees as needed.
- Exercise the power to purchase, lease, condemn, or in any other legal manner acquire real and personal property deemed necessary for the operation of the College.
- Serve as the final appellate level in the College for students, employees, and citizens of the Community College District No. 501 on matters of Board policy and College procedure.

DUTIES OF THE CHAIRMAN

The duties of the Chairman of the Board shall include the following:

- Preside at meetings of the Board of Trustees.
- Appoint all temporary committees of the Board.
- Call special meetings as required.
- Direct President to notify members of the Board of all regular, special and adjourned meetings.
- Perform such other duties as may be prescribed by the statutes of the State of Illinois and as may be required to ensure the efficient functioning of the Board of Trustees.
- Sign all official documents and orders as agent of the Board when authorized to do so by the Board.
- Serve as ex-officio member of all Board committees.
- Award certificates and degrees at the Commencement Exercise.

DUTIES OF THE VICE CHAIRMAN

The duties of the Vice-chairman of the Board shall include the following:

- Act as the temporary Chairman when the Chairman is unable to perform his duties due to absence or illness.
- Perform such other duties as may be prescribed by law and by action of the Board of Trustees.
- Act as parliamentarian.

DUTIES OF THE SECRETARY

The duties of the Secretary to the Board of Trustees shall include the following:

- Take roll at all Board meetings.
- Affirm documents as appropriate.
- Sign appropriate documents as required.

On behalf of the Secretary, the President's Office shall:

- Provide for a record of the minutes of each Board meeting and the transmittal of a copy of the minutes to each member.
- Keep a record in a separate book of the names of all members of the Board, the date of each member's election, the length of each member's term and the date of its expiration, and a file of all reports made by Board committees.
- Keep a current and complete record and text of the By-laws and Policies of the Board and publish same from time to time.
- Furnish all members of the Board with an official copy of the text of any amendments, additions, or deletions to Board by-laws and policies.
- Perform such other duties as may be prescribed by law and by action of the Board of Trustees.

DUTIES OF THE TREASURER

A Treasurer shall be appointed annually by the Board as provided by law. Before beginning his duties, the Treasurer shall execute a bond in the manner required by law. (See Illinois Revised Statutes, Chapter 122, Sections 103-18 and 103-19.) The duties of the Treasurer shall include the following:

- Perform all applicable statutory duties.
- Sign checks as required.

On behalf of the Treasurer, the appropriate administrative office shall:

- Keep an accurate record of all functions and transactions of his office.
- Furnish the Board with such reports as may be required.

Approval History: Authorities of Members of the Board of Trustees 1.25; Duties of the Board of Trustees 1.500, Approved September 16, 2004; Duties of the Chairman 1.453; Duties of the Vice Chairman 1.454; Duties of the Secretary 1.455; Duties of the Treasurer 1.456

EDUCATIONAL ADVANCEMENT POLICY

Policy Number: 4.3020
Subject Area: Personnel
Adopted: 09/16/2004
Revised: 09/16/2004

Kaskaskia College encourages Educational Advancement for its employees, and in order to facilitate this goal, employees will be awarded a stipend for additional education earned, according to established procedures.

This policy does not apply to part-time faculty, student employees, temporary employees, or faculty and staff who are covered under a collective bargaining agreement which addresses educational advancement.

This policy will be effective for coursework earned July 1, 2004 or later. No payments will be made for coursework earned prior to July 1, 2004.

Approval History: Replacement for Educational Advancement 2.302 Approved 09/16/2004

EDUCATIONAL ADVANCEMENT PROCEDURE

Policy Number: 4.3020
Subject Area: Personnel
Adopted: 09/16/2004
Revised: 09/16/2004

Regular full-time employees and regular part-time employees who work at least 25 hours per week on a continuous basis are eligible. For pre-approved education or training earned beyond an Associate degree, employees will receive a one-time stipend of \$750.00 for each 15 hours of coursework, 300 level or higher, completed toward the next highest degree. The maximum reimbursement an employee can receive in one year is \$1,500.00.

Employees must earn a grade of "C" or better in each course and the maximum hours that will be considered for payment for each degree earned is 60. This policy applies to each higher degree earned, including a BA, MA, and PhD, for a maximum of three, but does not apply to additional degrees earned at the same level.

All courses of study must be for credit and must be through accredited organizations and be approved in advance by the employee's immediate Supervisor, the appropriate Dean, and the appropriate Vice President. The appropriate Forms for the approval process will be provided by the Human Resources office. The Dean and Vice President will make the final determination as to whether a course of study qualifies for payment under this policy. No payment will be made for courses of study which are not approved in advance. All coursework must be completed at the employee's expense.

An employee who receives payment pursuant to this policy is required to remain with the College for at least one year after the last payment or he/she will be required to reimburse the College.

Approval History: Replacement for Educational Advancement Procedure 2.302P Approved 09/16/2004

EMAIL POLICY

Policy Number: 2.4002

Subject Area: General College Policies/Administration

Adopted: 03/23/2015

Revised: 03/23/2015

Kaskaskia College's email services support the educational and administrative activities of the College and serve as a means of official communication. The purpose of this policy is to ensure that this critical service remains available and reliable, and is used for purposes appropriate to the College's mission.

SCOPE

The email system is a vital part of Kaskaskia College's information technology resources. It is a service provided to support necessary communication in conducting and administering academic and business related activities of Kaskaskia College. Access to these resources is granted subject to applicable College policies and procedures, including the Acceptable Use Policy for technology resources, as well as local, State, and Federal laws. This policy applies to all users of the Kaskaskia College e-mail system and services, regardless of where the use is initiated.

GENERAL

Kaskaskia College assigns an email account to all faculty, staff and students consisting of an official College email address with a domain name of @kaskaskia.edu or @students.kaskaskia.edu. All official communications, pertaining to college-related business, will be emailed to these addresses. Kaskaskia College has the right to expect that all faculty, staff, and students check their College email account on a frequent basis and read their emails in a timely fashion in order to remain informed of official, college-related communications, which may contain time sensitive information or affect day-to-day activities.

Examples of official communications include but are not limited to:

- Departmental communications including but not limited to: Registration, Admissions and Records, Financial Aid, Payroll, Human Resources, President's office etc.
- All communication between staff/faculty and students.
- Notices of scholarship, educational and financial aid opportunities.
- Notices and academic and other deadlines.

ACCESS TO EMAIL

Faculty, staff, and student email accounts are web accessible. Students who are not in possession of a home computer, or do not have access to a computer at work, can use computers available in the open computer labs at the main campus and all education centers.

SECURITY AND PRIVACY OF EMAIL

Kaskaskia College attempts to provide secure, private and reliable email services by following standard information technology practices. However, the College cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters. It is especially important that users are careful to send messages only to intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

It is a violation of College policies, including the Student Conduct Code, for any user of a College email address to impersonate a College office or office, faculty/staff member, or student. To minimize this risk, confidential information will be made available through CampusNet or other secure web sites that are password protected. In these cases, students will receive email correspondence directing them to CampusNet (or other web sites), where they can access the confidential information by supplying their Student ID and PIN numbers. Confidential information will not be available in the email message.

EMAIL ADDRESSES AND ACCOUNTS

Employees

College email services are to be used by faculty and staff to conduct and communicate College business. Faculty and staff are required to use a KC-assigned email address for sending communications to students at the student's official KC-assigned email address. Email services are provided only while a user is employed by the College or a student at the College and once a user's employment with the College ends or a student is no longer enrolled for the time set forth below in this policy, the account is terminated.

Students

College email services are provided for students to support learning and for communication by and between the various administrative departments and the students. Official email addresses shall be considered directory information.

Departmental

Departments that provide services in response to email requests should create a shared email account to help support departmental functional continuity for managing requests sent via email. Access to these accounts is limited to appropriate faculty and staff, and only in accordance with standard security practices.

ACCEPTABLE USE

Email users have a responsibility to review and comply with Kaskaskia College's Acceptable Use of College Technology Resources policy. Violation of Kaskaskia College policies (including this one) may result in disciplinary action, dependent upon the nature of the violation.

Examples of prohibited uses of email include:

- Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email must be consistent with FERPA regulations.
- Transmission between a KC email address and a non-"KC" email address must not be used to communicate highly sensitive data such as Personally Identifiable Information (PII) that, if exposed, can lead to identity theft. Examples of PII include but is not limited to the first name or first initial and last name in combination with and linked to any one or more of the following data elements about the individual:
 - Social security number
 - Driver's license number or state identification card number
 - Passport number
 - Financial account number, credit card or debit card number
- Email shall not be the sole method for notification of any legal action.
- Intentional and unauthorized access to other user's email account.
- Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
- Use of email for commercial activities or personal gain.
- Use of email for partisan political or lobbying activities.
- Use of email that constitutes any violations of the Student Handbook.
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications.
- Use of email to transmit materials in a manner which violates copyright laws.

For faculty convenience, student email addresses are displayed on class lists. Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations, they will specify these requirements in their course syllabus. Faculty may reasonably expect that students are accessing their College email, and may use email for their courses accordingly. In addition to using student's primary email addresses, online faculty and students may also communicate within Blackboard using its "Messaging" feature.

BEST PRACTICES IN USE OF EMAIL

Compliance

Emails must comply with relevant local, Federal and State laws, in addition to other related Kaskaskia College policies and procedures.

Viruses and Spyware

Kaskaskia College email users should be careful not to open unexpected attachments from unknown or even known senders, nor follow web links within an email message unless the user is certain that the attachment or link is legitimate. Following a link in an email message executes code that can also install malicious programs on the workstation.

Identity Theft

Forms sent via email from an unknown sender should never be filled out by following a link. Theft of one's identity can result.

Attachments

In order to effectively manage network resources, email attachments have a maximum size of 15Mb. All incoming and outgoing emails that exceed the allowable limit will not be delivered to the designated email account.

Extended Absence

Staff email users on an extended absence should create an Out Of Office message, which should include the contact information for another staff member who can respond while the user is away from the office.

Approval History:

Replaces Email Policy 4.66 Approved March 23, 2015

EMAIL PROCEDURE

Policy Number: 2.4002
Subject Area: General College Policies/Administration
Adopted: 03/23/2015
Revised: 03/23/2015

ASSIGNMENT

Employees

HR notifies the Information Technology Department of a newly hired employee and provides all pertinent information including "Employee Start Date". The IT Department creates a login account to technology systems and establishes security access according to the employee's position. In addition, a unique email address containing the employee's first initial, last name @kaskaskia.edu (jsmith@kaskaskia.edu) is created and added to the applicable email distribution lists such as KcFaculty, KcStaff, and other relevant departmental lists. In the case of a duplicate name, a number is appended to the last name (jsmith1@kaskaskia.edu).

Students

Kaskaskia College uses Microsoft Live@edu to provide students with email service. Once the student's application information is entered into Datatel Colleague, the student's email account on Live@edu is created. The email address consists of the student first initial, last name @students.kaskaskia.edu (bwilson@students.kaskaskia.edu). Using Communication Management, a letter is automatically generated and mailed to the student regarding access to Student Technology Resources including email services.

TERMINATION

Employees

- HR notifies the Information Technology Department of the termination of a College employee and provides information including "Last Day" of employment. At the end of the last day of employment the IT Department disables all system accounts including access to email. Two copies of exported mailbox content are archived. One copy is given to the supervisor; the other is stored in the vault for a period of one year, and then destroyed.
- Special circumstances - If the terminated employee is known to communicate with outside agencies on a frequent basis to conduct College business, the following process is put in place for a period of 30 days in order to transition outside communication.
- The password to the email account is changed to eliminate user access.
- Incoming emails are forwarded to an appropriate employee (i.e. supervisor, position replacement).
- An "Out of Office" auto-reply is set up on the account containing new KC contact information for College-related communication.
- After the 30 days, the normal termination process as described above is completed.

Students

It is recognized that students may not complete their academic goals during sequential semesters. Therefore, using reasonable system security measures, student access to technology resources remain active until the student has not registered for two (2) consecutive semester terms. Student system accounts and email accounts are terminated at this time, but can be recreated upon the student's return to the College.

Approval History:

Replaces Email Procedure 4.66 Approved March 23, 2015

EMPLOYEE ATTENDANCE, ABSENTEEISM, AND UNAUTHORIZED ABSENCE POLICY

Policy Number: 4.5400
Subject Area: Personnel
Adopted: 06/26/2023
Revised: 06/26/2023

Regular attendance at work is a necessary condition of employment at Kaskaskia College. Depending on employment classification, paid time off is available and will be utilized in lieu of requesting unpaid leave.

Excessive, patterned, and frequent absence from work shall be subject to disciplinary measures by the College according to the current Discipline Policy and Procedure, up to and including discharge, unless such absence is especially authorized or permitted under this policy allowed by law or is permitted by specific contract of employment applicable to the employee.

An employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including discharge. An employee who is absent for three or more consecutive scheduled workdays without prior notice/approval will be considered to have abandoned their position and voluntarily resigned effective the fourth consecutive day of absence.

Unauthorized absence is an absence from work that is not in accordance with a leave request.

Leave of any type is subject to guidelines established by policies and procedures outlining leave.

EMPLOYEE BEREAVEMENT LEAVE POLICY

Policy Number: 4.3051
Subject Area: Personnel
Adopted: 05/22/2023
Revised: 05/22/2023

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow or former employee(s) and complies with the Illinois Family Bereavement Leave Act.

Approval History:

EMPLOYEE BEREAVEMENT LEAVE PROCEDURE

Policy Number: 4.3051
Subject Area: Personnel
Adopted: 04/12/2023
Revised: 12/07/2023

In the event of a death in the full-time or 30, 25, 20 hour(s) per week regular part-time employee's immediate family, the employee shall be entitled to use up to a maximum of three (3) paid consecutive calendar days (excluding weekends and holidays) per occurrence for the purpose of attending the funeral and making funeral arrangements. Immediate family is defined as the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, brothers, sisters, legal guardians, sons-in-law, daughters-in-law, parents-in-law, sisters-in-law, and brothers-in-law.

Regular, part-time employees working 25 hours per week or 20 hours per week will be provided bereavement based on their regularly scheduled workdays.

Employee's immediate Supervisor will alert Human Resources by email at hr@kaskaskia.edu regarding the employee's circumstance and days of bereavement as soon as possible.

Up to two (2) days of sick leave may also be used if more than three (3) bereavement days are necessary. Completion of the appropriate leave form/timesheet is required.

Kaskaskia College reserves the right to request reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee who wishes to attend the funeral of a fellow or former Kaskaskia College employee or fellow or former employee's spouse during a workday or who is asked by his/her immediate supervisor to represent the College will do so at no loss of pay or other benefits. All time off for this purpose must be approved in advance by the employee's immediate supervisor.

The Child Bereavement Leave Act (CBLA) provides eligible employees of public and private employers with more than fifty employees with a maximum of ten workdays of unpaid leave following the death of a child.

Effective January 1, 2023, the CBLA has been renamed the "Family Bereavement Leave Act" (FBLA). Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period, an employee is eligible for two (2) weeks (ten/10 working days) of unpaid leave following the death of a child with the first 3-5 days being paid as noted in the policy above and the remaining days unpaid.

Under the FBLA, eligible employees can take ten (10) workdays of unpaid leave annually to grieve: the death of a "covered family member," defined as the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent; miscarriages; unsuccessful reproductive technology procedures; failed adoption matches; adoptions not finalized due to being contested by another party; failed surrogacy agreements; diagnoses negatively impacting pregnancy or fertility; and stillbirths.

Employees shall be entitled to use a maximum of two weeks (ten/10 work days) of unpaid bereavement leave to attend the funeral or alternative to a funeral of a covered family member; grieve the death of the covered family member; or be absent from work due to a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology

procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

Bereavement leave under this Act must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event occurs.

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute paid leave for any period of such leave.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six (6) weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

The Department of Labor is to develop a form to be completed by the applicable health care practitioner or adoption or surrogacy organization certifying that such an event has occurred without necessitating the basis for leave.

Approved 04/12/23; Revised 12/07/23

EMPLOYEE/RETIREE TUITION/MANDATORY FEE(S) WAIVER POLICY

Policy Number: 4.3300
Subject Area: Personnel
Adopted: 03/20/2023
Revised: 03/20/2023

The Tuition/Mandatory Fee Waiver Policy establishes tuition and mandatory fee waiver as a benefit for eligible employees. These waivers will be granted for credit hour reimbursement courses only. Depending on employment status, the benefit may also include spouses and IRS defined dependents.

EMPLOYEE/RETIREE TUITION/MANDATORY FEE(S) WAIVER PROCEDURE

Policy Number: 4.3300
Subject Area: Personnel
Adopted: 02/16/2023
Revised: 05/13/2024

Tuition and mandatory fee(s) shall be waived for all regular full-time and regular part-time employees (employed based on at least 20 regular hours/week), their spouses, and IRS-defined dependent children up to 24 years of age when enrolling in Kaskaskia College courses upon receipt of a completed and approved tuition/fee waiver form. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition and mandatory fees shall be waived for adjunct faculty who have taught for at least two consecutive semesters, who are currently under contract with Kaskaskia College, and upon receipt of a completed and approved tuition/fee waiver form. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition and mandatory fees shall be waived for Kaskaskia College employees who leave employment with 12 or more years of continuous service in a regular full-time or regular part-time position based on at least 20 regular hours/week to Kaskaskia College, their spouses, and IRS defined dependent children up to 24 years of age when enrolling in Kaskaskia College courses, upon receipt of a completed and approved tuition/mandatory fee waiver form. The tuition/mandatory fee waiver form is available upon request from Human Resources or Financial Aid departments. Tuition waivers will be granted for credit hour reimbursement courses only.

Tuition/Mandatory Fee(s) Waiver form must be completed to include the following:

1. Name
2. KC ID number, Department, Position, Employment Status, Year/Term
3. Classes for eligible tuition waiver
4. Signature approval from immediate supervisor, Dean or VP if applicable, and HR
5. If for spouse or dependent, additional information is required.

Mandatory Fee(s) are fees calculated on the number of student's enrolled credit hours or have no opt out provision. Other fees,

such as course fees or fees for instructional materials, are intended to pay for direct consumable costs associated with the class and thus are not subject to waiver.

Approval History: 02/16/23; Revised 05/13/24

EMPLOYEES WITH COMMUNICABLE DISEASES POLICY

Policy Number: 4.7000
Subject Area: Personnel
Adopted: 08/24/2020
Revised: 08/24/2020

Employees with identified communicable diseases shall be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others nor a reasonable risk of further injury to the employee from the work environment and the employee is able to satisfactorily perform his or her job responsibilities. Such employees shall remain subject to the Kaskaskia College Board of Trustees employment policies, including, but not limited to the current collective bargaining agreement, the Family and Medical Leave Act (FMLA) sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made by utilizing the general legal standard in conjunction with current and available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College. Employees with communicable diseases shall maintain all rights, privileges and services provided by law and the policies of the College.

The College shall respect the right to privacy of any employee who has a communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

Approval History: Replaces Employees with Communicable Diseases Policy 2.70 approved 2/17/1987 and 08/24/2020

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Policy Number: 4.1000
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

Kaskaskia College is an equal opportunity employer. In accordance with applicable laws, the College plans to administer its employment practices, educational programs, and community services without regard to age, race, color, religion, sex, national origin, ancestry, physical handicap, or marital status. An Affirmative Action Program has been adopted by Kaskaskia College to assist in the achievement of that goal.

Approval History: Replacement for Equal Employment Opportunity/Affirmative Action 2.100 Approved 1/1/1999

FACILITY RENTAL POLICY

Policy Number: 2.6003
Subject Area: General College Policies/Administration
Adopted: 05/19/2004
Revised: 02/24/2025

Kaskaskia College encourages the use of its facilities by internal events, outside not-for-profit organizations, including civic and fraternal groups, other educational institutions, local government entities, and for-profit organizations for community and public service activities. The College may also co-sponsor events or activities with various public and private organizations.

Qualified outside organizations may use College facilities, provided they comply with the administrative guidelines governing facility use and there is no conflict with scheduled College activities. However, Kaskaskia College reserves the right to prioritize College-related activities over external bookings. If outside organizations require catering services, they must utilize the Kaskaskia College Catering Department or an approved list of caterers unless the department cannot provide services or an exception is granted by the College.

The outside organization is responsible for any damage to College facilities resulting from such activities. Additionally, the organization must agree to indemnify and hold the College harmless for any personal injury or property damage claims arising from the use of College facilities by the organization, its members, or guests.

Before using College facilities, outside organizations are required to demonstrate adequate insurance coverage. Furthermore, organizations may not imply or state that Kaskaskia College endorses its purpose, program, or philosophy simply because it uses College facilities. Kaskaskia College reserves the right to require security, custodial, and/or maintenance services for any event held on campus. The College will determine the necessity and level of these services based on the event's size, scope, and nature. Any associated costs for these services may be the responsibility of the event organizer.

A sponsor—whether an internal College representative, an external organization's representative, or an approved substitute—must be present for the entire event, from start to finish. If a sponsor cannot attend, it is their responsibility to appoint a substitute who will oversee the event and ensure that all Facility User Forms are fulfilled.

Kaskaskia College has the right to refuse facility usage to any group for any reason.

Approval History:

Replaces Use of College Facilities By Outside Organizations Policy 4.55 approved July 18, 1991 and May 19, 2014

Name changed from Use of College Facilities By Outside Organizations Policy Revised 02/24/2025

FACULTY AND INSTRUCTIONAL STAFF CREDENTIALING POLICY

Policy Number: 6.0300
Subject Area: Instruction
Adopted: 04/24/2017
Revised: 10/23/2023

In order to ensure the highest quality of instruction, Kaskaskia College faculty and instructional staff shall be credentialed in accordance with the Illinois Community College Board and accreditation and/or licensure organizations, including the Higher Learning Commission. Evaluation of such credentials shall be pursuant to established College procedures and shall include a review of educational degrees and equivalent experience.

Replaces Faculty Credentialing Policy 3.11

Approved April 24, 2017; August 18, 2017; Revised October 23, 2023.

FACULTY AND INSTRUCTIONAL STAFF CREDENTIALING PROCEDURE

Policy Number: 6.0300
Subject Area: Instruction
Adopted: 09/13/2023
Revised: 09/13/2023

Kaskaskia College is committed to assuring effective teaching and learning and will ensure that faculty and instructional staff whose responsibility is teaching college-level credit-bearing courses are qualified in accordance with ICCB and HLC guidelines and can communicate expertise in the subject matter in which they are teaching.

For compliance with HLC and ICCB, expectations for transfer courses are:

Faculty and instructional staff teaching general education courses or non-occupational courses must (1) hold a master's degree or higher in the discipline or subfield in which they teach or (2) hold a master's degree or higher in a discipline or subfield other than that in which they teach with a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

HLC and ICCB expectations for career and technical education college-level certificate and occupational associate degree programs differ in the following ways.

HLC describes that qualifications may be demonstrated in either of the following ways:

1. Achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof.
2. Achievement of academic credentials means an academic degree relevant to what they are teaching and at least one level above the level at which they teach.

ICCB expects the appropriate credential in the field (e.g., for welding, AWS certifications) and 2000 hours of work (not teaching) experience in the field being taught and have a way in which this experience is documented.

If faculty and instructional staff are assigned to teach in a career and technical education program that also has transfer courses, qualifications for those teaching transfer courses should meet the general education or non-occupational course requirements.

Faculty and instructional staff who meet the minimum qualifications of HLC and ICCB will be determined to be qualified to teach.

- The minimum qualifications for teaching coursework classified as general education or designed to transfer into a bachelor's degree at a four-year institution shall be a master's degree in the discipline or subfield. If the faculty or instructional staff holds a master's degree in a discipline or subfield other than that in which they teach, they should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- For CTE and occupational faculty and instructional staff teaching associate level courses, a bachelor's degree in the field or a closely related field and 2,000 hours of non-teaching relevant work experience.
- For CTE and occupational faculty and instructional staff teaching programs that only contain certificate level courses that are not stackable into an associate degree, an associate degree in the field or closely related field and three (3) years of non-teaching relevant work experience.

The following are general guidelines for using other factors to determine faculty and instructional staff qualifications:

For general education and transfer courses:

- Faculty and instructional staff may be determined to be qualified through a combination of academic credentials, training, and professional licensures as evaluated and approved through the equivalent experience process.
- Previous years of classroom instruction do not alone constitute equivalent experience.

For CTE and occupational faculty and instructional staff:

Anything below the bachelor's degree level for associate programs and anything below an associate degree for certificate programs may be considered for approval through the equivalent experience process.

• Associate degree programs:

- Associate degree in the field or closely related field and three (3) years or more of non-teaching relevant work experience
- Certificate, apprenticeship, national or state-issued license, or an industry recognized credential in the field, and five (5) years or more of non-teaching relevant work experience
- No degree/certificate and ten (10) years or more of non-teaching relevant work experience
- Faculty and instructional staff teaching in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for credentials and at least 2,000 hours of non-teaching relevant work experience

• Certificate programs

- Certificate, apprenticeship, national or state-issued license, or an industry recognized credential in the field, and five (5) years or more of non-teaching relevant work experience
- No degree/certificate and ten (10) years or more of non-teaching relevant work experience
- Faculty and instructional staff teaching in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for credentials and at least 2,000 hours of non-teaching relevant work experience

Faculty and instructional staff making progress toward required academic credentials may be assigned teaching responsibilities with prior approval when appropriate progress is current and consistent. Documentation of progress includes:

- Academic progress plan approved by the academic dean and Vice President of Instructional Services
- For a transfer or general education course, a minimum of 9 graduate credit hours completed in the discipline is required for consideration of approval of an academic progress plan
- Routine submission of transcripts validating progress towards minimum requirements
- Approval of licensing boards as required

Faculty and instructional staff teaching non-credit courses will have credentials appropriate to the course taught.

Application materials for full-time faculty, professional managerial facilitators, adjunct, and dual credit faculty are forwarded to the

appropriate instructional dean for evaluation of qualifications. Faculty and instructional staff will be evaluated based on the defined minimum position qualifications as designated in this procedure.

If faculty and instructional staff do not meet the minimum qualifications, the following will occur:

- The academic dean, with input from appropriate faculty in the discipline, will evaluate the applicant's credentials using the equivalent experience form.
- If additional documentation and materials are needed to evaluate for equivalent experience, Human Resources will contact the applicant to request documentation and material as requested by the dean.
- Equivalent experience is defined as experience that is commensurate with achievement of academic credentials such that it qualifies an instructor for instruction in the field or discipline. This could include a minimum threshold of experience, research and/or scholarship; recognized achievement; and/or other activities and factors. Previous years of classroom instruction do not alone constitute equivalent experience.
- If it is determined that the applicant meets the minimum instructor qualifications using the equivalent experience process, the academic dean and Vice President of Instructional Services will indicate on the Instructor Approval Form the courses the applicant is approved to teach within the respective area(s).
- The original application packet, records used for equivalent experience, and approval form are then returned to the Human Resources office. Instructional Services notifies the applicants, informing them of their approval status.
- Original application materials and applicable records used as part of the equivalent experience approval process for all approved faculty and instructional staff are kept on file in the Human Resources office.

Faculty and instructional staff personnel files will be reviewed at a minimum, every three years as part of the faculty evaluation and/or dual credit site visit process to ensure that instructors maintain the qualifications necessary for the course(s) being taught. Faculty and instructional staff may be requested to submit updated documentation, resumes, and/or training needed for compliance. Faculty deemed to meet teaching qualifications prior to January 1, 2024, will be granted continued approval.

Replaces Faculty Credentialing Procedure 3.11P

Approved April 24, 2017; August 18, 2017; September 13, 2023

FACULTY CLASS CANCELLATION POLICY

Policy Number: 6.1000
Subject Area: Instruction
Adopted: 08/18/2011
Revised: 01/23/2023

As an institution, Kaskaskia College recognizes that faculty will face personal situations that will prevent them from holding class: sickness, emergencies, or other unforeseen events. Pursuant to governing body standards, Kaskaskia College is held accountable as an institution of higher learning and must be able to affirm that all learning outcomes have been met within the given semester. In order to meet this accountability, established procedures will be followed when class cancellations occur.

Replaces Class Cancellation Policy 3.16 Approved August 18, 2011; February 22, 2021; January 23, 2023

FACULTY CLASS CANCELLATION PROCEDURE

Policy Number: 6.1000
Subject Area: Instruction
Adopted: 12/07/2022
Revised: 12/07/2022

The procedures outlined below are required to be followed when classes are cancelled by faculty:

Faculty Teaching on the Main Campus

- All faculty are required to use the KC Class Cancellation Email account when cancelling classes. The email address is classcancellation@kaskaskia.edu. Within that email, faculty are required to leave the following information: name, class or classes to be cancelled (require section name and number) or all day and/or evening classes, time and day of classes, location/room number, and work assigned to be completed before the next regularly scheduled class session. During normal

business hours 7:00am – 5:00pm, the Instructional Dean's Office will monitor the email account. After 5:00 pm, the Education Center evening staff will monitor the email account from 5:00pm – 7:00pm.

- The office monitoring the class cancellation email account will send a text message via KCAAlerts to students that have chosen to opt-in for the alert service and have selected their appropriate instructors.
- Additionally, a sign is placed on the classroom door indicating the class cancellation. For main campus class cancellations received after 5:00pm, the Education Center evening staff monitoring the class cancellation email account will notify main campus security to post notice outside the classroom door on main campus.
- An email is sent to the Class Cancellation Distribution List, maintained by the Instructional Services Coordinator, providing notification of class cancellation.
- Faculty are required to complete a Campus Closing/Class Cancellation/Mode of Delivery Change form documenting how content will be made up.
- Full-time faculty may be required to complete a Paid/Unpaid Leave Request/Report Form for cancelled classes pursuant to the Campus Closing/Class Cancellation/Mode of Delivery Change form instructions.
- The Dean's Office works with faculty to ensure these forms are processed in a timely manner after the class cancellation.
- Copies of the Paid/Unpaid Leave Request/Report Form are kept on file in the Human Resources office and the Dean's Office
- Copies of the Campus Closing/Class Cancellation/Mode of Delivery Change Form are filed with a copy of the Paid/Unpaid Leave Request/Report Form and stored in the Dean's Office.

Faculty Teaching at the Education Centers

- Faculty teaching at the Education Centers are required to contact the appropriate Education Center when cancelling classes. Upon receipt of the phone call from the faculty member, Education Center staff are asked to email the Class Cancellation Email account at classcancellation@kaskaskia.edu.
- The staff at the Education Centers will be required to email the Class Cancellation Email account and provide the following information: faculty's name, class or classes to be cancelled (require section name and number) or all day and/or evening classes, time and day of classes, location/room number, and work assigned to be completed before the next regularly scheduled class session.
- Faculty at the Education Centers are required to complete the Campus Closing/Class Cancellation/Mode of Delivery Change Form after a cancelled class and submit to the Education Center staff. The Education Center staff forwards these forms to the Dean's office on the main campus. This form documents the reason for the absence and how the class content will be made up. This is kept on file at the Education Center and in the Dean's Office.
- The Dean's Office works with faculty to ensure these forms are processed in a timely manner after the class cancellation.

Replaces Class Cancellation Procedure 3.16P

Approved August 18, 2011; December 7, 2022

FACULTY EVALUATION SYSTEM POLICY

Policy Number: 4.6500
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

In as much as quality professional services are the responsibility of every full and part-time faculty member, the existence of periodic evaluations will assist in the achievement and maintenance of a high level of professional effectiveness. An evaluation system shall be governed by administrative guidelines.

Approval History: Replaces Faculty Evaluation System Policy 2.65

FACULTY MENTORING POLICY

Policy Number: 6.0301
Subject Area: Instruction
Adopted: 12/16/2013
Revised: 12/16/2013

In an effort to enhance student completion and to sustain program enrollments, the faculty and staff are jointly committed to all efforts of student support. As a result, a Kaskaskia College Faculty Mentoring program has been established to provide students necessary guidance and support for them to pursue and achieve their educational goals.

The Faculty Mentor will provide a student pursuing a program of study within his or her discipline with a one-on-one supportive relationship to assist the student in certificate/degree progression, and ensure that the student follows his/her established educational plan to completion.

The Faculty Mentor will review the established educational plan with the student prior to each registration period and will offer suggestions for adjusting the plan to fit the student's needs. This mentor relationship will be based upon advancing the student's interest and desire to establish a career within the faculty's career and educational discipline. Mentoring shall be conducted pursuant to established procedures.

Replaces Faculty Mentoring Policy 3.91
Approved December 16, 2013

FACULTY MENTORING PROCEDURE

Policy Number: 6.0301
Subject Area: Instruction
Adopted: 12/09/2013
Revised: 12/09/2013

- I. Admissions and Registration staff will assign a professional advisor restriction for first time registration to the student's account.
- II. Upon completion of the advising appointment, the advisor will assign a faculty mentor to the student in their designated career and educational discipline. A faculty mentor restriction will be applied to the student's account for future registration periods.
- III. An educational plan and case notes will be provided to the designated faculty mentor for each new student in their career and educational discipline.
- IV. The faculty mentor will review the plan and will make recommendations for changes as needed. .
- V. The faculty mentor will review the education plan with the student prior to the start of each registration period. The faculty mentor will communicate any recommended changes with the student and approve the student to register.
- VI. In the event that a student elects a different career and educational discipline, the advisor will develop a new educational plan and a new faculty mentor will be assigned.

Replaces Faculty Mentoring Procedure 3.91P
Approved December 9, 2013

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

Policy Number: 4.3110
Subject Area: Personnel
Adopted: 04/18/1996
Revised: 04/22/2024

Kaskaskia College may grant leave pursuant to the Family and Medical Leave Act for eligible employees for up to 12 weeks per year (52 consecutive weeks). For purposes of this policy, the family medical leave year will be the 12-month period measured forward from the first date the employee uses FMLA leave. FMLA also provides military caregiver leave for up to 26 weeks during a "single 12-month period" for the care of a covered service member with a serious injury or illness.

Approval History: Replaces Family and Medical Leave 2.311 Approved 04/18/1996; Revised 05/29/2012; Revised 04/2/2024

FAMILY AND MEDICAL LEAVE ACT (FMLA) PROCEDURE

Policy Number: 4.3110
Subject Area: Personnel
Adopted: 03/14/2024
Revised: 03/14/2024

A leave taken under this FMLA procedure must be a qualified leave reason as defined below.

This Procedure is designed to outline an employee's rights under the FMLA. Nothing in this procedure should be interpreted to diminish an employee's rights under the FMLA or the Department of Labor's corresponding regulations.

A. Qualified Leave Reasons

The College will grant FMLA leave to eligible employees for the following reasons:

1. The employee's serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider; and
 - b. the condition prevents the employee from performing the essential functions of the employee's job.
2. Pregnancy or pregnancy-related conditions prevent the employee from performing the essential functions of her position.
3. The birth of a child and to bond with the newborn child within one year of birth.
4. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
5. Care of the employee's spouse, child, or parent with a serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition; and
 - b. the condition prevents the qualified family member from participating in school or other daily activities.
6. A "qualifying exigency" relating to the active-duty status or call to active-duty in the Armed Forces or National Guard or Reserves of a spouse, son, daughter, or parent of the employee. Qualifying exigencies include:
 - a. issues arising from short-notice deployment (i.e., seven or less days of notice) for up to seven days.
 - b. to attend military events and related activities.
 - c. to arrange for childcare, or provide childcare on an urgent basis, or for school activities.
 - d. to make financial or legal arrangements to address a military member's absence.
 - e. to attend counseling for the employee, the military member, or a child of the military member for issues that arise from the covered active duty or call to active duty.
 - f. to spend time with the service member while on short-term leave for up to five days.
 - g. for post-deployment activities for a period of 90 days following the termination of the covered military member's active-duty status; and
 - h. other events that the employee and College agree is a qualifying exigency.
7. Care is required for a child, parent, spouse or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status on the temporary disability retired list as a result of a serious injury or illness incurred in the line of duty on active. A serious injury or illness may also result from the aggravation of a pre-existing condition in the line of duty on active duty. A serious injury or illness is defined as one that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
8. Care is required for a child, parent, spouse or next of kin who is a recent veteran as a result of a serious injury or illness incurred in the line of duty on active. The veteran's discharge must have been other than dishonorable and occurred within a five-year period prior to the date the leave is to begin. Serious injury or illness is defined for a veteran as:
 - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or more and the need for care is related to that condition; or
 - c. a physical or mental condition because of a disability or disabilities related to military service that substantially impairs the veteran's ability to work, or would do so absent treatment; or
 - d. an injury for which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Pursuant to FMLA regulations, "spouse" under this Policy means a husband or wife as defined or recognized in the state where the individual was married, including common law marriage or same-sex marriage. "Spouse" also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

B. Compensation and Benefits During Family and Medical Leave

1. Unused leave days (sick leave, compensatory, vacation, personal days) must be used concurrently with FMLA. When leave days have been exhausted, an employee on FMLA may request approval for a withdrawal of days from the Sick Leave Bank, following Sick Leave Bank guidelines, if they are an eligible participant. Requests for Sick Leave Bank days can only be made if the leave is for their own serious medical condition. The employee on leave will work with Human Resources to request a withdrawal of days from the Sick Leave Bank. Any portion of the FMLA period for which leave, or Sick Leave Bank days are not available will be unpaid.

C. Eligibility for Family and Medical Leave of Absence

1. To be eligible for FMLA leave under this policy, an employee must have been employed by the College for at least 12 months and must have worked at least 1,000 hours during the 12 month period preceding the commencement of the leave of the FMLA leave.

D. Certification Procedure (non-military)

1. Every request for FMLA leave pursuant to this policy must include completion of the appropriate documents and delivery of any required supporting documents.

2. To request leave for an employee's own serious health condition, form WH-380-E must be completed by the employee's health care provider. The employee must submit the written medical certification within 15 calendar days of the date the certification is requested by Kaskaskia College.

3. In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

4. To request leave for the serious health condition of a qualified family member, form WH-380-F must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification within 15 calendar days of the date the certification is requested by Kaskaskia College.

5. FMLA certification forms are available by contacting Human Resources.

E. Certification Procedures (military caregiver or qualified exigency)

1. Every request for FMLA leave pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents.

2. To request leave for a "qualifying exigency" due to a spouse, son, daughter, or parent's active-duty service, an employee is required to complete form WH-384 and submit the form along with supporting documents within 15 calendar days of the date the certification is requested by Kaskaskia College.

3. To request leave to care for an injured service member (defined as spouse, child, parent or "next of kin") form WH-385 must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification within 15 calendar days of the date the certification is requested by Kaskaskia College.

4. FMLA certification forms are available by contacting Human Resources.

F. Approval/Denial of Leave

1. Once the College is aware of the request for FMLA, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the employee to establish eligibility and request additional documentation, if necessary, to determine whether the leave qualifies under FMLA. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the "Designation Notice" form, absent extenuating circumstances.

G. Conditions of Family and Medical Leave

The following conditions apply to FMLA leave pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.

2. The College may contact the provider to authenticate or clarify information contained in the medical certification. Additionally, the College may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active-duty status.

3. An employee taking an approved leave of absence may not work for another employer performing the same or similar duties that the employee's medical certification form states he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.

4. If an employee is granted FMLA leave on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part time schedule.

5 Spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each (or 26 weeks in total in the case of caring for a covered service member) if the leave is for the birth or care of a child, the placement of a child for adoption or foster, or a qualifying military exigency.

6. If at the time of applying for FMLA leave the employee intends not to return to work or decides not to return to work after completion of the leave of absence the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during an unpaid portion of the leave of absence, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

7. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider is prohibited. If an employee is found to have engaged in this behavior, they may be subject to discipline, up to and including termination. If the employee is terminated, the employee would not be eligible to continue health insurance under COBRA.

H. Conditions if on FMLA to Care for Injured Service Member under National Defense Authorization Act

1. The law provides that leave taken under this section is only available during a single 12-month period. Additionally, employees who utilize this provision are eligible for a combined total of 26 weeks of FMLA leave. For example, an employee who, in a single 12-month period, has already taken 12 weeks of FMLA leave for the birth of a child would be entitled to only 14 additional weeks to care for a "covered service member." For example, when both husband-and-wife work for the same employer, the total amount of available leave to which both are entitled is limited to a combined total of 26 workweeks. In addition, the provisions under numbers G1, 2, 3, 4, 6 and 7 above apply to this section.

I. Benefits

During a period of family and medical leave, an employee's health, dental, vision, and basic life insurance benefits will be maintained under the same conditions that applied before the leave commenced. Kaskaskia College will continue to pay the employer portion of the premium. During any period of unpaid FMLA leave, the employee will be responsible for paying the employee-paid portion of any insurance premiums presently paid by payroll deduction. An employee on unpaid family and medical leave will not accrue vacation, sick, personal, and holiday paid time off leave during the period of unpaid leave.

If the employee fails to return to work or, returning to work, does not continue in employment for at least 30 days following the conclusion of the leave, the employee may be required to reimburse the Kaskaskia College for payment of the employer's portion of the premiums paid during the family leave. This provision will be waived if the reason for continued absence is the continuation of the serious health condition whereby the employee is prevented from performing the employee's job, or circumstances beyond the employee's control. Certification of such conditions may be required by Kaskaskia College.

If the employee is enrolled in the Medical Care and/or Dependent Care flexible spending account programs, the Internal Revenue Service rules governing these plans at the time of the leave will apply.

J. Return From an Approved Family and Medical Leave of Absence

1. Upon returning from an approved FMLA leave granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If an employee does not return to work on the agreed date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under the Sick Leave Bank policy or Leave of Absence Policy if eligible.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried Kaskaskia College employee who is among the highest paid 10 percent of those Kaskaskia College employees (salaried or hourly) working within 75 miles of the College location at which the employee is assigned.

Approved: March 14, 2024

FINANCIAL AID POLICY

Policy Number: 5.8000
Subject Area: Student Services
Adopted: 09/16/2010
Revised: 09/16/2010

Kaskaskia College recognizes that the primary responsibility for financing education belongs to the student and his/her family. However, financial aid is available to qualified students. Financial aid is any grant, scholarship, loan, or employment opportunity with the sole purpose of assisting students with educationally related expenses.

Financial aid is awarded on the basis of student need and the availability of funds from the federal government, state government, institutional aid, and private organizations and individuals. Most federal and state programs are based on the student's financial need for funds. Eligible students must meet specific criteria, as regulated by the federal and/or state government. Most scholarships are non-need based and the donor or the College determines criteria, depending on the type of scholarship. All financial aid is available based on appropriate funding. Program requirements may change according to

federal, state, and/or institutional regulations. The amount of aid offered to any student will not exceed the amount needed to meet the difference between the student's total educational expenses and the student's/family's resources.

Students desiring to be considered for assistance through financial aid programs administered by the College must complete a Free Application for Federal Student Aid (FAFSA) annually and must provide all required supporting documentation. Detailed information regarding financial aid programs, requirements, and processes can be obtained by contacting the Financial Aid Department.

Approval History:
September 16, 2010

FITNESS CENTER POLICY

Policy Number: 5.5100
Subject Area: Student Services
Adopted: 01/28/2010
Revised: 01/28/2010

The residence of each student shall be determined by the College administration and shall conform to regulations established by federal, state, and local law. Guidelines shall be established by the administration for classifying a student as in-district or out-of-district, including in-state, out-of-state, and foreign designations.

Approval History:
January 28, 2010
November 16, 2010

FITNESS CENTER PROCEDURE

Policy Number: 5.5100
Subject Area: Student Services
Adopted: 01/28/2010
Revised: 01/28/2010

These procedures represent the implementation of the Board Policy for the Fitness Center operations. These procedures are subject to change periodically as determined necessary by the College Administration.

I....The Fitness Center is expected to be maintained at a high quality of cleanliness and care. The Fitness Center Director is responsible for overseeing the operations, to include implementation of the rules, regulations, and procedures. Further, the Director is responsible for the care of the facility and to maintain order at all times. The VP for Administrative Services is responsible for reviewing the condition of the facility and taking action to ensure proper safety and care, to include cleanliness, is maintained. The VP for Student Services is responsible for ensuring the procedures, rules, and regulations are adhered to and to work with the Director on any needed revisions of such. The Dean for the Arts and Sciences is responsible for ensuring the physical education courses and curricula are maintained current and effective.

A.... Students, faculty and staff, and Senior Citizens who choose to participate on a semester-long basis are required to enroll in a one-half credit hour Physical Education course from those available for Fitness Center users.

1....The current credit hour course tuition rate in effect at the time of enrollment shall be required to be paid (credit hour x tuition rate per credit hour); except, such tuition shall be waived for faculty and staff and senior citizens, who are at least sixty years old at the time the course is taken. The tuition amount may be covered under some student scholarship programs, as determined by the Vice President of Student Services.

2....The semester course usage charge, as set and revised from time to time, shall be paid by all students, faculty, staff, and senior citizens. This shall be a single course usage charge valid for a one semester term or a summer term. This charge shall not be waived under any circumstances, nor be covered by any scholarship program. Each participant shall be responsible for paying such usage charge that is in effect at the time of enrollment in the Fitness Center. For College faculty and staff, such charge may be paid through payroll deduction, pursuant to procedures determined by the payroll office, in no more than 3 installments.

3....The mandatory student charge is based on the enrollment in a 1/2 credit hour Physical Education course for the Fitness Center. The mandatory student charge is for a one term period (one semester or one summer term). The charge will be the rate in effect at the time of enrollment. This charge shall not be waived under any circumstances, nor be covered by any scholarship program. Each participant shall be responsible for paying such usage charge when enrolling. For College faculty and staff, such charge may be paid through payroll deduction, pursuant to procedures determined by the payroll office, in no

more than 3 installments.

B....One-day passes are available for individuals who wish to use the Fitness Center periodically or for limited times, including guests. The rate charged shall be the rate in effect at the time of the use. Such rate shall be determined by the College Administration and may be adjusted periodically.

C....The Community Education Division may offer special classes from time to time, utilizing the Fitness Center. Such use shall be with the approval of the Fitness Center Director and depending on space availability. Charges for such classes shall include a Fitness Center Usage charge and shall be determined on a case by case basis.

D....All Fitness Center participants, except those participating in special Community Education classes, shall be required to sign in at the Fitness Center front desk upon entry to the Center. With the exception of daily guests, all participants will be required to present a Kaskaskia College identification card, which will remain on file at the Fitness Center front desk during the usage session. They shall also be required to complete established registration paperwork upon the first visit to the Fitness Center.

E....The registration process for all Fitness Center participants will be conducted in the Fitness Center, to include the issuance of a Kaskaskia College identification card where appropriate. Exceptions may be required where circumstances dictate but will be on a limited basis.

F....Hours of operation for the Fitness Center shall be established and posted and may change periodically, as usage warrants.

G....Specific rules and operation guidelines for users shall be established and distributed to Fitness Center users. Such rules and guidelines shall also be posted appropriately in the Center.

Approval History:
November 16, 2010
January 28, 2010

FOLLOW UP STUDIES POLICY

Policy Number: 5.0000
Subject Area: Student Services
Adopted: 08/16/2017
Revised: 08/16/2017

Kaskaskia College shall engage in follow-up studies to evaluate the total educational program of the College and for purposes of aiding statewide planning, research and study.

Approval History:
August 16, 2017

FRAUD AWARENESS AND WHISTLEBLOWER PROTECTION POLICY

Policy Number: 2.1300
Subject Area: General College Policies/Administration
Adopted: 07/24/2017
Revised: 07/24/2017

Scope of Policy

As a public institution, Kaskaskia College is accountable to taxpayers, students and employees, and is committed to the highest standards of ethical behavior. All employees of Kaskaskia College contribute to the successful operation and positive reputation of the institution. By working with integrity and committing to high ethical standards, each employee adds to a culture of honesty and accountability. This policy outlines principles to ensure that ethical standards are maintained and individuals are encouraged to report or disclose allegations of internal wrongdoing.

Fraud or Illegal Activity is wrongful or criminal deception intended to result in financial or personal gain. Examples include but are not limited to:

- Any dishonest or fraudulent act
- Crimes or violations of a law, rule, or governmental regulation
- Abuse of authority
- Gross mismanagement or waste

- Endangerment of the health or safety of an individual
- Gross negligence of duty
- Unauthorized disclosure of confidential and proprietary information
- Improper use of property or assets (vehicles, facilities, computers, e-mail, etc.)
- Misreporting actual time or hours worked
- Corruption, bribery, or blackmail
- Misappropriation of assets, embezzlement, and theft
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the institution
- Participation in sham or fraudulent transactions
- Authorizing or receiving payment of goods not received or services not performed
- Forgery or alteration of accounting or student records such as residency status, transcript changes, etc.
- Harassment in the workplace
- Health code violations
- Discriminatory employment practices
- Actions related to concealing or perpetuating abovementioned activities

Responsibility

Each employee, regardless of rank or position, is responsible for safeguarding college resources and ensuring that those resources are used for the benefit of the institution. If wrongdoing or fraud is suspected or observed, employees are required to report the activity immediately.

Managers in each department have the responsibility of managing integrity and fraud risks that may occur within their department. This involves setting a tone of honesty and integrity, instilling awareness among staff of policies and procedures, identifying risks in their areas that may be harmful to the institution, instituting preventative measures, and following the steps in this policy for reporting integrity breaches and fraud.

Reporting

This College policy is derived from the Illinois Whistleblower Act. A "whistleblower" is a person who exposes any kind of wrongdoing that is deemed illegal or unethical within an organization. The College recognizes that the decision to report a breach or suspected breach is difficult. However, employees contribute to the success of the College by identifying and reporting breaches of integrity, fraud, or illegal activities.

A whistleblower is protected from retaliation resulting from exposing wrongdoing, or participating in a workplace investigation of wrong doing. Retaliation can include, but is not limited to: termination, demotion, decreased compensation, poor work assignment, harassment, threat of harm, or missed training opportunities. Whistleblower protection does not extend to immunity for any personal wrongdoing that has occurred.

Additionally, any college employee who retaliates against a whistleblower is subject to discipline up to and including termination of employment. Retaliation from members of the Board of Trustees is prohibited as well.

Finally, the College empowers employees to report concerns, and exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Remedial Action

If, after an investigation, it is determined that the allegation has merit or is materially true, the College reserves the right to take all appropriate actions including terminating the employment of the perpetrator, reporting the breach/fraud to government authorities, and pursuing legal actions, both civil and criminal, against the perpetrator.

Please see associated procedures for reporting guidelines, and contact an Ethics Officer or a Human Resources professional if you have any questions.

Replaces Fraud Awareness and Whistleblower Protection Policy 1.04 approved July 24, 2017.

FRAUD AWARENESS AND WHISTLEBLOWER PROTECTION PROCEDURE

Policy Number: 2.1300

Subject Area: General College Policies/Administration

Adopted: 07/24/2017

Revised: 04/10/2024

1. If an employee suspects or observes wrongdoing or fraudulent activity as described in the Fraud Awareness and Whistleblower Protection Policy, the employee is to contact a College Ethics Officer or submit the allegations via the Online Reporting Center - www.lighthouse-services.com/kaskaskia. Individuals are encouraged to share their names when reporting a breach; however, anonymity remains an option when submitting via the Online Reporting Center. Identification of the person reporting the concern provides the opportunity for follow up which will aid the investigation. Anonymous reports will be reviewed to the extent possible given the information provided. The College will do its best to protect an individual's identity when a concern is raised unless

otherwise required by law, College policy, or a legitimate need of the investigation.

2. Upon receipt of a report of wrongdoing or fraudulent activity, an Ethics Officer will initiate an internal investigation. The employee is encouraged to discuss confidentiality requirements, if any, with the Ethics Officer. The employee may be asked to cooperate with related investigations performed by the College, oversight groups, and/or law enforcement officials. Investigators may request the assistance of other employees. Appropriate consultation with union representatives will occur as necessary or required by College policy, contract, or regulation.
3. The Ethics Officer receiving the report is responsible for ensuring a thorough investigation is completed in a timely manner. The Officer may elect to conduct the investigation or secure appropriate resources to handle the research depending on the situation. The Officer is also responsible for ensuring corrective action is taken and discussing resolution with the individual who brought forward the concern, to the extent possible.
4. If a complaint involves an Ethics Officer, wrongdoing will be reported to the alternative Ethics Officer. If that position is unfilled for any reason, the activity will be reported to the College President. In the event a complaint of wrongdoing involves the President of the College, an Ethics Officer will immediately notify the Chair of the Board of Trustees. Additionally, upon receipt of a complaint involving a Board of Trustees member, the President will bring the complaint to the attention of the entire Board of Trustees.
5. An employee who suspects retaliation has resulted from reporting an activity or participating in an investigation is to immediately contact his supervisor. If the employee is not comfortable discussing with the supervisor or is not satisfied with the supervisor's explanation, the concerns are to be discussed with an Ethics Officer. Complaints of retaliation will be investigated and appropriate corrective measures will be taken when allegations of retaliation are substantiated. This protection from retaliation does not prohibit management from taking action in the normal scope of their duties.

6. Reporting Resources

A. Ethics Officers:

Sara Hanks, Controller

(618) 545-3228

shanks@kaskaskia.edu

George Kriss, Vice-President of Institutional Support & Technology / CIO

(618) 545-3018

gkriss@kaskaskia.edu

B. Online Reporting Center (anonymous if name is omitted):

www.lighthouseservices.com/kaskaskia

Replaces Fraud Awareness and Whistleblower Protection Procedure 4.01 approved July 24, 2017. Revised April 10, 2024.

FREEDOM OF INFORMATION ACT PROCEDURE

Policy Number: 2.1100

Subject Area: General College Policies/Administration

Adopted: 02/18/2010

Revised: 03/26/2021

The Freedom of Information Act (FOIA) is the principal Illinois law governing public records inspection. It is a pro-government transparency statute originally enacted on July 1, 1984. The FOIA provides the public the right to access existing documents and records of a public body. Requests for a copy of records on a specific subject may be made. The public body must provide those records unless there is a specific exemption in the statute that restricts those records from disclosure. Any individual, group, association, corporation, firm, partnership, or organization has the right to file a FOIA request to Kaskaskia College.

At Kaskaskia College, the Director of Marketing is designated as the Freedom of Information (FOIA) Officer. The College FOIA Officer will fulfill all training as required by the State of Illinois and respond to requests made to Kaskaskia College. Identification of the FOIA Officer and information on filing a Freedom of Information Request is listed on the Kaskaskia College webpage.

Requests must be submitted in writing and either emailed or mailed to the Kaskaskia College FOIA Officer. Any Kaskaskia College employee who receives a FOIA request must forward that request to the College FOIA Officer as soon as possible.

Responding to FOIA Requests

Kaskaskia College will make every effort to respond to a FOIA request within five business days after receiving the request. The time period may be extended according to Illinois statute for an additional five business days from the date of the original due

date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff or legal counsel who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body that has a substantial interest in the subject matter of the request.

If additional time is needed, the Kaskaskia College FOIA Officer will notify the requestor in writing within five business days after receiving the request of the statutory reason(s) for the extension and when the requested information will be produced.

Each request for a commercial purpose will be complied with or denied within twenty-one (21) days after its receipt. Accordingly, if the request is for a commercial purpose, the requestor is asked to please indicate such. ***Any attempt to procure a public record for a commercial purpose without disclosing that the use is for a commercial purpose constitutes a violation of the Act .***

Kaskaskia College requests may be denied as "unduly burdensome." This would apply if the request is categorical in nature and incapable of being narrowed or reduced, and the burden on the public body to produce the information outweighs the public interest in the information. Before denying a request, the College shall confer with the requestor and the requestor will be given an opportunity to reduce the request to manageable proportions. If the same person requests the same identical information , it shall be considered unduly burdensome. Kaskaskia College will make every effort to provide all FOIA requested information that meets State of Illinois guidelines.

The first 50 pages of black and white, letter or legal sized copies are free. Any additional pages will be charged at 15 cents per page. Color copies and any large-sized documents that require specialized copying equipment such as blueprints, etc., will be charged at cost. In addition, CDs, disks, or specialized drives needed to copy electronic files will be charged at cost.

Replaces Freedom of Information Act Procedure 6.9P approved February 18, 2010.

FREEDOM OF INFORMATION ACT POLICY

Policy Number: 2.1100
Subject Area: General College Policies/Administration
Adopted: 02/18/2010
Revised: 01/25/2021

The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA") and affirms that it is the policy of the College to comply with the Act. The Board shall designate an employee of the College to serve as its Freedom of Information Officer and who shall have the responsibility to review and respond to all FOIA requests. All FOIA requests shall be handled according to established procedures, which follow this document.

Approval History: Replaces Freedom of Information Act Policy 6.9, approved February 18, 2010

FUND BALANCE POLICY

Policy Number: 3.1004
Subject Area: Business Services and Finances
Adopted: 06/22/2020
Revised: 06/22/2020

Maintaining an adequate unrestricted operating fund balance is necessary to ensure the financial stability of the College. The College's operating fund includes education, operations, and maintenance expenses. The operating fund also provides monies for funding shortfalls in other funds. College Auxiliary Operations are not self-supporting and require an annual transfer from the operating fund. Auxiliary Operations include the Children's Learning Center, cafeteria, bookstore, athletics, and other functions.

Kaskaskia College seeks to maintain an end-of-fiscal year unrestricted fund balance in the operating fund equal to or greater than 35 percent of annual budgeted operating fund expenditures.

If the unrestricted fund balance at end-of-fiscal year or on the date of the adoption of this policy is below the 35 percent

threshold, the Vice President of Administrative Services will recommend to the College President a plan to achieve the desired fund balance level. The President will submit a final plan to achieve the desired fund balance level to the Board of Trustees for approval. The duration of a plan will not exceed three years.

If the unrestricted fund balance should exceed 50 percent of the budgeted operating fund expenditures, the Vice President of Administrative Services will provide a recommendation to the President detailing how the excess funds should be used. The President will submit a final plan to achieve the desired fund balance level to the Board of Trustees for approval.

The Vice President of Administrative Services will review the Fund Balance Policy every three years, at minimum, for changes or modifications. This review will take into consideration factors such as predictability of revenue, volatility of expenditures, availability of other resources, liquidity, and existing or potential assignments of the fund balances. Changes or revisions will be submitted to the College President and the Board of Trustees for approval.

Approval History: Replaces Fund Balance 6.14 Approved June 22, 2020

FUND SOLICITATION POLICY

Policy Number: 3.4001

Subject Area: Business Services and Finances

Adopted: 04/27/2020

Revised: 04/27/2020

It is the goal of Kaskaskia Community College to ensure that all gift solicitations in the name of the College, Kaskaskia College Foundation, or any units of the College are made in a transparent, ethical, and legal manner while ensuring that potential donors and funders are respected and appropriately cultivated. Planning and coordination are essential to successful fundraising efforts. The coordination of all fundraising activities and solicitations is the responsibility of the Office of Institutional Advancement and programs and solicitations are approved by the President of Kaskaskia College.

The benefits of coordinating fundraising and gift solicitations through one office are:

- To assess the appropriateness and timing of solicitations in light of institutional goals and strategic priorities
- To provide continuity in building understanding and support for College-wide funding needs
- To avoid confusion and duplication of fundraising efforts
- To maximize the contribution from each potential donor
- To ensure complete and accurate records are maintained for all gifts
- To ensure gifts comply with donor restrictions and are properly acknowledged

The Kaskaskia College Foundation was created to aid and assist the College in the furtherance of its goals and objectives. The Foundation qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code. Its purpose as a non-profit organization is to solicit, collect, and receive gifts, funds, contributions, and bequests to continue College goals and objectives. Solicitations and gifts include various forms of donations including, but not limited to, cash, securities, real estate, in-kind, and other gifts.

Solicitations or fundraising activities by faculty, staff, any unit of the College, or students must be coordinated by the Office of Institutional Advancement and approved by the President of the College. All such programs and activities shall follow the Fund Solicitation Procedure #6.4.

Approval History: Replaces Fund Solicitation 6.4, approved January 17, 2002 and April 27, 2020

FUND SOLICITATION PROCEDURE

Policy Number: 3.4001

Subject Area: Business Services and Finances

Adopted: 04/27/2020

Revised: 04/27/2020

A coordinated effort for conducting solicitations and fundraising activities is vital for consistency and maintaining favorable donor relations. It is the responsibility of the Office of Institutional Advancement, under the direction of the College President, to approve fundraising events and donor solicitations on behalf of the College.

Employees or any unit of Kaskaskia Community College wanting to solicit funds or conduct a fundraising activity must submit a detailed, written proposal to the Office of Institutional Advancement before starting fundraising efforts.

The proposal must include the following information:

- Description of the activity
- Person in charge of the event or solicitation
- Explanation of how the money will be used
- Fundraising or solicitation goal
- List of who is being approached
- Amount(s) to be solicited
- Approximate timeframe of the solicitation or date of the activity
- Approval of appropriate Vice President
- Any other information deemed helpful

Once the proposal is approved, the following procedures must be followed:

I. Handling of Cash

When receiving cash donations or handling financial transactions at a fundraising activity, adhere to procedures per Cash Handling Procedure #4.155P.

II. Fundraising Events

The person in charge of the event is responsible for the following:

- Plan, conduct, and administer the fundraising event
- Train individuals on Cash Handling Procedure; Accounting Manager and Senior Accountant will assist as needed
- Coordinate with the Director of Institutional Advancement to ensure disclosures on tickets or other materials identifying amounts to be paid properly identify the value of the donation and/or the fair market value of goods and services received
- Coordinate with the Director of Institutional Advancement and Administrative Assistant to the Vice President of Administration, who serves as the Foundation bookkeeper, to properly list donors and donations received so tax acknowledgements are properly prepared and sent.

III. Raffles

Raffle requirements vary by city and county. Notify the Office of Institutional Advancement one month in advance of the drawing if the drawing will be held at a location other than the College's main campus.

IV. In-Kind Donations

Before accepting in-kind contributions, employees must submit an In-Kind Gift Acceptance Form to the Office of Institutional Advancement. The Form should be submitted at least one month in advance of the anticipated acceptance date in order to allow sufficient time for completion of all procedures and approvals. Board of Trustee approval is required for certain in-kind gifts as identified on the Form.

V. Donor Privacy

Information concerning donors, prospective donors, beneficiaries, and size and type of contribution is held in strict confidence. Otherwise, unless anonymity is requested, public donor acknowledgements will be coordinated by the Office of Institutional Advancement in collaboration with the College's marketing and public relations departments.

VI. Unsolicited Gifts

Upon receiving an unsolicited donation, individuals should immediately contact the Director of Institutional Advancement.

Approval History: Replaces Fund Solicitation Procedure 6.4, approved January 17, 2002 and April 27, 2020

GRADE APPEALS POLICY

Policy Number: 6.0601
Subject Area: Instruction
Adopted: 07/23/2018
Revised: 07/23/2018

Kaskaskia College faculty members have the responsibility of assigning appropriate grades for the courses they instruct. All faculty will establish standards of performance in their courses and provide students with a course syllabus outlining the evaluation criteria for a course at the beginning of each semester. The College will not review the judgment of a faculty member in assessing the quality of students' work. However, in certain cases, where a student believes that a faculty member improperly assigned a semester grade due to one or more of the Grounds for Grade Appeal, as described in the Grade Appeals Procedures, the student has the right to appeal that grade by following the procedures outlined.

The College is committed to ensuring that student grade appeals are handled fairly, effectively and in a timely manner. Therefore, grade appeals shall be handled in accordance with established procedures, which accompany this policy. Such procedures shall be included in the College Catalog and the Student Handbook. Students who wish to appeal a grade, and who have already addressed the grade with the appropriate faculty member, are required to use the established procedures, which accompany this policy. For complaints concerning claims of harassment or other non-grade appeal issues, separate procedures

have been established and published in the College Catalog and Student Handbook for resolving these complaints.

Replaces Grade Appeals Policy IA-15; 5.92
Approved July 23, 2018

GRADE APPEALS PROCEDURE

Policy Number: 6.0601
Subject Area: Instruction
Adopted: 10/21/2010
Revised: 02/13/2025

Students are responsible for reading the Grade Appeal policy and procedures and for complying with all procedures and established deadlines. Students may not use this appeal process for final grades assigned for academic dishonesty and academic integrity violations.

Grounds for Appeal:

The purpose of the grade appeal procedure is to allow students to appeal a final course grade under the following circumstances. An appeal will be limited to review of the process by which the grade was reached and not the judgment of the faculty member.

The student has **grounds for appealing a final grade** if:

- A mathematical error in calculation of the grade or clerical error in recording of the grade remains uncorrected.
- A substantial departure from accepted academic norms occurred, demonstrating that the person responsible did not actually exercise professional judgment.
- A grade assignment was based on factors unrelated to academic performance or quality of work in the course.
- A grade assignment for a particular student was a result of requirements that were more demanding than those applied to other students in the same course.
- A grade assignment was a result of a substantial departure from the faculty member's criteria established in the course syllabus or the assignment sheet.

Calculation of Time Periods:

For the purpose of this policy and procedure, the term "days" will refer to any business day the College is open.

Appeal Process:

Step 1: Informal Resolution

- The student must contact the instructor within 10 days from the date the final grade was due to request a meeting to review the grade.
- During the meeting, the instructor will explain the grading criteria and calculations used to determine the final course grade.
- If the conference does not result in a mutually agreeable resolution, the student must submit a written request for an informal review of the grade to the instructor's dean. This request must be submitted within 10 days of the meeting with the faculty member.
- If the faculty member is unavailable to meet, the student must submit a written request for an informal review of the grade to the instructor's dean within 20 days from the date the grade was due. The student must include documentation of the student's attempts to contact the faculty member during the initial 10 days from the date the grade was due.
- The dean will review the student's documentation and discuss the issue with the instructor in an attempt to resolve the concern informally.
- If no resolution is reached during the informal review, the student may proceed to submit a formal grade appeal request.

Step 2: Formal Grade Appeal Request

- If the informal resolution process does not resolve the concern, the student must contact the Registrar to request the Student Grade Appeal Request Form.
- The student must return the completed form to the Registrar no later than 30 days after the final grade was due.
- The form must include the following items:
 - Confirmation of communication and attempted informal resolution with both the instructor and the dean.
 - A detailed explanation of the grounds for the appeal.
 - Supporting documentation, such as graded materials or other evidence.

Step 3: Review by Registrar

- The Registrar will review the submitted Student Grade Appeal Request Form to determine if the appeal meets the criteria to proceed.
- This review will include verifying:
 - Completion of all required informal resolution steps with both the instructor and the dean.
 - Submission of all required documentation, including the appeal form, a detailed explanation of the grounds for the appeal, and any supporting materials.
 - Adherence to established deadlines in the grade appeal process, including submission of the form, within the required timeframe.

- The Registrar must complete the review and notify the student in writing of the determination within 5 days of receiving the completed appeal form.
 - If the appeal meets the criteria, the Registrar will advance the case to the Grade Appeal Committee for review.
 - If the appeal does not meet the criteria, the Registrar's written notification will outline the reasons why the appeal cannot move forward.

Step 4: Grade Appeal Committee Hearing

- The Registrar will convene the Grade Appeal Committee within **30 calendar days** of receiving the formal grade appeal request.
- The student and instructor will be notified of the hearing date, time, and location by the Registrar.
- Both the student and the instructor may present documentation during the hearing to support their positions. The student and faculty member must be advised of his or her right to be accompanied by an individual (who may be an attorney but may not participate in the hearing except as an advisor).
- The committee will hear from the student and faculty member separately, with the option to hear from them together, and then request that the student and faculty member leave the hearing.
- The committee will review the evidence and documentation provided, determine if grounds for an appeal have been established and then discuss the appeal. If additional information is needed from either student or faculty member, the discussion will be tabled, and the Registrar will contact the student or faculty member to obtain the information.
- Once the committee has reached a decision, the Registrar will record the findings of the Grade Appeal Committee and make a written report of the Grade Appeal Committee's recommendation to the Vice President of Instructional Services within **5 days** of the hearing.
- Considerations:
 - The committee hearing shall remain confidential to protect the privacy of all parties involved.
 - All relevant records and pertinent information will be made available to both the student and the instructor to ensure transparency.
 - The student may choose to discontinue the grade appeal process at any time without penalty.
 - No reprisals or adverse actions will be taken against any student who elects to pursue a grade appeal.

Step 5: Final Determination by Vice President of Instructional Services

- The Vice President of Instructional Services will make the final determination on whether to accept, modify, or reject the recommendation of the Grade Appeal Committee.
- The decision will be based on whether the Grade Appeal Committee's recommendation is reasonable and supported by the evidence presented by both the student and the instructor.
- If there is evidence that the grade appeal procedures were not followed correctly, the Vice President of Instructional Services may issue a decision that differs from the committee's recommendation.
- The Vice President of Instructional Services will notify the Registrar of their final decision within **10 days** of receiving the Grade Appeal Committee's recommendation.
- The Registrar will then notify both the student and the instructor of the final decision in writing within **10 days** of receiving the Vice President's determination.
- Outcomes:
 - If the grade is upheld, no further action is taken.
 - If the grade is to be reevaluated, the Vice President of Instructional Services will oversee the necessary steps to implement the reevaluation and ensure any resulting changes are applied.

Composition of Committee:

The Grade Appeal Committee will consist of the following members:

- **Instructional Services Dean or Associate Dean:**
 - Must represent an academic area other than the area under appeal.
- **Three (3) Full-Time Faculty Members:**
 - Faculty must not include the instructor whose grade is under appeal.
- Representation must include:
 - One (1) from Arts and Sciences.
 - One (1) from Career and Technical Education.
 - One (1) from Nursing or Allied Health (preferably from the same department or a related field).
- **One (1) Student Peer:**
 - Appointed by the Vice President of Student Services.
- **Registrar:**
 - Facilitates the process and implements procedures as a non-voting member of the committee.

The committee members will serve on the committee for (2) two-year terms. Committee members selected will hold no bias toward the student or instructor involved nor have any other interest in the appeal.

If there is evidence that the Grade Appeal procedures were not followed correctly the Vice President of Instructional Services may have a finding that differs from the recommendation of the committee.

The Vice President of Instructional Services will notify the Registrar within ten (10) days of reaching a determination. The Registrar will notify both the student and instructor in writing of the final decision within ten (10) days of receiving such decision. If the grade stands, no further action is taken. If the final decision is to reevaluate the grade, the Vice President of Instructional Services will take the necessary steps to pursue a course of action and to effectuate any resulting changes.

Replaces Grade Appeals Procedure IA-15P; 5.92

Approved October 21, 2010; July 23, 2018

GRADING SYSTEM POLICY

Policy Number: 6.0600
Subject Area: Instruction
Adopted: 07/01/1993
Revised: 07/01/1993

The college awards credit based on semester hours. The following letter grades and grade points will be used in awarding grades and to compute grade point averages:

Undergraduate

Grade	Description	Grade Point
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	-
S	Satisfactory	-
W	Withdrawal	-
AU	Audit	-
CR	Credit <i>(awarded through testing/portfolio evaluation)</i>	-

Adult Education and Community Education

Grade	Description <i>(zero grade points)</i>
P	Pass - Satisfactory Completion
N	No Pass - Unsatisfactory Completion beyond Mid-Term
W	Withdrawal - Student stops attending prior to Mid-Term

Replaces Grading System Policy 3.40
Approved November 15, 2007; July 1, 1993

GRADING SYSTEM PROCEDURE

Policy Number: 6.0600
Subject Area: Instruction
Adopted: 12/03/2024
Revised: 12/03/2024

Faculty are directed to use the following grading system outlined in the Grading System Procedure 6.0600.

If a student prefers to use the Alternate Grading System, which is either a grade of S Satisfactory or W Withdrawal, the student must complete the Request for Alternate Grading System two weeks prior to the end of the semester. The Alternate Grading System Form requires the student to list the course, course name, section number, credit hours, and reason for requesting the Alternate Grading System. The form is completed by the student and submitted to the Registrar for approval. Upon approval, a grade of S or W will be recorded on the student's transcript.

A student may not earn more than eight semester hours of S grades toward the associate in arts or the associate in science degree or not more than sixteen semester hours of S grades toward the associate in applied science or the associate in general studies degree. Semester hours earned as "S" grades are creditable toward a degree, but the grade is not calculated to determine the grade point average.

NOTE: A grade of "S" may not be accepted as transfer credit by some colleges or universities

Any student qualified for admission to the College who does not desire to complete the work required for credit in a particular course but desires to attend a class regularly for information or self-improvement may register as an audit student. Audit students must pay the same tuition rate paid by regularly enrolled students and the appropriate fees.

Students will complete a Request for Audit Form that includes the course name, course number, section number, and credit hours. The student will be asked to include a reason for auditing the course. This form will be completed by the student and returned to the Registrar for approval.

Approval History:

Revised 12/03/2024

GRANTS POLICY

Policy Number: 2.6000

Subject Area: General College Policies/Administration

Adopted: 02/10/2010

Revised: 02/10/2010

The Board of Trustees of Kaskaskia College strongly supports the identification and procurement of grants to supplement federal, state and local funding of the College and to enhance existing and establish new programs and initiatives. In order to promote such process, the Board has established a Grants Facilitation Office, which operates as a component of the Institutional Effectiveness Department.

While the role of procuring grants lies within the departments and divisions of the College, the role of the Grants Facilitation office is to monitor grant opportunities and assist various departments and divisions of the College in preparing and submitting applications to procure grants from federal, state, local, and private sources. Kaskaskia College will actively pursue appropriate and beneficial grant opportunities pursuant to established procedures.

Approval History:

Replaces Grants Policy 6.10, Approved February 10, 2010

GRANTS PROCEDURE

Policy Number: 2.6000

Subject Area: General College Policies/Administration

Adopted: 02/10/2010

Revised: 02/10/2010

The following procedures shall be followed systematically in researching government grant opportunities through the application process and effective management of grant funds. A model has been developed to include the following processes: identify, assess, apply, receive, and manage.

GRANT TRACKING, ASSESSMENT, APPLICATION AND MANAGEMENT PROCESSES

Federal Grants Opportunity Tracking and Assessment Process

- Grant.gov listserv is monitored daily and provides a listing of all federal grant opportunities listed in the Federal Register. Additional information is obtained from the CRD Listserv and agency listserves. (IDENTIFY)
- Initial Opportunity Listing is reviewed. (IDENTIFY)
- If opportunity is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
- Online summary reviewed if there is a possibility the opportunity is appropriate. (ASSESS)
- If opportunity is appropriate for further review, a funding opportunity summary will be prepared and the RFP may be downloaded. (ASSESS)
- The funding opportunity summary and possibly the RFP are disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
- VPs, deans and others meet with Grants Facilitator to review opportunity and complete grant opportunity evaluation. (ASSESS)
- If the opportunity passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

State Grants Opportunity Tracking and Assessment Process

- Illinois state departmental links provide listings of state grant opportunities and are monitored on a regular basis. Some

- information may also be available on the CRD Listserv and agency and organizational listserves. (IDENTIFY)
- Initial Opportunity Listing is reviewed. (IDENTIFY)
 - If the opportunity is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
 - Online summary reviewed if there is possibility the opportunity is appropriate. (ASSESS)
 - If opportunity is appropriate for further review, a funding opportunity summary will be prepared and the RFP may be downloaded. (ASSESS)
 - The funding opportunity summary and possibly the RFP are disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
 - VPs, deans and others meet with Grants Facilitator to review opportunity and complete grant opportunity evaluation. (ASSESS)
 - If the opportunity passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

Private Foundations and Corporations Tracking and Assessment Process

- Numerous publications and listserves are monitored. (IDENTIFY)
- The Foundation Center resources are utilized as needed. (IDENTIFY)
- If the identified resource is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
- If the resource is appropriate for further review, a funding opportunity summary is prepared. (ASSESS)
- The funding opportunity summary is disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
- VPs, deans and others meet with Grants Facilitator to review resource and complete grant opportunity evaluation. (ASSESS)
- If the resource passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

COMPLETE APPLICATION PROCESS(APPLY)

NOTIFICATION OF AWARD (RECEIVE)

OPERATE EFFECTIVELY (MANAGE)

- Assign to Project Manager who will:
 - Meet Grant Deadlines
 - Spend Grant Funds Appropriately
 - Report Grant Progress Quarterly (March, June, September, December)
 - Provide information for Quad Charts which will be used by the Director of Financial Reporting and Internal Auditing to monitor grant contractual compliance.

Approval History:

Replaces Grants Procedure 6.10P, Approved February 18, 2010

GUARANTEE OF COMPETENCY FOR OCCUPATIONAL PROGRAMS POLICY

Policy Number: 6.1104
Subject Area: Instruction
Adopted: 10/15/1992
Revised: 10/15/1992

It is the policy of the Board of Trustees of Kaskaskia College that graduating students with an Associate of Applied Science Degree or Certificate in a Career and Technical program be guaranteed competency in the technical skills represented in the degree or certificate. Should the graduate not possess the reasonably expected skills necessary for their employment position, as identified by their current employer, the student will be offered up to 15 (fifteen) credit hours of retraining for a degree or 9 (nine) credit hours of retraining for a certificate, tuition free, subject to the following conditions.

- All course work for the degree or certificate must have been completed at Kaskaskia College.
- The student must have met with an academic advisor from Kaskaskia College in his/her first semester of enrollment at the College to verify which courses are required to complete the degree.
- The student must have graduated within three years of his/her initial enrollment in the degree or certificate program at issue.
- The student must have been employed in a job directly related to the program of study within six months after graduation from the degree or certificate program. The determination of whether the job is directly related to the program of study is at the sole discretion of the College.
- The student's employer must verify in writing to Kaskaskia College within 90 (ninety) days of the graduate's initial employment that the graduate lacks the competency in specific technical skills, as represented by the occupational program requirements.
- A written retraining plan must be developed by the graduate, the Dean of Career and Technical Education and the appropriate Program Coordinator/faculty member. Such plan must incorporate the written communication from the employer detailing the graduate's deficiencies and specifying the course(s) needed for training and the competencies to be mastered.
- Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
- Fees and other course costs are not included in the guarantee. Any course identified in the retraining plan that the student audits, withdraws or fails will not be covered under the guarantee.
- This guarantee does not apply to the graduate passing any licensing or qualifying examinations for a particular career or occupation.
- Refunds granted pursuant to this policy shall be based upon tuition paid at the time the course(s) was completed.

- The student must cooperate with Kaskaskia College personnel in resolving the competency issues by notifying the College and submitting any necessary consent or releases for student employment records and/or correspondence.
- Students' rights under this program may not be assigned or transferred to any other student, voluntarily or involuntarily. Further, no refund will be made if the student received any form of institutional financial assistance to pay the tuition of the course(s) in question.
- Claims pursuant to the Guarantee of Career Competency for Occupational Programs must be filed with the Vice President of Instructional Services within the prescribed time limits as set forth above.
- Kaskaskia College will first attempt to resolve the issue with the graduate's employer. If favorable resolution is not achieved within 120 days and if, at the sole determination of the Vice President of Instructional Services, all other conditions pursuant to this policy have been met, the reimbursement will be authorized.
- The sole recourse available to students enrolled pursuant to this guarantee program shall be expressly limited to retraining courses, as determined in the retraining plan. This policy expressly excludes any other recourse, including damages, court costs, or any other associated costs of any kind.
- If a student wishes to appeal the decision of the Vice President of Instructional services, the sole right of appeal is to the College President. Such appeal shall be filed, in writing, to the President of the College within 10 calendar days of the student receiving a notice of denial from the Vice President of Instructional Services. The written appeal shall state the student's basis for appealing the decision. The decision of the College President is final.

Replaces Guarantee of Competency for Occupational Programs Policy 3.51
Approved October 15, 1992; July 22, 2013

GUARANTEE OF COURSE TRANSFERABILITY FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES POLICY

Policy Number: 6.1105
Subject Area: Instruction
Adopted: 10/15/1992
Revised: 10/15/1992

It is the policy of the Board of Trustees of Kaskaskia College that graduating students with an Associate of Arts degree or Associate of Science degree be guaranteed the transferability of baccalaureate-oriented/university-parallel credit courses to public Illinois universities. Should such an appropriately approved course not fully transfer, the student will be offered a refund of the tuition paid for the non-transferring course credit, subject to the following conditions:

- All course work for the degree must have been completed at Kaskaskia College.
 - The student must have met with an academic advisor from Kaskaskia College in his/her first semester of enrollment at the College to verify which courses are transferrable to the appropriate public Illinois university. The determination of which courses are transferrable is at the sole discretion of Kaskaskia College.
1. Approved courses must be articulated by Kaskaskia College with the public Illinois university prior to the student's graduation from the College.
 2. The student must have graduated from Kaskaskia College within three years of initial enrollment at Kaskaskia College.
 - The student must have transferred to a public Illinois university within one year after receiving the Associate of Arts or Associate of Science degree from Kaskaskia College.
 - The student must have requested and received an evaluation of their Kaskaskia College transfer credit by the transfer institution, at the time of application to the public Illinois University.
 - The student must notify Kaskaskia College in writing within sixty (60) days after being notified by the transfer institution that a course(s) was refused for credit by the transfer institutional, and make a claim for the refund at that time. The written statement must state:
 1. the reasons for the refusal by the university
 2. the name, position, address and telephone number of the official notifying the student of the refusal
 3. a copy of the correspondence and/or documentation provided by the public Illinois University of the non-acceptance of the course(s).
 - The course must have been completed at Kaskaskia College with a grade of "A", "B", or "C".
 - Refunds granted pursuant to this policy shall be based upon tuition paid at the time the course(s) was completed. Fees and other course costs are not included in the guarantee.
 - The student must cooperate with Kaskaskia College personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consent or releases for student records and/or correspondence.
 - This policy only applies to the transferability of course work and not to any other academic function such as grade point average, honors, or other admissions purposes.
 - Students' rights under this program may not be assigned or transferred to any other student, voluntarily or involuntarily. Further, no refund will be made if the student received any form of institutional financial assistance to pay the tuition of the course(s) in question.
 - Claims pursuant to the Guarantee of Course Transferability for Associate in Arts and Associate in Science degrees must be filed with the Vice President of Instructional Services within the prescribed time limits as set forth above.
 - Kaskaskia College will first attempt to resolve the issue with the public Illinois university in question. If favorable resolution is not achieved within 120 days and if, at the sole determination of the Vice President of Instructional Services, all other conditions pursuant to this policy have been met, the reimbursement will be authorized.

- The sole recourse available to students enrolled pursuant to this guarantee program shall be expressly limited to the tuition reimbursement cost of the class, determined at the time of enrollment. This policy expressly excludes any other recourse, including damages, court costs, or any other associated costs of any kind.
- If a student wishes to appeal the decision of the Vice President of Instructional services, the sole right of appeal is to the College President. Such appeal shall be filed, in writing, to the President of the College within 10 calendar days of the student receiving a notice of denial from the Vice President of Instructional Services. The written appeal shall state the student's basis for appealing the decision. The decision of the College President is final.

Replaces Guarantee of Course Transferability for Associate in Arts and Associate in Science Degrees Policy 3.5
Approved October 15, 1992; July 22, 2013

HARDSHIP WITHDRAWAL POLICY

Policy Number: 5.3005
Subject Area: Student Services
Adopted: 10/24/2022
Revised: 10/24/2022

The Hardship Withdrawal policy serves to limit the debt owed by students who have to withdraw from Kaskaskia College due to a significant financial, physical, or other life hardship and to assist those students if and when they choose to re-enroll.

Types of hardships shall include, but are not limited to:

1. Serious injury or illness
2. Chronic illness
3. A medical issue of a family member in which the student has to become a caretaker of that family member
4. A mental health condition
5. A sudden or consistent lack of transportation issue
6. A significant cost of living increase
7. Other extenuating circumstances not listed above will be considered for assistance under this policy.

Information regarding the existence of the hardship withdrawal policy will be published on the Kaskaskia College website and provided to new students as a part of the orientation process.

Approval History: October 24, 2022

HARDSHIP WITHDRAWAL PROCEDURE

Policy Number: 5.3005
Subject Area: Student Services
Adopted: 09/14/2022
Revised: 09/14/2022

A standing committee has been convened to handle student requests for late class drop, withdrawal, and/or refunds. The Office of Records serves as the committee lead and is responsible for scheduling Hardship Appeal Committee meetings as needed. Hardship Appeal committee meetings will be established once per month or as needed.

Committee membership consists of one representative from:

- Office of Records
- Office of Accounts Receivable
- Office of Financial Aid

Forms

A "Request for Hardship Withdraw" form is to be submitted within the term for which the request is being made. This form can be found on the Kaskaskia College website, internal student portal, and from any student services representative.

Procedure

1. Completed forms received from students are routed to the Hardship Appeals Committee.

2. The Committee will gather information as appropriate for presentation at the next Appeals Committee meeting.

Examples of information gathered by the committee for consideration include but are not limited to:

- Student narrative statement of need
- Information pertaining to student attendance
- External documentation providing evidence of hardship
- Federal financial aid implications and overall best interest of the student academic record

3. An "Appeals Checklist" is used to provide consistency in the review process which is located on bottom of Committee Review Action form.

One of the following four outcomes will be determined for each student request:

- Request will be tabled until the next meeting pending need for additional information.
- Request for late drop and refund will be granted based on the information provided by the student and the subsequent research.
- Request for late withdrawal and refund will be granted based on the information provided by the student and the subsequent research.
- Request will be denied based on the information provided by the student and the subsequent research.

4. Action items including the party responsible for the action resulting from the committee's review process will be documented on an Excel spreadsheet completed by the Records Office to be accessible to all committee members electronically as well as on an "Appeals Committee Action Form" that remains with the original request form. The "Appeals Committee Action Form" will also be used to document the action taken in response to each action item to ensure that all required action items are completed. The Excel spreadsheets are retained permanently.

5. The student will be notified via student email if they are still enrolled in courses or via direct mail if not still enrolled of the results of their request by the Office of Records.

6. Pertinent documentation will be scanned into the student's permanent record.

7. In situations involving a potential staff or faculty performance issue or training opportunity to prevent similar appeals in the future, a Notification of Appeals Committee Action Form with appropriate documentation will be provided to the appropriate academic Dean for further action.

Approval History: September 14, 2022

HEALTH CARE BENEFITS POLICY

Policy Number: 4.3200
Subject Area: Personnel
Adopted: 05/16/1996
Revised: 05/16/1996

Regular full and part-time (30 hours per week or more) employees are eligible to participate in the health care plan provided for eligible college employees. Effective in September 1996, and in accordance with applicable collective bargaining agreements, employees shall pay a percentage of the monthly premium or rate established for the coverage. Eligible employees will be able to participate in the health care plan until the employee resigns, retires, or is discharged. At that time, such insurance coverage will be available in accordance with applicable laws and/or college policies or, if appropriate, in accordance with applicable collective bargaining agreement provisions.

Approval History: Replacement Health Care Benefits 2.32 Approved 5/16/1996

IDENTITY THEFT PURSUANT TO RED FLAGS RULE POLICY

Policy Number: 3.7000
Subject Area: Business Services and Finances
Adopted: 12/17/2009
Revised: 12/17/2009

In response to the growing threats of identity theft in the United States, Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA), which amended a previous law, the Fair Credit Reporting Act (FCRA). This amendment to FCRA charged the Federal Trade Commission (FTC) and several other federal agencies with promulgating

rules regarding identity theft. On November 7, 2007, the FTC, in conjunction with several other federal agencies, promulgated a set of final regulations known as the "Red Flags Rule".

The Red Flags Rule regulations require entities with accounts covered by the Red Flags

Rule regulations, including community colleges, to develop and implement a written Identity Theft Prevention Program for combating identity theft in connection with certain accounts.

PURPOSE AND SCOPE

The purpose of this document is to ensure the compliance of Kaskaskia College with the Red Flags Rule regulations, to identify risks associated with identity theft, and to mitigate the effects of identity theft. The scope of Red Flags applies to accounts that are credit accounts, such as student's deferred payment plans, and other accounts with risks of identity theft including students, employees, and 1099 vendors.

Under the Red Flags Rule, Kaskaskia College is required to establish an Identity Theft Prevention Program to include reasonable policies and procedures for detecting, preventing and mitigating identity theft and enable the entity with covered accounts to:

- Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
- Detect Red Flags that have been incorporated into the Program;
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft;
- Ensure the policy and procedures are updated periodically to reflect changes in risks.

DEFINITIONS

- Red Flag: A pattern, practice, or specific activity that indicates the possible existence of Identity Theft.
- Identity Theft: Fraud committed using the identifying information of another person.
- Covered Account: The Red Flags Regulations define the term "covered account" to mean an account that the College offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions.
- Any other account that the College offers or maintains for which there is a reasonably foreseeable risk to customers, or to the safety and soundness of the financial institution, or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

The accounts or records that have been identified as covered accounts by Kaskaskia College are:

- Student Accounts and Records
- Financial Aid Accounts and Records
- Employee Accounts and Records
- Direct Deposit Records
- Individual vendor (1099) types of account
- Library Records

Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

- Name
- Address
- Social security number
- Date of birth
- Government issued driver's license or identification number
- Alien registration number
- Government passport number
- Employer or taxpayer identification number
- Student identification number
- Telecommunication Identifying Information or access device
- Unique biometric data or other unique physical representation
- Unique electronic identification number, address, or routing code

IDENTIFICATION OF RED FLAGS

A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of identity theft. In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with actual and attempted Identity Theft. The Red Flags considered for inclusion are organized in five categories and are listed in *Appendix A*.

OVERSIGHT

As permitted by the Red Flags Rule regulations, responsibility for overseeing the administration of the Program has been delegated by the Board of Trustees of Kaskaskia College to the Vice President of Administrative Services with the compliance monitoring responsibility to be performed by the Program Administrator and the Identity Theft Committee.

Approval History: Replaces Identity Theft Pursuant to Red Flags Rule Policy 4.7 approved December 17, 2009

I. DETECTION OF RED FLAGS

The program includes detection of Red Flags on both new and existing accounts. The Program Administrator, along with members of the Red Flag Committee, will develop and implement specific methods and protocols appropriate to meet the goals and requirements of this Program.

New Accounts

- In order to detect any of the Red Flags associated with the opening of a new account, procedures and processes will include appropriate elements from the following steps in order to obtain and verify the identity of the person opening a new account:
 - Require certain identifying documentation and all requested information such as name, date of birth, Social Security Number (SSN), academic records, residential or business address, driver's license or other identification;
 - Review documentation to detect alteration or forgery;
 - Review information and documentation for consistency;
 - Verify the account holder's identity at time of issuance of an identification card (for instance, review a driver's license or other government-issued photo identification card);

Existing Accounts

- In order to detect any of the Red Flags during the use of an existing account, procedures and processes will include appropriate elements from the following steps in order to provide a reasonable assurance of the identity of the person:
 - Verify the identification of account holders if they request information (in person, via telephone, via facsimile, via email)
 - Review documentation to detect alteration or forgery
 - Verify the validity of requests to change billing/payment addresses
 - Verify changes in banking information provided for billing/payment purposes.

II. RESPONDING TO RED FLAGS AND MITIGATING IDENTITY THEFT

- In order to mitigate the risk and impact of an identity theft, procedures and processes will include appropriate elements such as those listed in the following example steps in response to observance or notification of one or more Red Flags. The actual response may vary depending on the nature and degree of risk posed by the Red Flag:
 - Investigate the incident further to verify and gather information
 - Continue to monitor an account for evidence of identity theft
 - Contact the account holder
 - Change any passwords or other security devices that permit access to accounts
 - Decline opening the new account
 - Close an existing account
 - Reopen an account with a new number
 - Notify law enforcement
 - Determine that no response is warranted under the particular circumstances

III. OVERSIGHT OF THIRD-PARTY SERVICE PROVIDERS

- In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:
 - Require, by contract, that service providers have such policies and procedures in place.
 - Require, by contract, that service providers review the College's Program and report any Red Flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.

IV. TRAINING

- Staff training is required for all employees, officials, and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the College or its customers.
- The Committee will train the Department Head of each office that maintains covered accounts who in turn will be responsible for ensuring that appropriate identity theft training for all requisite employees occur. College employees responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.
- Appropriate staff shall provide regular reports to the Program Administrator on incidents of identity theft, the effectiveness of the Program and the College's compliance with the Program.

V. PROGRAM ADMINISTRATION

- Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the College, headed by the Program Administrator. The Identity Theft Committee will consist of key staff members from the departments of Information Technology, Human Resources, Payroll, Financial Aid, Accounts Receivable, Accounts Payable, the Bookstore, and other appropriate departments, along with the Director of Information Technology acting as the Program Administrator. The Committee will be responsible for implementing an Identity Theft Program, ensuring appropriate training of College staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances.
- The Committee will review the program and create an annual report, based upon assessing the effectiveness of the College's Identity Theft Program. This review will include an assessment of which accounts are covered by the program, whether additional Red Flags need to be identified as part of the Program, whether training has been implemented, whether training has been effective. In addition, the review will include an assessment of whether mitigating steps included in the program remain appropriate, and/or whether additional steps need to be defined. As part of the report, the Committee will make recommendations for updating or modifying the Program as appropriate.

APPENDIX A

Alerts, Notifications or Warnings from a Consumer Reporting Agency (or Other Service Provider)

- A fraud or active duty alert is included with a consumer report.
- A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- A consumer reporting agency provides a notice of address discrepancy (as defined in § 41.82(b))
- A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - A recent and significant increase in the volume of inquiries;
 - An unusual number of recently established credit relationships;
 - A material change in the use of credit, especially with respect to recently established credit relationships; or
 - An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

- Documents provided for identification appear to have been altered or forged.
- The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- Other information on the identification is not consistent with readily accessible information that is on file with Kaskaskia College, such as a signature card or a recent check.
- An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

- Personal identifying information provided is inconsistent when compared against external information sources used by Kaskaskia College. For example:
 - The address does not match any address in the consumer report; or
 - The Social Security Number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File.
 - Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
 - Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the financial institution or creditor. For example:
- The address on an application is the same as the address provided on a fraudulent application; or
- The phone number on an application is the same as the number provided on a fraudulent application.
- Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Kaskaskia College. For example:
 - The address on an application is fictitious, a mail drop, or a prison
 - The phone number is invalid, or is associated with a pager or answering service.
 - The SSN provided is the same as that submitted by other persons opening an account or other customers.
 - The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.
- The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- Personal identifying information provided is not consistent with personal identifying information that is on file with Kaskaskia College.
- For institutions that use challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Covered Account

Shortly following the notice of a change of address for a covered account, we receive a request for a new, additional, or replacement card or a cell phone, or for the addition of authorized users on the account.

- A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example:
- The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry); or
- The customer fails to make the first payment or makes an initial payment but no subsequent payments.
- A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
 - Nonpayment when there is no history of late or missed payments
 - A material increase in the use of available credit;
 - A material change in purchasing or spending patterns;
 - A material change in electronic fund transfer patterns in connection with a deposit account; or
 - A material change in telephone call patterns in connection with a cellular phone account.
- A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
- Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
 - We are notified that the customer is not receiving paper account statements.
 - We are notified of unauthorized charges or transactions in connection with a customer's covered account.

Notice From Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial Institution or Creditor

- We are notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Approval History: Replaces Identity Theft Pursuant to Red Flags Rule Procedure 4.7 approved December 17, 2009

INCOMPLETE GRADES POLICY

Policy Number: 6.0602
Subject Area: Instruction
Adopted: 12/15/2011
Revised: 12/15/2011

The grade of Incomplete (I) is given at the instructor's discretion. An incomplete grade may be awarded by a faculty member in the following circumstances:

- The student MUST initiate the request for an Incomplete grade before the final grade is assigned, unless extenuating circumstances prohibit the student from initiating the request.
- The student's work at the time the request is made is passing, and at least 75% of the required coursework has been completed.
- Attendance has been satisfactory throughout the term.
- An illness or other extenuating circumstance legitimately prevents completion of required work by the normal due date.
- In the discretion of the faculty member, required work may reasonably be completed within the academic term immediately following the date the Incomplete grade is given. The specific timeframe for completion is mutually agreed upon by the student and the faculty member.

The grade of Incomplete cannot be given in cases where:

- The Incomplete would be a substitute for a failing grade.
- The Incomplete would be based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.

The maximum time allowed for completing incomplete coursework is one semester (the semester immediately following the date the Incomplete is given), at the discretion of the faculty member. If, after one semester the coursework is not completed, the incomplete (I) will be converted to the grade that would have otherwise been earned without the completion of the work in question.

Replaces Incomplete Grades Policy 3.41
Approved September 15, 2011

INCOMPLETE GRADES PROCEDURE

Policy Number: 6.0602
Subject Area: Instruction
Adopted: 09/15/2011
Revised: 09/15/2011

I. An Instructor/Student Agreement for an Incomplete Grade Form must be completed for each Incomplete grade assigned. The form must be signed by the student and the faculty member and submitted to the Records Office within two weeks of the end of the course in question.

II. Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without notification.

III. Students who are unable to complete a course and who do not meet the required circumstances for an Incomplete should consider withdrawing from the course.

IV. The following provisions for Incomplete grades apply:

- Instructor/Student Agreement for an Incomplete Grade Form may be obtained on the web at <https://mykc.kaskaskia.edu/DocumentCenter>, in the Admissions Office on campus, or from any of the Kaskaskia College Education Centers
- Incomplete grades must be completed by the end of the following academic term. For such purposes, the summer semester counts as an academic term. Incomplete work must be completed and final grades submitted by the last day of the following academic term. Only under legitimate extenuating circumstances may more time be allowed for completing all required incomplete work. Such extensions must be approved by the appropriate dean.
- The course work may be completed while the student is not enrolled as a Kaskaskia College student.
- Incomplete grades will expire on the date selected by the instructor when the grade of Incomplete is entered. This date will be no later than the last date of the term following the semester in which the incomplete was posted. Incomplete grades may be replaced with letter grades prior to the expiration deadline when the instructor submits a signed Instructor Grade Change Form to the Records Office. This policy affects Incomplete grades given in Fall 2011 and thereafter. Prior to 2011, Incomplete grades

will remain on the permanent record until the expiration date has passed or a grade change has been submitted by the faculty member.

- An Incomplete grade shall not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.
- An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an Incomplete grade in a course are not required to reregister for the course in order to remove the "I" from the record.

Replaces Incomplete Grades Procedure 3.41P
Approved September 15, 2011

INDEPENDENT STUDY POLICY

Policy Number: 6.0700
Subject Area: Instruction
Adopted: 12/20/2007
Revised: 02/24/2025

Independent Study courses are designed primarily to accommodate student needs in addressing special scheduling conflicts and a demonstrated need. Specifically, the student must show that they have not evaded the course when it was offered and that his/her normal academic progress will be affected if the course is not immediately offered by Independent Study. It is important to note that independent study courses must be taught by either full-time or adjunct instructors who are qualified in the discipline that they are teaching. Teaching credentials required for independent study courses must follow the Faculty and Instructional Staff Credentialing Policy and Procedure.

Independent Study courses should not be used to supplant regular modes of teaching. The objectives and requirements, including examinations, are identical to those in the formal course, as listed in the KC Catalog, syllabi, and course materials. The established course outline will be followed precisely. All Independent Study courses will be administered in accordance with established procedures as attached and incorporated into this policy. Exceptions to the above policy may be made where circumstances warrant and when approved by the appropriate Instructional Dean and/or Vice President of Instructional Services.

Replaces Independent Study Policy 3.7
Approved December 20, 2007

INDEPENDENT STUDY PROCEDURE

Policy Number: 6.0700
Subject Area: Instruction
Adopted: 12/20/2007
Revised: 01/15/2025

Students may earn a maximum of 25% of the total credit hours toward a degree or certificate through Independent Study (per ICCB Administrative Rules, Section 1501.309 Course Classification and Applicability.)

Independent study is restricted to students with a cumulative GPA of 2.0 or higher and who have completed half of the required semester hours toward their degree or certificate. Additionally, no more than one independent study may be taken by a student at one time.

If a student is given permission to complete an Independent Study for a developmental English, reading, or math course, the student will be expected to meet with the instructor face-to-face for a minimum of half of the regularly scheduled class meeting time.

The Request for Independent Study form **must** contain the beginning and ending dates of the course, the reason for the independent study request, the course syllabus, the specific requirements to complete the course, the method of instruction, and the signatures of the student and instructor. The Instructional Dean maintains the authority over the final approval of requests for independent study. The request form must be accompanied by a current college transcript documenting total credit hours and GPA. The student may retrieve their transcript online via the Kaskaskia College website.

Upon completion of the course, the instructor is required to certify in writing that all student learning outcomes have

been met for the course. This shall be verified with the submission of a final grade. Exceptions to the above procedures may be made where circumstances warrant and when approved by the appropriate Dean and/or Vice President of Instructional Services.

Replaces Independent Study Procedure 3.7P Approved December 20, 2007; December 3, 2019

INFORMATION SECURITY POLICY

Policy Number: 2.4000
Subject Area: General College Policies/Administration
Adopted: 05/18/2020
Revised: 09/25/2024

I. Introduction

The primary goal of Kaskaskia College's (KC) Information Security Policy is to ensure that all Confidential and Sensitive Information (CSI) maintained by the College is protected in a manner that follows all relevant legislation, industry best practices, and the College's values.

Other goals of the Information Security Policy are to:

- A. Define what information is considered to be confidential and sensitive.
- B. Define what information is considered to be public.
- C. Outline employee responsibilities when working with CSI.
- D. Provide a process for reporting security breaches or other suspicious activity related to CSI.
- E. Provide guidelines on how to communicate information security requirements to vendors.
- F. Summarize the laws and other guidelines that impact the Information Security Policy.

II. Definitions

- A. Authorization: involves determining a person's access rights to information or tasks.
- B. Availability: ensures that information is accessible and usable when needed.
- C. Confidentiality: involves maintaining the privacy and secrecy of information.
- D. Integrity: ensures that information remains accurate, complete, and consistent.

III. Information Security Program Coordinator

The Chief Information Officer (CIO), or their designee, is the coordinator of the Information Security Program at Kaskaskia College. The CIO, or designee, is responsible for working with Administrators from all areas of the College to implement information security practices in accordance with all legal requirements and industry best practices. The CIO reports to the President of the College. The President reports to the Kaskaskia College Board of Trustees. The Kaskaskia College Board of Trustees is ultimately responsible for all of Kaskaskia College's policies.

IV. Purpose of The Information Security Policy

The purpose of the Information Security Policy is to define the guiding principles that all College employees must follow when working with Confidential and Sensitive Information. Each department that works with CSI will be required to implement department-specific procedures to ensure that they operate within the guidelines.

V. Classification of Information

Kaskaskia College owns or is entrusted with a vast amount of information about its students, employees, and other business partners. This information may be in electronic form, stored on network servers, PC workstations, or magnetic or optical storage media. It may also be in hard copy (paper) form stored in file cabinets.

VI. Confidential and Sensitive Information (CSI)

The following types of information are considered by Kaskaskia College to be Confidential and Sensitive Information*:

- A. Social Security Number (SSN)
- B. Social insurance number (Medicare number)
- C. Date of birth
- D. Driver's license number
- E. Customer identifiers
- F. Debit/Credit card number (Personal account number, Expiration date, CVV code)
- G. Bank account numbers
- H. Tax ID
- I. Passwords
- J. Medical records
- K. Doctor names
- L. Insurance policy information (Insurance claim information)

** While all of these items are explicitly considered to be CSI, there may be other items which rise to the level of CSI.*

VII. Public Information

Public information, often called "Directory Information," may be shared with the general public. Students wishing to

have their Directory Information withheld from the public must submit a written request to the Registrar, and Employees must submit a written request to HR. Kaskaskia College considers the following information to be Directory Information:

- A. Student Name
- B. Enrollment Status (Full-time, Part-time)
- C. Major Field of Study
- D. Classification (freshman or sophomore)
- E. Dates of Attendance
- F. Degrees and Honors Earned and Dates
- G. The most previous educational agency or institution attended prior to enrollment at Kaskaskia College
- H. Participation in an officially recognized activity or sport and weight, height, and photos of members of athletic teams or student activities
- I. Photo

III. Responsibilities

- A. Classification of information/data for which person/person's is responsible accordingly.
- B. Maintain "Principles of Least Privilege" to data.
- C. Do not divulge, copy, release, sell, loan, alter, or destroy any college information without appropriate business purpose and authorization.
- D. Protect the confidentiality, integrity and availability of college Information in a manner consistent with the information's classification.
- E. Handle information in accordance with the applicable State and Federal laws for Illinois, and Policies and Procedures for Kaskaskia College.
- F. Safeguard any physical key, key codes, applications, passwords, ID card, computer account, user account, or network account that allows one to access college Information.
- G. Discard media containing Kaskaskia College information in a manner consistent with law including hard copies, electronic, magnetic, optical, and disk storage.
- H. Contact the appropriate Kaskaskia College office prior to responding to requests for information from regulatory agencies, inspectors, examiners, and/or auditors.

IV. Diligence

A. Concerning Credit Card Information

Kaskaskia College accepts credit card and debit card payments for tuition, donations, and other financial transactions. Any merchant that accepts credit card payments is subject to the security requirements outlined in the Payment Card Industry Data Security Standards (PCI-DSS). All KC employees who work with credit card transactions must adhere to security requirements expressed in the KC PCI Compliance Policy. These requirements include but are not limited to the following: Electronic Storage standards, Electronic Transmission standards, Hard Copy Storage standards, and Transportation and Destruction standards.

B. Identity Theft

The Red Flags Rules of the Fair and Accurate Credit Transactions Act of 2003 (FACTA) require financial institutions to implement procedures to detect, prevent, and mitigate potential identity theft incidents. Procedures required to comply with the Red Flag Rules are outlined in the Kaskaskia College's Identity Theft Pursuant to Red Flags Rule policy & procedure.

C. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act, more commonly known as FERPA, is a federal law that declares the rights of students to view their personal educational records while protecting their privacy. This law applies to all public and private institutions that receive funding from the U.S. Department of Education. In short, failure to comply with FERPA regulations has both legal and funding implications for the College. Specific guidance to the application of FERPA guidelines at Kaskaskia College is covered in the Privacy of Student Records policy (FERPA policy), including student information maintenance and personally identifiable information.

X. Vendor Agreements

When negotiating contracts with third-party vendors, Kaskaskia College employees must consider whether or not the vendor will need access to any of the College's CSI. Any vendor that will have access to CSI will be required to abide by this Information Security Policy and any subsequent procedures. Contract language must include acceptance of the Information Security Policy. In cases where vendors will provide services directly related to Confidential and Sensitive Information, they will be required to provide proof of their compliance with all applicable laws.

Pre-existing contracts with vendors should be reviewed as they need to be renewed. The reviewer will then follow the indications above for that contract renewal. Non-acceptance of this policy language by the vendor will prompt consultation with College legal counsel for appropriate next steps.

XI. Updating the Information Security Policy

The Information Security Policy will be reviewed by the CIO and a working group comprised of appropriate employees per the institutional policy review calendar. If circumstances arise that require significant changes to the policy, it may be reviewed and updated more often.

XII. Training and Communication

The CIO, Information Technology, and Human Resources are responsible for managing annual information security practices training for all Kaskaskia College employees. This training will inform employees of their responsibilities when working with CSI, safe data practices at Kaskaskia College, and policy changes.

Additional training will be provided to employees whose primary job duties require them to work with CSI. The department head will be responsible for procedural training regarding CSI specific to a particular department.

INSURANCE POLICY

Policy Number: 3.4000
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

Appropriate insurance shall be purchased to provide adequate coverage with satisfactory and convenient service at the lowest cost. Competitive bids may be taken whenever a policy must be renewed, the Board of Trustees deems it feasible to either make changes in the carrier or in coverage and benefits, or as may be required by state law or regulation.

Approval History: Replaces Insurance Policy 4.3000

INTRODUCTORY PROBATIONARY PERIOD FOR NON-FACULTY EMPLOYEES POLICY

Policy Number: 4.1600
Subject Area: Personnel
Adopted: 06/24/2024
Revised: 06/24/2024

All new non-faculty employees and employees accepting new positions will complete a probationary period beginning with their first date of employment and will be reviewed at 30, 60, and 90 days of employment. The probationary evaluation will be completed by the employee's immediate supervisor.

The purpose of the probationary period is to orient the new employee to the College and the position requirements, including expectations, performance standards, attendance, interpersonal skills, and conduct.

Employees in a position covered by a Collective Bargaining Agreement should refer to the Probationary Period language in the respective Collective Bargaining Agreement.

INTRODUCTORY PROBATIONARY PERIOD FOR NON-FACULTY EMPLOYEES PROCEDURE

Policy Number: 4.1600
Subject Area: Personnel
Adopted: 05/13/2024
Revised: 05/13/2024

This procedure defines the employment probationary period and allows an introductory period that determines whether the employee is successful in completing it or is released from employment.

The supervisor will complete a Progress Summary report, review it with the employee, and submit it to Human Resources at 30, 60, and 90 days of employment to review the following, but not limited to: quality, productivity, job knowledge, availability, initiative, communication/interpersonal skills, and overall performance.

Upon the President's recommendation, the Board of Trustees may terminate a full-time non-faculty employment relationship and any unearned salary and benefits. The College reserves the right to terminate an employment relationship at will, with or without notice, and with or without cause during the introductory probation period.

Upon recommendation of the supervisor and Human Resources to the President, the College may terminate a part-time non-faculty employment relationship and any unearned salary and benefits. The College reserves the right to terminate an

employment relationship at will, with or without notice, and with or without cause during the introductory probation period.

Current non-faculty employees who transfer to a different position begin a new probationary period with the effective date of the transfer and Progress Summary at the 30, 60, and 90 days of employment as previously outlined.

The introductory probationary period may be extended for reasons that support this action. All probationary extensions must be approved by the Vice President and Human Resources.

Employees in a position covered by a Collective Bargaining Agreement should refer to the Probationary Period language in the respective Collective Bargaining Agreement.

INVENTORY CONTROL - NON-EXPENDABLE ITEMS POLICY

Policy Number: 3.6001

Subject Area: Business Services and Finances

Adopted: 10/16/2003

Revised: 08/19/2024

I. Property Definition

Non-Expendable property is defined as any equipment, furniture, machinery, or other tangible property that is normally not attached to or made a part of a building or its surroundings and has an individual value of over \$5,000 and a useful life of over one year.

II. Receiving of Property

All property will be delivered to Shipping & Receiving unless special arrangements are made as described below. Deliveries should be scheduled with the Purchasing Department.

When property is delivered directly to its use site, it is the responsibility of the department head, division head, or their designated representative to notify the Purchasing Department upon its arrival.

III. Rental and Leased Equipment

Rental and leased equipment will not be tagged unless required under the terms of the rental or lease agreement, or as determined by the Purchasing Department.

IV. Property Tags

There are two types of property tags used to identify College property. Both types contain "Property of Kaskaskia College". The first type also contains a number and bar code to be used for inventory control purposes. The second type serves solely to denote the property as that of Kaskaskia College. Where tagging is not possible, the applicable information will be engraved into the surface area.

V. Inventory Control Criteria

- For compliance with GASB requirements, all items of inventory valued at \$5000 and over and a useful life over one year will be capitalized for depreciation purposes and must receive a numbered property tag.
- Property under a value of \$5000, but equal to or greater than \$500, and having a useful life of more than one year will have affixed a "Property of Kaskaskia College" tag.
- Some property may be sensitive, portable, or prone to theft, but may not meet the \$5000 threshold, e.g., cameras, electronic devices, optical devices, and similar items. The Purchasing Department will make exceptions on a case-by-case basis in assigning numbered inventory control tags to these items. If a department wishes to have such property tagged for control purposes it should contact the Purchasing Department to arrange such tagging.

VI. Tagging of Property

- All tags should be uniformly located. Once applied, care should be taken not to paint over, obliterate, or remove property tags.
- When practical, the inventory control numbered tags should be placed near the manufacturer's nameplate indicating the serial and model numbers. Non-control property tags should be placed in a manner that makes them easily visible. Tags should be uniformly located
- Items that, due to use under adverse conditions or type of construction, do not allow for secure tagging will have "Property of Kaskaskia College" and the inventory control number, when applicable, engraved into the surface area in a manner and location as to be permanent and not detract from the overall appearance of the property.

- Items purchased with grant funds will be tagged per the procedures indicated above or per procedures identified by the grantor.

VII. Property Accountability

All items having an individual value of \$5000 or more and a useful life over one year will be recorded in the fixed asset ledger. The head of a department or their designee is responsible for the custody, proper use, reasonable care, and maintenance of all property purchased, assigned to, or under the control of their respective departments or divisions within the College.

VIII. Physical Inventory

A physical inventory will be conducted periodically by the Purchasing Department on a rotating basis.

IX. Movement of Property

All property assigned a control number will have its specific location within the College recorded in the fixed asset ledger. Any movement of such property should be reported to the Purchasing Department at the time of or just prior to its movement.

X. Vandalism or Destruction of Property

All property vandalized or destroyed by any means must be reported to Security. If the property contains an inventory control number, Security will forward a copy of the investigation report to the Purchasing Department so that any adjustments as to value and usefulness may be determined.

XI. Theft or Loss of Property

Whenever the theft or loss of property is discovered, it must be immediately reported to Security. If the item is assigned an inventory control number Security personnel will forward a copy of the investigation report to the Purchasing Department. Action will be taken to remove the item from the inventory of the fixed asset ledger based on the investigation report. Should the item be recovered and returned to the original department or budgetary division, Security should be notified. Security will then notify the Purchasing Department and the item will then be restored to the fixed asset ledger.

XII. Use of Property by Outside Organizations

Refer to College Policy and Procedures Number 2.6001.

XIII. Disposition of Controlled Property

Other Divisions within the College will have the first option on surplus property; otherwise, refer to College Policy and Procedures Number 2.6001.

Approval History: Replaces Inventory Control – Non-expendable Items Procedure 3.6001 approved October 16, 2003

INVENTORY CONTROL - NON-EXPENDABLE ITEMS PROCEDURE

Policy Number: 3.6001

Subject Area: Business Services and Finances

Adopted: 10/16/2003

Revised: 09/11/2024

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- C. Some property may be sensitive, portable, or prone to theft, but may not meet the \$5000 threshold, e.g., cameras, electronic devices, optical devices, and similar items. The Purchasing Department will make exceptions on a case-by-case basis in assigning numbered inventory control tags to these items. If a department wishes to have such property tagged for control purposes it should contact the Purchasing Department to arrange such tagging.

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- C. Items that, due to use under adverse conditions or type of construction, do not allow for secure tagging will have "Property of Kaskaskia College" and the inventory control number, when applicable, engraved into the surface area in a manner and location as to be permanent and not detract from the overall appearance of the property.
- D. Items purchased with grant funds will be tagged per the procedures indicated above or per procedures identified by the grantor.

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All items having an individual value of \$5000 or more and a useful life over one year will be recorded in the fixed asset ledger. The head of a department or their designee is responsible for the custody, proper use, reasonable care, and maintenance of all property purchased, assigned to, or under the control of their respective departments or divisions within the College.

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A physical inventory will be conducted periodically by the Purchasing Department on a rotating basis.

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report. Should the item be recovered and returned to the original department or budgetary division, Security should be notified. Security will then notify the Purchasing Department and the item will then be restored to the fixed asset ledger.

XII. Use of Property by Outside Organizations

Refer to College Policy and Procedures Number 2.6001.

XIII. Disposition of Controlled Property

Other Divisions within the College will have first option on surplus property, otherwise refer to College Policy and Procedures Number 2.6001.

Approval History: Replaces Inventory Control – Non-expendable Items Procedure 3.6001 approved October 16, 2003; Revised September 11, 2024.

INVESTMENTS POLICY

Policy Number: 3.2000

Subject Area: Business Services and Finances

Adopted: 05/19/2014

Revised: 07/22/2024

Scope of Policy

This investment policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Anything in this policy notwithstanding, the mandates of the Illinois Compiled Statutes (30 ILCS 235/2.5), shall take precedence over this policy except where this policy is more restrictive.

This procedure applies to all funds of the College. These funds are accounted for in the College annual financial report and include all restricted, operating, capital, auxiliary, revolving trust, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."

Objectives and Guidelines [refer to 30 ILCS 235/2.5(a)(3)]

The purpose of this Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds that are under the jurisdiction of the College. The specific objectives of the policy are:

- Safety - The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.
- Return - To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment. All funds shall be deposited/invested within three working days.
- Maintaining the Public's Trust - The Treasurer shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College and the Board of Trustees.
- Local Considerations - The Treasurer shall give preference to depositories located within the College's district provided that afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.
- Competitive Considerations - The Treasurer shall solicit competitive interest rate quotations for time deposit investments. Funds shall be invested based upon the highest quoted interest rate for investments that meet the requirements of the procedure, received for the term specified unless otherwise approved by the Board of Trustees.

Diversification [refer to 30 ILCS 235/2.5 (a)(4)]

To avoid unreasonable risks, diversification of investments is required. In general, no one institution shall have more than 50% of the College's invested funds at any one time. Exceptions to this guideline may be considered given the situation, and as approved by the Treasurer.

Responsibility [refer to 30 ILCS 235/2.5 (a)(7)]

Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

Performance Measures [refer to 30 ILCS 235/2.5 (a)(8)]

The use of U.S. Treasury bills, average Fed Fund rate, Illinois Funds, or other stable markets can be used to determine

whether market yields are being achieved.

Periodic Review [refer to 30 ILCS 235/2.5 (a) (9)]

The Treasurer should establish annual independent reviews for internal control, which assures compliance within the investment policy. This will be accomplished with the College's external auditors.

Reporting [refer to 30 ILCS 235/2.5 (a)(10)]

All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary will be submitted monthly to the board.

Authorized Investments [refer to 30 ILCS 235/2.5 (a)(1)]

The College may invest in any type of security allowed by the Public Funds Investment Act (30 ILCS 235/2). The College has chosen to limit its allowable investments to those instruments listed below:

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and instrumentalities.
- Interest-bearing savings accounts, interest-bearing certificates of deposit, ~~or~~ interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/2).
- Certificates of deposit with federally insured institutions that are collateralized, insured, or secured by letter of credit or other instrument at levels acceptable to the College in excess of the coverage limit provided by the Federal Deposit Insurance Corporation (FDIC) or other such entity.
- Investment options offered by the Treasurer of the State of Illinois (i.e. Illinois Funds).
- Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Public Funds Investment Act.
- Money market mutual funds provided that the portfolio is limited to obligations described in the section a. through f.
- Investments may be made only in those financial institutions, the shares, or investment certificates of which are insured by the FDIC or other such entity.
- Investment products that are considered as derivatives are specifically excluded from approved investments.

Financial Institutions [refer to 30 ILCS 235/2.5 (a) (11)]

The Treasurer and the Board of Trustees shall select which financial institutions will be eligible depositories for the College. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The College will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

Collateralization [refer to 30 ILCS 235/2.5 (a)(5)]

- It is the policy of the College to require that time deposits in excess of the coverage limit provided by the FDIC, or other such entity, be collateralized, insured, or secured by letter of credit or other eligible collateral instruments at a level of 105%. This collateralization shall be evidenced by an approved written agreement.
- Eligible collateral instruments are investment instruments acceptable under the Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the College buys the investments so that it is evident that the purchase of the investments is predicated on the securing of collateral.
- Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at one or more of the following locations:
 - at the Federal Reserve Bank or its branch office;
 - at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - by an escrow agent agreed upon by the College and the pledging institution.
- Safekeeping will be documented by an approved written agreement between the Board of Trustees and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
- Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the Treasurer, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.
 - Unless held physically by the Treasurer, all securities shall be kept in appropriate third-party safekeeping. The Treasurer will have sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

Prudent Person Standard [refer to 30 ILCS 235/2.5 (a)(2)]

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

Management of Program [refer to 30 ILCS 235/2.5 (a)(6)(7)(11)]

Only the Treasurer is authorized to establish financial accounts, and investments for the College. The Treasurer, appointed by the Board of Trustees, is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required to carry out this investment policy, including but not limited to wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The wording of such agreements is the responsibility of the Treasurer, with advice from legal counsel, auditors, and financial advisors. The

Treasurer or the Treasurer's designee shall review the agreements annually for their consistency with College policy and State law.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to regulate the activities of subordinates, and to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees or representatives of the financial institution or intermediary.

To solicit bids for securities and certificates of deposit, the Treasurer may use financial intermediaries, brokers and/or financial institutions.

Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures, as have been or may be established and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Ethics and Conflicts of Interest [refer to 30 ILCS 235/2.5 (a)(12)]

The College Board of Trustees, College Officers, and employees shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions, and shall comply with all requirements of the Illinois Community College Act governing interest held by members of the Board.

Amendment

This procedure shall be reviewed annually by the Treasurer or the Treasurer's designee with regards to the procedure's effectiveness in meeting the College's objectives. Any substantive changes will be approved by the Board of Trustees.

Approval History: Replaces Investments 4.153 approved December 16, 1999 and May 19, 2014. Administrative Revision 07/22/24.

LEGAL ENTITY BYLAW

Board Bylaw: 1.0001

Subject Area: Board of Trustees Bylaws

Adopted: 12/18/2003

Revised: 04/21/2005

The Board of Trustees of Community College District No. 501 is a body established pursuant to the Illinois Public Community College Act and shall be known by the name of "Board of Trustees of Community College District No. 501, Counties of Bond, Clinton, Fayette, Jefferson, Madison, Marion, Washington, St. Clair, Montgomery and State of Illinois." At various times, the body politic and corporate described above may be referred to in other ways, including but not limited to, the Board, the Board of Trustees, and the Board of Trustees of Community College District #501.

LIABILITY POLICY

Policy Number: 3.4002

Subject Area: Business Services and Finances

Adopted: 01/01/1999

Revised: 01/01/1999

The Board of Trustees shall purchase with district funds the type and amount of insurance necessary to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the College building while the above-named insureds are discharging their duties within the scope of their employment and/or acting under the direction of the Board.

Approval History: Replaces Liability Policy 4.301

LOGO AND SEAL USAGE POLICY

Policy Number: 2.5000
Subject Area: General College Policies/Administration
Adopted: 01/11/2021
Revised: 03/22/2021

In order to standardize the use and to ensure quality and consistency in representation of the Kaskaskia College name, seal, and logo (as listed below), they may only be used in accordance with applicable College procedures and with appropriate administrative approval. This policy applies to all institutional stationery including letterhead and business cards, all media including, but not limited to, print materials, radio, television, video, motion pictures, and all forms of electronic media including the college website and social media platforms.

- College Name: Kaskaskia College
- Abbreviation "KC"

"Kaskaskia College is the official name. It should be used as such on all official documents. It is permissible to use the name "Kaskaskia College" on all printed materials. If repeating the name multiple times in a single piece of communication, "Kaskaskia College" must be used in the first instance and "KC" may be used in subsequent mentions to conserve space.

College Seal: Official seal of Kaskaskia College

The Kaskaskia College seal is reserved for use on formal documents such as diplomas, transcripts, and other official Kaskaskia College materials only as authorized by the college President or designee. The seal only may be used by college employees when engaged in college-related activities by the college President.

The Kaskaskia College seal may be presented in KC Blue on white background. It also may be presented as white on a KC Blue background, KC Gold on a KC Blue background, or a black background or a white background, or Black on a white background. Gold foil may be used to highlight the seal on the atom, book and the lamp of learning. Informal or promotional use of the seal is prohibited in order to maintain exclusivity.

Trademark: Kaskaskia College Logo

As the focal point of Kaskaskia College's graphic identify system, the Kaskaskia College logo communicates the college's message in a variety of applications: advertising, buildings, promotional media, signs, social media, stationary and more. The logo is trademarked and any campus entities, campus departments, community partners, higher education institutions, or marketing agencies should have written permission of Kaskaskia College's Marketing and Public Information Department to use the official logo in materials.

The term "logo" is used to indicate the major elements of Kaskaskia College's identity:

- Icon (the KC Block Icon and Swoosh)
- KC Block IC (KC Block Icon Alone)
- Logotype (the "Kaskaskia College" name)

Whenever practical, the icon and the logotype should be used together. There may be instances, however, when the Kaskaskia College Icon and Block Icon may appear alone – primarily when the logotype will be reproduced too small or at too far a distance to be seen clearly.

- KC Blue: Pantone Reflex Blue C (and the equivalent web safe color)
- CMYK: 100, 87,0,20
- RGB: 0, 20, 137
- Hex/HTML: 001489
- Black: Pantone: Black
 - CMYK 0,0,0,100
 - RGB: 0, 0, 0
 - Hex: #000000

The logo and seal should be reproduced only from the master artwork provided electronically or via the Kaskaskia College Marketing and Public Information Department. The icon, seal, and logotype should never be redrawn.

Approval History:

Replaces Logo and Seal Policy 6.2 Approved December 20, 2001 and March 22, 2021

LONGEVITY PAY POLICY

Policy Number: 4.3010
Subject Area: Personnel

Adopted: 07/23/2012
Revised: 07/23/2012

In order to recognize employees for continued service to the College, longevity pay will be awarded to employees pursuant to established procedures or to applicable collective bargaining agreements. No retroactive payments will be made pursuant to this policy.

Approval History: Replacement Longevity Pay 2.301 Approved 7/17/2008, 07/23/2012

LONGEVITY PAY PROCEDURE

Policy Number: 4.3011
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 07/05/2018

I. For those employees covered by collective bargaining agreements, longevity pay will be awarded in accordance with the applicable agreement. Longevity pay shall be provided to other College employees who work at least 30 hours per week at the time the longevity pay is being awarded in accordance with the guidelines below:

A. 10 Years Completed Service

- Full-Time Executive Managerial Employees \$800.00
- Full-Time Professional Managerial Employees \$800.00
- Full-Time Support Staff (non-union) Employees \$800.00
- 30-Hour Executive Managerial Employees \$640.00
- 30-Hour Professional Managerial Employees \$640.00
- 30-Hour Support Staff (non-union) Employees \$640.00

B. 15 Years Completed Service

- Full-Time Executive Managerial Employees \$1,300.00
- Full-Time Professional Managerial Employees \$1,300.00
- Full-Time Support Staff (non-union) Employees \$1,300.00
- 30-Hour Executive Managerial Employees \$1,040.00
- 30-Hour Professional Managerial Employees \$1,040.00
- 30-Hour Support Staff (non-union) Employees \$1,040.00

C. 20 Years Completed Service

- Full-Time Executive Managerial Employees \$1,500.00
- Full-Time Professional Managerial Employees \$1,500.00
- Full-Time Support Staff (non-union) Employees \$1,500.00
- 30-Hour Executive Managerial Employees \$1,200.00
- 30-Hour Professional Managerial Employees \$1,200.00
- 30-Hour Support Staff (non-union) Employees \$1,200.00

D. 25 Years Completed Service

- Full-Time Executive Managerial Employees \$1,800.00
- Full-Time Professional Managerial Employees \$1,800.00
- Full-Time Support Staff (non-union) Employees \$1,800.00
- 30-Hour Executive Managerial Employees \$1,440.00
- 30-Hour Professional Managerial Employees \$1,440.00
- 30-Hour Support Staff (non-union) Employees \$1,440.00

II. Service time used for determining eligibility for longevity pay will be counted from the first date the employee was a regular employee (non-adjunct, non-temporary, non-student worker) of the College and does not have to be consecutive.

III. Longevity payments shall be made in equal installments over the appropriate number of annual pay periods and shall be considered part of the employee's base salary for all purposes, except when determining salary increases.

IV. Longevity pay shall be awarded twice per year, beginning in the September payroll or the January payroll, pursuant to the employee's original hire date. For longevity pay awarded in January, such pay shall be prorated accordingly.

V. No retroactive longevity payments will be made pursuant to this policy and procedure.

MAINTENANCE AND OPERATION OF COLLEGE FACILITIES POLICY

Policy Number: 2.1005
Subject Area: General College Policies/Administration
Adopted: 01/01/1999
Revised: 01/01/1999

The basic purpose of the operation and maintenance activities of the school shall be to provide physical conditions most conducive to carrying out the educational program of the College.

Approval History:

Replaces Maintenance and Operation of College Facilities 4.50

MAINTENANCE OF RECORDS POLICY

Policy Number: 5.3002
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 08/16/2017

All permanent academic and personnel records and health, activity and other student records shall be filed systematically, protected against loss and/or alteration, and the privacy rights of students' records shall be respected in accordance with state and federal legislation. A properly identified parent or guardian of a financially dependent student shall be granted all rights and privileges accorded to the student in the rules and regulations governing the privacy of student records, as established under the Family Educational Rights and Privacy Act (Buckley Amendment).

Approval History:
August 16, 2017

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT POLICY

Policy Number: 4.0650
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 09/24/2012

Effective June 27, 2012, State of Illinois Public Act 97-0711 amended the Abused and Neglected Child Reporting Act (ANCRA) to mandate that all employees of higher education institutions report case of suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Pursuant to Public Act 97-0711, all employees of Kaskaskia College are required to report child abuse and neglect, as outlined below. Also, pursuant to the ANCRA, all employees of the College will be required to sign a statement indicating that the employee has knowledge and understanding of the reporting requirements under the Act. All employees are required to participate in training on this topic, as provided in conjunction with the Illinois State Board of Education, Illinois Community College Board and the Illinois Board of Higher Education. Such training will be coordinated but the Human Resources Office. The reporting obligations pursuant to this policy apply to employees when they have reasonable cause to believe that a child known to the employee in the employee's professional or official capacity as an employee of the College may be an abused or neglected child.

Reporting Obligations

All College employees must immediately report suspected child abuse or neglect when they have reasonable cause to suspect that such abuse or neglect has occurred to a child under the age of eighteen. The report is to be made to the State Central Register via its

toll-free number (1-800-25A-BUSE) or to the nearest DCHS office. Upon making such report, the employee must also notify the College President's Office so that any additional appropriate action can be taken. In determining whether there is credible suspicion for such a report to be made, a reporter should use an objective/reasonable person test and should not consider personal opinions of either the alleged abuser or the aged child victim. Once a report has been made, the reporter is required to provide follow up information and cooperation in any investigation, as required by DCFS.

Investigations

The investigation into the accuracy of any report of child abuse or neglect shall be conducted by DCFS and law enforcement, where appropriate. The College will conduct any necessary disciplinary investigation of its personnel base on a report of child abuse or neglect perpetrated by a College employee.

Rights of Mandated Reporters

All rights of mandated reporters of the College as allowed in any collective bargaining agreements, including the right to legal or union representation, shall apply except to the extent such rights are inconsistent with the ANCRA and this policy. The College shall not discharge, demote or suspend, or threaten to discharge, demote or suspend, or in any manner discriminate against any employee who makes any good faith oral or written report of suspected child abuse or neglect, or who is or will be a witness or testify in any investigation or proceeding concerning a report of suspected child abuse or neglect. Mandated reporters are entitled to immunity for any report of child abuse or neglect under this Act, so long as the report is made in good faith.

Penalties for Violations

Employees who violate this policy and/or the ANCRA, as amended by Public Act 97-0811, are subject to disciplinary action, as well any penalties set forth in the ACT.

Approval History: Replaces Mandated Reporting Policy 2.065 approved 9/24/2012

MANDATED TRUSTEE PROFESSIONAL DEVELOPMENT TRAINING BYLAW

Board Bylaw: 1.9500

Subject Area: Board of Trustees Bylaws

Adopted: 01/01/0001

Revised: 07/24/2017

OPEN MEETING TRAINING

Pursuant to the Illinois Open Meetings Act (5 ILCS 120.1.05), Trustees are required to complete electronic Open Meetings Act (OMA) Training no later than the 90th day after taking the oath of office.

LEADERSHIP TRAINING

Pursuant to the Community College Trustees Leadership Training Act (Act 99-0692), every voting member of a Board of Trustees (appointed or elected) shall complete a minimum of 4 hours professional development leadership training during the first, third, and fifth year of his/her term of office.

Approval History: Replaces Mandated Trustee Professional Development Training 1.98

MANDATED TRUSTEE PROFESSIONAL DEVELOPMENT TRAINING PROCEDURE

Board Bylaw: 1.9500

Subject Area: Board of Trustees Bylaws

Adopted: 07/24/2017

Revised: 01/11/2021

Mandated Trustee Training

There are two types of professional development training required of community college trustees. Both are statutory requirements of the State of Illinois.

Open Meetings Act Training

Pursuant to the Illinois Open Meetings Act (5 ILCS 120/1.05), Trustees are required to complete electronic Open Meetings Act (OMA) Training no later than the 90th day after taking their oath of office. Training is only required to be completed one time and not repeated if re-elected for additional term(s).

OMA training is provided online by the Attorney General's Office:

http://foia.ilattorneygeneral.net/electronic_foia_training.aspx. Following OMA training, each Trustee is to print the associated certificate of completion (available on the webpage following successful OMA completion). This certificate is to be submitted to the Secretary of the Board of Trustees and is thereafter maintained in the Office of the President to serve as confirmation of completion.

Professional Development Leadership Training

Pursuant to the Community College Trustees Leadership Training Act (Act 99-0692), every voting member of a Board of Trustees (appointed or elected) shall complete a minimum of 4 hours professional development leadership training during the first, third, and fifth year of his or her term of office. All necessary Leadership Training shall be completed no later than April 1st, of a Trustee's first, third, and fifth term year.

Training topics shall include, but are not limited to:

- open meetings law
- community college and labor law
- freedom of information law (FOIA)
- contract law
- ethics
- sexual violence on campus
- financial oversight and accountability
- audits
- fiduciary responsibilities of community college trustees

The President's Office will notify Trustees of sanctioned training opportunities, which have been approved by ICCB and will meet this mandated requirement. If a Trustee completes approved training offered outside the College by a "qualified provider" (such as with ICCTA), that Trustee shall submit the documentation certifying training completion to the Secretary of the College Board within 45 days of training. When training is provided through the College, the Trustee has no additional reporting responsibility.

Pursuant to the Community College Trustees Leadership Training Act (Act 99-0692), the College shall maintain on its website the training status of all Trustees. This information shall be updated at least bi-annually, as each Trustee successfully completes required training. Should a Trustee not satisfy all requirements of PA 99-0692, including but not limited to the minimum number of hours or use of a "qualified provider", the secretary shall note non-compliance on the webpage, and notify the President of the College and all elected or appointed Trustees serving on the board.

Approval History: Replaces Mandated Trustee Professional Development Training Procedure 1.98 approved July 24, 2017

MEDICAL EMERGENCY PREPAREDNESS POLICY

Policy Number: 2.3010

Subject Area: General College Policies/Administration

Adopted: 02/26/2018

Revised: 10/23/2023

Kaskaskia College shall implement a written plan for responding to medical emergencies at any of its locations, including outdoor venues such as athletic fields and fitness trails. The College will review the plan periodically and update the plan when facilities change or the services provided by facilities change.

The medical emergency plan includes the use of Cardiopulmonary Resuscitation, Automated External Defibrillator equipment, and Naloxone (Narcan). The College commits to having multiple staff with Cardiopulmonary Resuscitation and Automated External Defibrillator certifications and training staff in administering Narcan. The Public Safety Department is responsible for testing, maintaining, and scheduling Automated External Defibrillator and Narcan training for staff and faculty at all locations. Training is to be provided by qualified instructors in accordance with the curriculum of the American Heart Association or a recognized training agency. Trained automated external defibrillator and Narcan administrators will be offered renewal training on a regular rotation in accordance with guidelines established by the American Heart Association or a similar agency.

This policy abides by Illinois statute 210 ILCS 74, Physical Fitness Facility Medical Emergency Preparedness Act, and the Illinois statute 410 ILCS 4, Automated External Defibrillator Act.

Approval History: Policy 2.3010 2/26/18; Revised 10/23/23

MEDICAL EMERGENCY PREPAREDNESS PROCEDURE

Policy Number: 2.3010

Policy Statement

Kaskaskia College is committed to ensuring the safety and well-being of all individuals on campus. This policy establishes guidelines and procedures for responding to medical emergencies effectively, including the administration of cardiopulmonary resuscitation (CPR), the use of automated external defibrillators (AEDs), and the administration of Naloxone (Narcan). The objective is to provide prompt and appropriate assistance to individuals experiencing a medical emergency.

Definitions

Cardiopulmonary Resuscitation (CPR) – A medical procedure involving repeated compression of a patient's chest to restore the blood circulation and breathing of a person who has suffered cardiac arrest.

Automated External Defibrillator (AED) – A medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

Opioid - A sedative/depressant narcotic used primarily in medicine for pain relief.

Narcan (Naloxone Hydrochloride) - A medication that is an opioid antagonist and is used to counter the effects of an opioid overdose by replacing opioids from opiate receptors in the brain.

AED & Narcan Locations

Main Campus:

- Health and Business Building at the Department of Public Safety (Main Desk) and outside the Bookstore on the west wall.
- Science and Technology and Administration Building on the first floor-southeast corner where wings meet (outside women's restroom) and on the second floor in AD 204
- Gym/Fitness Center at the west entrance of the Gymnasium and the west doors of the Fitness Center
- Vocational Annex in room 128
- Sports Complex at the west side of campus near the main entrance to the concession area
- Lifelong Learning Center located outside Wedekemper Board Room
- Health and Professional Careers Building in the main hallway near restrooms
- Nursing Building in the hallway outside of conference room 145
- Agricultural Education Center in the main hallway of the east entrance on the east wall
- Child Care Hallway (note: location is locked down)

Off-Site Locations:

- Crisp Technology Center at the west entrance/vending area• Greenville Education Center in room 122
- Nashville Education Center at the main reception desk• Salem Education Center across from 101
- Trenton Education Center in the hallway next to 119
- Vandalia Education Center in the hallway by 118

Storage

All AEDs, Narcan, and related equipment are stored in unlocked cabinets in easily accessible locations. The automated external defibrillator (AED) symbol is prominently displayed on the cabinet doors. In addition, a sign is located above each cabinet identifying the AED location.

Public Safety Department Responsibilities

- All Police Officers and Safety & Security will carry Narcan while on duty.
- Restock Narcan, gloves, electrode pads, batteries, and razors. • Inspect all supplies for damage, expiration dates, and required replacement.
- Clean the AED, including inspecting the exterior and connector for dirt or contamination.
- Notify staff when AED is back in service.
- Once each calendar month, Public Safety will conduct and document a system check and maintain records of all system checks. The Public Safety Department retains these records.
 - This check will include a review of the following:
 - Emergency Kit Supplies
 - AED Battery Life
 - AED Operation and Status
 - AED Pad Expiration Date
 - Narcan Expiration Date

Authorization to Perform CPR and Use AED

One trained in CPR and using AEDs from a recognized training agency is authorized to perform CPR and use the AED in cardiac emergencies.

Authorization to Use Narcan

The Illinois Good Samaritan Law PA-096-0361 took effect January 1, 2010, making it legal in Illinois for non-medical persons to administer the drug overdose medication Naloxone to another individual to prevent an opioid/heroin overdose from becoming fatal.

Kaskaskia College employees may administer Narcan (Naloxone Hydrochloride) in accordance with the mandated training guidelines determined and provided by the College and pursuant to Statute 20 ILCS 301/5-23.

Medical Emergency Plan for an Unresponsive Individual

- Ensure your safety and the safety of others at the scene
- Call 911 immediately for Emergency Medical Services (EMS) assistance
 - If possible, simultaneously contact Campus Public Safety for additional assistance and crowd control.
 - Main Campus – ext. 3199
 - Education Center – On-Site Director or Safety & Security Officer
 - Crisp Technology Center – On-Site Faculty or Staff
- Retrieve the AED and Narcan, if available, from the designated locations and follow the below procedures for using CPR, AED, and/or Narcan.
- Cooperate with EMS upon their arrival and provide them with any relevant information

Procedure for the Use of CPR/AED

- Check the scene for safety.
- Verify cardiac arrest - verify unconsciousness by tapping the patient firmly and shouting, "Are you ok? Are you ok?"
- If there is no response, call 911, or if bystanders are available, designate an individual to call 911, obtain the automated external defibrillator AED, and turn it on from a designated location.
 - Put on appropriate protective equipment and begin cardiopulmonary resuscitation until the automated external defibrillator arrives, then follow the procedures below for automated external defibrillator use

Cardiopulmonary Resuscitation

- Verify lack of breathing by looking and listening for breath sounds and watching for the chest to rise and fall.
- Perform cardiopulmonary resuscitation by
 - Exposing the patient's chest, and
 - Providing 30 chest compressions followed by 2 rescue breaths.
- Continue compressions and breaths on a ratio of 30:2 for approximately two minutes. Count aloud: 1, 2, 3, etc.
- Continue to watch for the return of breathing, coughing, and movement. If circulation is absent, continue cardiopulmonary resuscitation. After two minutes, check for signs of Return of Spontaneous Circulation (ROSC) including breathing, coughing, movement, or a palpable pulse.
- If circulation is absent, continue CPR.

Automated External Defibrillator

- Prepare the patient.
- Cut or tear away clothing from the patient's chest
- If excessive chest hair, shave area or use an extra set of pads to rip hair from the chest area
- If a medication patch is affixed where pads are to be placed, remove it with a gloved hand, wipe off the remaining medication, and discard
- Dry the chest if wet, or move the patient to a dry area if lying in water
- If the patient is lying on a metal surface, move them. Pads should be attached at least one inch away from an implanted pacemaker/ or defibrillator (small round hard device felt just under the skin)
- Apply defibrillation pads as per the diagram on the machine
- Clear the patient as the automated external defibrillator AED analyzes heart rhythm by shouting, "ALL CLEAR."
- If a shock is advised, ensure the patient is clear and no responders are touching the patient by again shouting, "ALL CLEAR."
- Deliver shock when prompted by pushing the 'shock' button
- After the shock is delivered, check for signs of the return of spontaneous circulation ROSC. If absent, immediately resume cardiopulmonary resuscitation CPR.
- Continue cardiopulmonary resuscitation CPR pausing for automated external defibrillator AED analysis when prompted by the automated external defibrillator AED to do so (approximately every 2 minutes). Be certain to clear the patient each time the automated external defibrillator AED analyzes the patient.
- If, at any time, the automated external defibrillator instructs that no shock is advised, observe for signs of the return of spontaneous circulation. If signs of return of spontaneous circulation are not observed, continue with cardiopulmonary resuscitation alone.
- Continue the cycle of cardiopulmonary resuscitation CPR and automated external defibrillator AED analysis and /or shock until spontaneous circulation ROSC returns or EMS Emergency Medical Services arrives.
- If the return of spontaneous circulation ROSC returns, place the patient in a recovery position (lying on a side-lying). Do not remove automated external defibrillator AED pads from the patient's chest or disconnect pads from the automated external defibrillator.
- When Emergency Medical Services EMS arrives, the rescuer will continue the cardiopulmonary resuscitation CPR and/or automated external defibrillator AED protocol until Emergency Medical Services EMS personnel acknowledge they are assuming responsibility for patient care.

Do Not Use an Automated External Defibrillator AED

- Automated external defibrillator AED should not be attached to persons who are breathing, conscious, or responsive.
- AED should not be used with children under one (1) year.
- If the victim is under eight (8) years of age, pediatric pads should be used if available. If not, use adult pads.
- If the victim is less than one (1) year of age, use pediatric pads with an attenuator, if available. If not, adult pads can be used by placing one pad on the chest and the other on the back of the victim.
- Pediatric pads should never be used with adult patients.

Procedure for the Administering Narcan By Trained Responder

Recognize Overdose

- No response if you shake them or call their name
- Breathing will be slow or stopped• Snoring or gurgling sounds present
- Blue or grey lips and fingernails
- Pupils are pinned (small)
- Pale face, skin feels cold and clammy

Call 911 if there is No Response

- Use sternal rub. Push firmly on their chest with knuckles and rub up and down. If there is no response, remain calm and call 911.
- Be specific: "The person stopped breathing. They are not responsive to commands."
- Be clear. Give cross streets or exact locations.

Give Narcan Nasal Spray

- Put on gloves
- Lay the person on their back to receive a dose of Narcan Nasal Spray
- Hold the nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
- Insert the nozzle tip in either nostril until your fingers touch the bottom of the person's nose.
- Press the plunger firmly to release the dose.

Place Person in Recovery Position & Rescue Breathing

- If the person has not started breathing again or breathing is still severely impaired, start rescue breathing ASAP. It is the quickest way to get oxygen to the person in need.
- To perform rescue breathing, lay the person flat on their back. Tilt their head backward and check that their airway is clear.
- Pinch their nose, cover their mouth with your mouth, and give one breath every 5-10 seconds.
- Continue rescue breathing until the person is breathing on their own.
- If you must leave the person unattended, place them in the recovery position. Turn them on their side, with their bent knee shifting their body weight forward, and place their hand under their head for support.

Monitor

- If the initial dose of Narcan does not work after 2 minutes, give another dose.
- Narcan will only work for an opioid overdose.
- If they wake up, they may be confused or agitated. Orient them to the situation, keep them calm, and discourage them from taking more drugs until the effects of the Narcan wear off (30-90 minutes).
- Remain with the person until help arrives.

Post-Use Procedure and Post-Event Review

- If an individual refuses medical attention, they must sign a refusal from Emergency Medical Services
- Notify the Department of Public Safety (3199) which automated external defibrillator or Narcan has been used.
- Public Safety meets with individuals involved to complete an incident report.
 - If Narcan is used, the State of Illinois Department of Human Services "Overdose Reversal and Naloxone Administration Reporting Form" must also be completed.
- The incident report is distributed to the appropriate personnel.

Following a medical emergency, a review is conducted to learn from the experience. All key participants in the event participate in the review. Review shall include records of actions that went well and the gathering of information for improvement as well as stress debriefing. The need for additional stress debriefing measures will also be addressed.

Approval History: Policy 2.3010 2/26/18; Revised: September 13, 2023

MEETINGS HELD BY AUDIO OR VIDEO CONFERENCE BYLAW

Board Bylaw: 1.1500
Subject Area: Board of Trustees Bylaws
Adopted: 08/24/2020
Revised: 12/18/2023

Meetings Held by Audio or Video Conference

According to the Illinois Open Meetings Act [5 ILCS 120/7(e)(1)], the Kaskaskia College Board of Trustees may hold regular meetings or special meetings by audio or video conference, without the physical presence of a quorum of the members, so long as the Governor or the Illinois Department of Public Health has issued a disaster declaration related to the public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area.

If a meeting is held by audio or video conference, it must be conducted in such a manner that allows all Board members participating, as well as the public, to hear each other at the same time. In the case of an executive/closed session being held by teleconference or videoconference, the requirement for the public to hear does not apply.

The same procedures and Rules of Order will apply to meetings held by audio or video conference as apply to meetings held under regular procedures. In addition, all meetings held by audio or video conference will be held in accordance with the Illinois Open Meetings Act (5 ILCS 120/7).

Trustee Attendance by Audio or Video Conference

If a Trustee desires to participate via electronic means and meets the Open Meetings Act criteria [5 ILCS 120/7(a)] for such participation, the Trustee must request such participation by contacting the Secretary or Clerk of the public body before the

meeting unless advance notice is impractical.

Approval History: Replaces Meetings Held by Teleconference or Videoconference 1.609 approved August 24, 2020; Revised December 18, 2023

MISSION POLICY

Policy Number: 2.1000
Subject Area: General College Policies/Administration
Adopted: 02/24/2020
Revised: 02/24/2020

Kaskaskia College is committed to life-long student learning and to providing quality comprehensive education.

Approval History:

Replaces Mission Policy 3.010 approved January 21, 1999 and February 24, 2020

NAMING FOR FACILITIES, AREAS, AND ENDOWMENTS PROCEDURE

Policy Number: 2.1003
Subject Area: General College Policies/Administration
Adopted: 05/17/2011
Revised: 01/11/2021

Kaskaskia College (College) and the Kaskaskia College Foundation (Foundation) acknowledge the importance of naming opportunities as a means of recognizing significant contributions in support of the College's mission.

GENERAL PROCEDURES:

A. Requests for naming shall be in writing and submitted to the Office of Institutional Advancement. Written submission should include:

- Donor name and contact information
- Gift amount and type of gift

Types of gifts include but are not limited to:

- Cash
- Gifts pledged over time
- Stocks
- Life insurance
- Charitable Remainder Trust
- Retirement Plans
- Annuities
- IRA Charitable Roll Over
- Planned Gifts
- Significant volunteer support or service leading to donations and grants
- Area or program being considered for naming
- Any additional pertinent information

B. The College and appropriate staff will review the request and make a recommendation to the Board of Trustees. The Board of Trustees will decide to either accept, deny, or modify the naming request.

C. All naming opportunities shall be approved by the College Board of Trustees.

D. Buildings, areas, and endowments may be named for businesses, individuals, families, or in the name of a nonprofit 501 (c) (3) foundation. No building, area, or endowment shall be named for a religious or political organization, cult, or special interest group.

E. The credentials, character, and reputation of each individual or business for whom the naming is being considered will be carefully evaluated. Requests may be denied to avoid the appearance of a conflict of interest.

F. All gifts designated for a naming opportunity shall be irrevocable. Gifts that are designated for a naming opportunity through irrevocable arrangements may qualify for naming. Signage recognizing a gift will be installed when a minimum of 50% of

the total donation is received.

G. All operational decisions regarding a named facility are at the sole discretion of the College and its administration.

H. Appropriate recognition signage will be placed in or around the named location at the expense of the Foundation.

I. The Office of Institutional Advancement shall be responsible for maintaining an inventory of gifts, opportunities, and outcomes/decisions.

NAMING OPPORTUNITIES:

The College provides opportunities for donors to be associated with the College in a lasting and permanent manner.

Naming opportunities include:

- Endowments
- Named Areas

ENDOWMENTS

Endowments may be established by an outright gift or a planned future gift.

- Named endowments provide a way to associate an individual's or organization's name in perpetuity with the important work associated with the College. Other namable entities may include endowments for faculty development funds, individual programs, speaker series, and awards. Names associated with endowments become a part of the language and legacy of the College, bringing honor to the name, and inspiration to students for generations to come.
- Endowed scholarship funds are permanently invested with a portion of the earnings used annually to award scholarships to students. Endowed scholarships must adhere to the Foundation's Investment and Spend Policy guidelines.

NAMED AREAS

Naming a facility or an area can be gratifying for the donor and an honor for the College to have that person or company's name associated with the institution. Named areas become a part of the language and legacy of the College.

The following giving levels are established as guidelines for the naming of areas:

\$1 million or more – Name the Facility (includes buildings and education centers)

\$500,000 or more - Major Functional Areas

\$100,000 or more - Special Purpose Rooms or Areas

\$50,000 or more – Instructional Labs and Multi-Occupant Offices

\$25,000 or more - General Classrooms, Conference/Meeting Rooms, and Single-Occupant Offices

Unique requests for naming will be discussed with the Office of Institutional Advancement and the Office of the President. Requests will be evaluated using the following criteria:

- Significance to a program, to students, or the community
- Visibility or prominence
- Appeal to potential donors
- Size

NAMING WITHOUT DONATIONS

When appropriate, naming recommendations not associated with a donation will be considered on a case by case basis and are subject to approval by the College Board of Trustees.

SIGNAGE

- Whenever possible, the donor will decide how his/her name should appear on the signage.
- If donor signage is removed due to new construction, or if a named area is destroyed by a natural disaster, recognition signage will be replaced at the expense of the College.

NEW AND UNNAMED BUILDINGS

- Spaces available for naming include buildings, interior spaces, outdoor areas, special features, objects, or other College property.
- Additional naming opportunities may become available as a result of new construction, renovation, or a previously unnamed existing space.
- Building names should not be based primarily on building occupants since specific departments, use, or occupancy may become obsolete and occupants may relocate to alternate buildings.
- Building names should be unique and distinctive enough to ease wayfinding and identification for the College and first responders.
- Building names should not be confusing, identical to, sound similar to, or employ acronyms similar to existing building names.

RENAMING

There may be instances when the College or the donor requests an area be renamed. Such requests will be handled on a case by case basis and are subject to Board of Trustees approval.

Approval History: May 17, 2011

NEW AND REVISED COLLEGE POLICIES AND PROCEDURES POLICY

Policy Number: 2.0000
Subject Area: General College Policies/Administration
Adopted: 12/14/2015
Revised: 12/18/2023

"Policies" are basic assumptions and general principles recommended by the College administration and adopted by the Board of Trustees to guide College personnel in the management of College operations.

"Procedures" are defined as specific methods and courses of action to be taken by College personnel in order to implement the policies approved by the Board of Trustees.

Policies and procedures shall be developed by the President's Cabinet, with the input of College employees who have experience and knowledge regarding the policies and processes defined, with the goal of continually improving College operations, services, and programs in alignment with the College's strategic plan. Policies and procedures will be reviewed on a rotating cycle by the President's Cabinet and shared campus wide to obtain additional input.

After the development and review process as outlined above, and upon recommendation of the College President, policies shall be presented to the Board of Trustees for approval.

The Board of Trustees approval requires a First Reading and a Final Reading, conducted at separate meetings. The Board has the discretion to waive the Final Reading and approve a policy after only a First Reading, if in the best interest of the College to do so. Additionally, the Board has the discretion to require more than two readings.

Procedures for implementation of College policies shall be developed according to the process outlined above, but do not require Board approval. Per Board Bylaw 1.4000 College President is authorized to approve all new and revised procedures.

After approval, policies and procedures will be communicated electronically to College employees. Additionally, all modifications will be compiled in the Kaskaskia College Policies and Procedures weblink and will be located on the College webpage. This weblink will be managed by Human Resources.

All employees are responsible for knowing the content of Kaskaskia College Policies and Procedures weblink. Neither policies nor procedures are intended to create a promise or binding agreement or contract between Kaskaskia College and any of its employees or students. Kaskaskia College reserves the sole discretion to change the content or application of policies and procedures. Such changes can be implemented whether or not they have been communicated, printed, or posted to the Kaskaskia College Policies and Procedures weblink. Policies and procedures shall be reviewed and revised as needed to maintain accuracy and relevance.

Approval History: Replaces New and/or Revised College Policies and Procedures Policy 6.12 approved December 14, 2015; August 28, 2017; Revised October 2023; Revised December 18, 2023

NEW AND REVISED COLLEGE POLICIES AND PROCEDURES PROCEDURE

Policy Number: 2.0000
Subject Area: General College Policies/Administration
Adopted: 12/14/2015
Revised: 12/07/2023

When a need is identified for a new or revised policy and/or procedure, the Provost or Vice President (VP) or their designee in the appropriate area will serve as the coordinator of the effort. The following steps are to guide the process. A checklist outlining steps for policy and procedure submissions is available in the Document Center on myKC.

Policies

A coordinating policy owner (President's Cabinet member) will be assigned for each policy and it is the policy owner's responsibility to establish a development/revision team consisting of individuals who are experienced and/or knowledgeable regarding the subject area under review, along with individuals who have an interest, or work responsibility associated with the subject area.

Recommendation will be made to the College President to determine if legal analysis will be required prior to presentation to the Board and/or President's Cabinet for First Reading.

Once the team prepares a First Reading draft following the standard policy and procedure guidelines (see formatting guidelines

at the end of this procedure), it will be submitted to President's Cabinet, via the President's Office, for review and discussion. A redlined version of any proposed revised policy should be submitted for review.

After any needed changes are made, the policy owner will forward the revised policy to the President's Office. The President's Office will send a First Reading of the policy and/or procedure campus wide via email for feedback from employees. Email directions will include to whom the feedback should be submitted and the deadline for feedback submission. Completed feedback will be provided to the development/revision team.

The policy owner then shares all feedback with the President's Cabinet for consideration as part of the Second Reading process. The recommended policy is then updated with necessary changes. The compilation of the policy will then be presented to the President for inclusion on the next available Board agenda for First Reading. A redlined version of any proposed revised policies should be submitted for review.

To support Board understanding of policy implementation process, the coordinating policy owner will provide the relevant procedure to the Board for informational purposes only. As per Board Bylaw 1.0000, the Board has the discretion to waive the first reading and approve policy after only a first reading, if a majority of the members feel it will be in the best interest of the College to do so. The Board also has the discretion to require more than two readings of a policy for approval.

Any feedback/revisions from the Board will be addressed and the policy will again be amended to be presented the following month to the President's Cabinet as a Final Reading and Board for approval as a Final Reading.

Board's approved Final Readings of policies will be updated to the electronic policy and procedure weblink by Human Resources and/or the President's Office and a campus wide email will be sent to notify employees of the new and/or revised policy within 10 business days of that Board meeting.

Policies submitted with Administrative Revisions and/or Minor Revisions as defined in Board Bylaws and Policies and Procedures Bylaw 1.0000 will be approved by the College President and shared informationally with the Board of Trustees within the Executive Services report for the next regularly scheduled Board of Trustees meeting and shared informationally with the President's Cabinet at next regularly scheduled President's Cabinet meeting.

Procedures

Procedures shall be presented to President's Cabinet as a First and Second Reading for approval, in either electronic or hard copy format. A redlined version of any proposed revised procedures should be submitted for review.

Once the team prepares a First Reading draft following the standard policy and procedure guidelines (see formatting guidelines at the end of this procedure), it will be submitted to President's Cabinet, via the President's Office, for review and discussion. A redlined version of any proposed revised procedure should be submitted for review.

After any needed changes are made, the policy owner will forward the revised procedure to the President's Office. The President's Office will send a First Reading of the procedure campus wide via email for feedback from employees. Email directions will include to whom the feedback should be submitted and the deadline for feedback submission. Completed feedback will be provided to the development/revision team.

The policy owner then shares all feedback with the President's Cabinet for consideration as part of the Second Reading process.

Upon approval, new and/or revised procedures will be updated in the electronic Policies and Procedures weblink and disseminated via campus wide email by the Human Resources Office or President's Office within 10 business days of President Cabinet approval.

Policies and procedures are recommended to be reviewed every five years. Policies that are required by federal, state, or local compliance regulations to be reviewed/revised more frequently should undergo review as needed. Any policy or procedure that requires review more frequently than every five years will specify the review period within said policy and/or procedure.

Procedures submitted with Administrative Revisions and/or Minor Revisions as defined in Board Bylaws and Policies and Procedures Bylaw 1.0000 will be approved by the College President and shared informationally with the President's Cabinet at next regularly scheduled President's Cabinet meeting.

Other

All policies and procedures will follow a standardized format and must meet American's with Disabilities Act standards. The first page of each policy or procedure will begin with a standardized grid. A template will be available in the Document Center on myKC. Additionally, all associated documents will utilize the following formatting expectations:

- Arial font size 12 or 11 (see template)
- Left margin alignment, 1" margins
- Single spaced text, double space between paragraphs
- Two spaces after periods and Oxford comma is required
- When referring to Kaskaskia College specifically, capitalization of the word College is appropriate.
- First Reading and Second and Final Reading watermarks will be applied prior to submission to the Board.
- First Reading and Second (Third, if applicable) and Final Reading watermarks will be applied prior to submission to President's Cabinet
- Policies will not utilize a numbering system within the document
- Procedures may include numbering in the following format:

I.

A.

1.

Each policy and procedure will be submitted in two separate documents, as only the policy will be presented to the Board.

Approval History: Replaces New and Revised Policies and Procedures Procedure 6.12 approved December 14, 2015, and

NON-HARASSMENT POLICY

Policy Number: 4.1010
Subject Area: Personnel
Adopted: 12/21/2002
Revised: 12/21/2002

General Policy Statement

Kaskaskia College is committed to providing its employees and students with a work and learning environment that is professional and free of unlawful discrimination, including harassment, on the basis of legally protected status. Accordingly, the College prohibits all harassment, including sexual harassment, based on protected group status and will not tolerate any form of harassment. This policy includes conduct directed toward any student or employee by any co-worker, student, supervisor, vendor, client, or any other third party.

Everyone at Kaskaskia College is responsible for ensuring that our College is free from harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. The College will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal for cause.

The College will take measures to provide ongoing education and training to employees and students regarding this topic. All employees and students are expected to participate in such education and training.

Definition and Examples of Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite sex or the same sex and can occur on or off campus.

Prohibited sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, visual, or other expressive behaviors or physical conduct commonly understood to be of a sexual nature, when:

- Submission to or toleration of such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities;
- Submission to or rejection of such conduct is used as a basis for employment or academic decisions or assessments affecting the individual's status as an employee or student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile, or offensive work or educational environment.

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. It is generally the characteristics and context of the behavior, and how the behavior could be reasonably perceived by the affected individual that determine whether sexual harassment occurred.

Examples of behavior that may be considered sexual harassment include, but are not limited to, the following:

- physical/sexual assault
- direct or implied threats that submission to sexual advances will be a condition of employment, work or academic status, promotion, grades, or letters of recommendation
- repeated sexual flirtations, advances, or propositions
- the posting of sexually suggestive objects, pictures, cartoons, or posters
- suggestive or obscene letters, notes, or invitations
- comments of a sexual nature and/or sexually explicit statements, questions, jokes, or anecdotes
- offensive physical contact, such as patting, grabbing, pinching, or brushing against another's body

For conduct to be considered sexual harassment, it need not be direct or explicit. Sexual harassment can be implied from the conduct, circumstances, and the relationship of the individuals involved.

Prohibited Conduct

The conduct prohibited by this policy includes unwelcome conduct, whether verbal, physical, or visual, that is based upon the individual's protected status, such as sex, color, race, national origin, religion, age, disability, sexual orientation, or other protected group status as defined by law. This policy also prohibits malicious and/or knowingly false accusations. Retaliation Kaskaskia College forbids retaliation against any individual for seeking information on harassment, making a charge, filing a harassment complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of harassment.

Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

Complaint Procedures

Individuals may report acts of harassment using the procedures following this policy and/or may file a complaint with the Illinois

Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident. A complaint filed with an external agency does not initiate the College's internal complaint procedures unless the College is also notified of such complaint.

Approval History: Replacement Non-Harassment 2.101 Approved 03/21/2002, 01/31/2008

OVERTIME COMPENSATION FOR NON-UNION NON-EXEMPT EMPLOYEES PROCEDURE

Policy Number: 4.3002
Subject Area: Personnel
Adopted: 05/10/2023
Revised: 05/10/2023

Paid holidays are included when determining hours worked for the work week. Paid, non-working hours, such as sick leave, vacation leave, campus closure, and/or personal leave, etc. will not be included for the purpose of determining hours worked for the week.

Prior approval for overtime must be submitted on an Overtime Request form for supervisor's approval. Overtime hours worked must be submitted on the employee's paper timesheets or Self-Service electronic time entry.

Union employees should refer to overtime language in the current collective bargaining agreement. For sworn campus police, refer to Overtime Compensation for Campus Police Policy and Procedure.

OVERTIME COMPENSATION FOR NON-UNION NON-EXEPT EMPLOYEES POLICY

Policy Number: 4.3002
Subject Area: Personnel
Adopted: 06/26/2023
Revised: 06/26/2023

Kaskaskia College compensates overtime for employees whose supervisor has granted prior approval in accordance with Illinois Wage Law 820 ILCS 105/4a (1) and the Federal Fair Labor Standards Act of 1938 Section 7 (FLSA). Non-union, non-exempt employees shall receive overtime compensation for hours worked in excess of 40 hours per work week. The Illinois Wage Law Act does not require that an employee be paid overtime compensation for hours worked in excess of eight hours per day, or for work on Saturdays, Sundays, or regular days of rest, unless the hours worked for the work week exceed 40 hours. Kaskaskia College's work week begins on Sunday and ends on Saturday.

Overtime compensation will be paid at a rate of not less than one and one-half times the employees' regular hourly rate of pay. Overtime compensation is not applicable to FLSA defined exempt employees such as employees classified in Executive, Administrative, or Professional positions. For sworn campus police, refer to the Overtime Compensation for Campus Police Policy and Procedure.

OVERTIME COMPENSATION FOR POLICE OFFICERS POLICY

Policy Number: 4.3004
Subject Area: Personnel
Adopted: 10/23/2023
Revised: 10/23/2023

Kaskaskia College compensates overtime for employees whose supervisor has granted prior approval in accordance with Illinois Wage Law 820 ILCS 105/4a (1) and the Federal Fair Labor Standards Act of 1938 Section 7 (FLSA). Police Officers shall be paid overtime for any hours over 40, to include paid holidays and paid leave such as campus closure, vacation, sick, and personal. The Illinois Wage Law Act does not require that an employee be paid overtime compensation for hours worked in excess of eight hours per day, or for work on Saturdays, Sundays, or regular days of

rest, unless the hours worked for the work week exceed 40 hours. Kaskaskia College's work week begins on Sunday and ends on Saturday.

Overtime compensation will be paid at a rate of not less than one and one-half times the employees' regular hourly rate of pay. Overtime compensation is not applicable to FLSA defined exempt employees such as employees classified in Executive, Administrative, or Professional positions.

OVERTIME COMPENSATION FOR POLICE OFFICERS PROCEDURE

Policy Number: 4.3004
Subject Area: Personnel
Adopted: 09/13/2023
Revised: 09/13/2023

Hours worked, paid holidays, and paid, non-working hours such as sick leave, vacation leave, campus closure, and/or personal leave are included in determining hours worked for the work week.

Prior approval for overtime must be submitted on an Overtime Request form for supervisor's approval. Overtime hours worked must be submitted on the employee's paper timesheets or Self-Service electronic time entry.

Approved: September 13, 2023

OWNERSHIP AND ROYALTIES OF PATENTS AND/OR COPYRIGHTS POLICY

Policy Number: 4.4500
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

This policy does not apply to College employees covered by the Kaskaskia College Education Association collective bargaining agreement, as that agreement contains a section covering this issue.

A College employee normally shall have the right to publish, copyright, develop and patent any original work that he has developed on his own initiative, entirely on his own time, and entirely at his own expense. The College; however, shall have the rights to any patent, copyrights, and royalties resulting there from where:

- The copyrights and/or patents developed with the use of assistance of College equipment or facilities (whether owned or rented), materials, supplies, funds, information, on College time (in whole or in part), or with the time and/or services of College employees and/or students; or
- The patent and/or copyright is made or developed in the performance of College commissioned assignments or projects, including private or government sponsored grants received by the College.
- The College President, with approval of the Board of Trustees, may waive any right that the College may have to a patent, copyright or royalties resulting therefrom by written agreement with the College employee.

Approval History: Replaces Ownership and Royalties of Patents and/or Copyrights Policy 2.45 approved 01/01/1999

PARTIAL TUITION SUPPORT (CHARGE BACK) POLICY

Policy Number: 3.8003
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

Authorizations to attend other public community colleges in Illinois shall be granted to those students who have properly filed an application and otherwise qualify under the provisions stated in Section 106-2 of the Illinois Public Community College Act.

It shall be the responsibility of the College President, through his designee, to implement the partial tuition support policy.

Approval History: Replaces Partial Tuition Support 4.45

PATIENT PROTECTION AND AFFORDABLE CARE ACT POLICY

Policy Number: 4.9200
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 06/24/2013

Kaskaskia College recognizes the passage and implementation of the Patient Protection and Affordable Care Act (PPACA) and will take all reasonable actions to ensure the College is in compliance with such Act. In support of this goal, the College Administration shall develop and implement personnel and other administrative procedures necessary in order to ensure compliance. Such procedures shall be reviewed by the College Administration on a regular basis and revised in accordance with updated PPACA regulations that are issued in the future.

Approval History: Replacement for Patient Protection and Affordable Care Act 2.92 Approved 6/24/2013

PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS POLICY

Policy Number: 3.7001
Subject Area: Business Services and Finances
Adopted: 12/18/2017
Revised: 03/25/2024

Kaskaskia College is committed to the safeguarding and protection of cardholder information of students, parents, donors, alumni, customers, and any individual or entity that utilizes a credit or debit card to transact business with Kaskaskia College. The College also seeks to limit unnecessary reputational risk and liability that may result from handling credit and debit cards. The College places priority on remaining in compliance with the complete Payment Card Industry Data Security Standards requirements as established and revised by the PCI Security Standards Council and assigns the necessary resources to this effort. The standards apply to all organizations that store, process, or transmit cardholder data.

Payment Card Industry Data Security Standards includes technical and operational requirements for security management, policies, procedures, network architecture, software design, and other critical protective measures to prevent credit and debit card fraud, hacking, and various other security vulnerabilities and threats.

The Payment Card Industry Compliance Officer is responsible for the coordination of and oversight of Payment Card Industry compliance and will rely on the Information Technology department for technical guidance. Procedures will be established and maintained regarding general requirements for handling cardholder data, storage and disposal of data, third party vendor agreements, self-assessment, employee training, and reporting a suspected breach. All departments that collect, maintain, or have access to credit and debit card information must comply with established procedures.

Approval History: Replaces Payment Card Industry Data Security Standards BF-6 approved December 18, 2017; Revised March 25, 2024.

PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS PROCEDURE

Policy Number: 3.7001
Subject Area: Business Services and Finances
Adopted: 12/18/2017
Revised: 02/14/2024

Oversight

The Payment Card Industry Data Security Standards, a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council. The Payment Card Industry Security Standards Council is responsible for managing the security standards, while compliance with the Payment Card Industry set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB, MasterCard, and Visa, Inc.

Definitions

Merchant Account is a relationship set up by Business Office personnel between Kaskaskia College and a bank in order to accept credit and debit card transactions.

Cardholder Data indicates the full magnetic stripe or the PAN plus any of the following:

- Cardholder name
- Expiration date
- Card Verification Value (CVV) also known as CVM

PAN is the Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called **Account Number**.

Responsibility

The Payment Card Industry Compliance Officer is responsible for the coordination of and oversight for this policy, as well as maintaining documentation to support compliance. Responsibilities also include identification of risks, approval of changes in service providers and payment processing equipment/software, and approval/training of groups with access to cardholder data.

The Information Technology Department is responsible for developing and implementing processes and procedures to support network architecture, software design, and identifying risks and vulnerabilities. Information Technology is also responsible for regularly monitoring the effectiveness of those processes and procedures.

All departments that collect, maintain, or have access to credit and debit card information must comply with this Payment Card Industry policy. These currently include:

- The Business Office accepts mail that may contain credit and debit card information and processes refunds.
- The Accounts Receivable/Cashiers who accept and process credit and debit cards for payment of student accounts and for other customers.
- The Cafeteria accepts and processes credit and debit cards as payment for food items.
- The Executive Director of Development and the Finance & Advancement Services Administrative Assistant who accept or coordinate information on behalf of the College Foundation.
- The Cosmetology Salon accepts and processes credit and debit cards for payments of services offered in the Salon.
- Other groups utilizing the mobile point of sale system kept by the Information Technology Department for the acceptance of credit and debit cards at fundraising or other special events. Use of this mobile system must be approved (in writing) by the Payment Card Industry Compliance Officer or their designee, and the machine must be operated by an employee who has received Payment Card Industry Compliance training from one of the above-listed groups.

No employee, or any other person outside of the groups listed above, may accept, store, or use cardholder data on behalf of the College or under the guise of College business without prior approval by the Payment Card Industry Compliance Officer or their designee.

If a student or customer attempts to provide credit or debit card information to an employee not authorized in the above categories, the employee should direct them to a Cashier for immediate assistance. This rule applies, but is not limited to, education centers, community education, and club transactions. Under **no circumstances** should the employee accept the credit or debit card information for any type of transaction.

No forms developed or used by the College shall provide the opportunity to supply credit or debit card information. Instead, they should direct customers to a Cashier or online payment. Any links placed on the College website that involve the acceptance of credit and debit cards by the College or any other business must be approved by the Payment Card Industry Compliance Officer or their designee.

Goals:

The College prohibits the storing of any credit card information in an electronic format on any computer, server or database including Excel spreadsheets. It further prohibits the emailing of credit card information. The following list communicates the full scope of the compliance requirements, but based on the College policy that prohibits storing of credit and debit card information electronically and utilizing third party vendors for web-based credit and debit card processing, some listed requirements may not be relevant.

Goals and PCI DSS Requirements

Build and Maintain a Secure Network

- Install and maintain a firewall configuration to protect cardholder data
- Do not use vendor-supplied defaults for system passwords and other security parameters

Protect Cardholder Data

- Protect stored cardholder data
- Encrypt transmission of cardholder data across open, public networks

Maintain a Vulnerability Management Program

- Use and regularly update anti-virus software or programs
- Develop and maintain secure systems and applications

Implement Strong Access Control Measures

- Restrict access to cardholder data by business need-to-know
- Assign a unique ID to each person with computer access• Restrict physical access to cardholder data

Regularly Monitor and Test Networks

- Track and monitor all access to network resources and cardholder data
- Regularly test security systems and processes

Maintain an Information Security Policy

- Maintain a policy that addresses information security for employees and contractors

Procedures

The College requires compliance with Payment Card Industry standards. To achieve compliance, departments accepting credit and debit cards to process payments on behalf of the College must meet the following requirements.

General Requirements

Management and employees must be familiar with and adhere to the Payment Card Industry Data Security Standards requirements of the Payment Card Industry Security Standards Council.

All employees involved in processing credit and debit card payments must sign a statement that they have read, understood, and agree to adhere to the Information Security policies of the College and this policy.

Credit card merchant accounts must be approved by the Business Office.

Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of cardholder data must be brought to the attention of and be approved by the Payment Card Industry Compliance Officer or their designee.

All departments must establish a refund policy addressing credit or debit card transactions. The refund policy must be disclosed to customers, via signs in the physical location or in a relevant place on the website.

The Vice President of Instructional Support & Technology/CIO and the Vice President of Administrative Services must approve all equipment and technologies used to process or access credit and debit card information including remote access technologies, removable media, wireless technologies, laptops, software and other system requirements. Relocation of this equipment and these technologies must also be approved by the Vice President of Instructional Support & Technology/CIO.

Job descriptions for employees with access to cardholder data must be reflective of this access and must include data security requirements associated with access.

All new employees who will have duties handling cardholder data must undergo a background check prior to being hired.

New employees handling cardholder data must undergo Payment Card Industry training upon hire through Safe Colleges.

Existing employees handling cardholder data must undergo Payment Card Industry training annually through Safe Colleges.

Access to the cardholder data environment must be restricted to only those employees with a need to access, and physical controls must be in place to protect the cardholder data environment. Employees may not share cardholder data with other employees unless deemed necessary by a supervisor.

Storage and Disposal

Cardholder data must not be entered or stored on College network servers, workstations, laptops, spreadsheets, or removable storage devices.

Cardholder data must not be transmitted via email.

The College discourages sending or receiving cardholder data through the mail.

Web payments must be processed using a Payment Card Industry compliant service provider approved by the Vice President of Administrative Services. Credit and debit card numbers must not be entered into a web page of a server hosted on the College network.

Although electronic storage of credit and debit card data is prohibited by this policy, the College will perform a periodic scan to ensure that the policy has not been violated.

Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

If cardholder data must be written down in the event of power failure or other equipment failure, this information should be securely disposed of when no longer needed for reconciliation, business, or legal purposes. In no instance shall this exceed seven days, and should be limited whenever possible to three business days. Secured destruction must occur via shredding, either in house using a crosscut shredder, or with a third-party provider with certificate of disposal.

Any cardholder data kept in a physical format, under circumstances referenced above, must be physically secured at all times. All credit and debit card processing equipment must be physically secured as well.

All credit and debit card processing machines must be programmed to print out only the last four digits of a credit or credit card number and should be regularly inspected for skimming devices or other unusual alterations.

Third-Party Vendor (Processors, Software Providers, Payment Gateways, or Other Service Providers)

The Vice President of Administrative Services must approve each merchant bank or processing contract of any third-party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of the College regardless of the manner or duration of such activities.

Third-party vendors must adhere to all rules and regulations governing cardholder information security.

The College must contractually require that all third parties involved in credit and debit card transactions meet all Payment Card Industry security standards, and that they provide proof of compliance and efforts at maintaining ongoing compliance.

Self-Assessment

The Payment Card Industry Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit or debit card related system or process changes. This assessment is the responsibility of the Information Technology staff in coordination with the relevant department.

Training

Annual training programs must be offered to train employees on Payment Card Industry Data Security Standards and the importance of compliance. This training will be offered through Safe Colleges Training.

Reporting a Suspected Breach

In the event of a suspected breach of security, including the suspicion that credit or debit card information has been exposed, stolen, or misused, immediately notify the Information Technology staff (618-545-3098) and the Payment Card Industry Compliance Officer or their designee.

Payment Card Industry Compliance Officer: Assistant Controller (618) 545-3021.

Approval History: Approved 12/18/17; Revised 02/14/24

PERSONAL LEAVE OF ABSENCE POLICY

Policy Number: 4.3107
Subject Area: Personnel
Adopted: 09/24/2018
Revised: 09/24/2018

A personal leave of absence without pay for a period not to exceed one (1) calendar year may be granted to a full-time or 30-hour employee with at least three (3) years of consecutive full-time or 30-hour service to the College for reasons which are deemed acceptable by the College President. Such leaves may be granted for travel, professional study, parenting, extended illness of the employee or immediate family, or other personal reason. Leaves are subject to approval by the Board of Trustees. At the end of such leave, the employee shall give at least thirty (30) days' notice of intention to return to duty with the College. Failure to provide at least thirty (30) days' notice of intention to return to duty may be considered abandonment of the employee's position of employment with the College.

Time spent on a personal leave of absence will not constitute a break in service, but is not included in calculation for seniority, vacation, personal leave and sick leave.

Employees may arrange for continuation of their group health and life insurance at their own expense prior to departure by making payment arrangements.

Any leave granted for parenting or extended illness of the employee or the employee's immediate family shall run concurrent with any leave pursuant to the Family and Medical Leave Act for eligible employees.

Approval History: Replacement Personal Leave of Absence 2.3106 Approved 09/24/2018

PERSONAL LEAVE OF ABSENCE PROCEDURE

Policy Number: 4.3107
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

Full time and 30-hour employees with at least three (3) years of consecutive full-time or 30-hour service to the College, may request a personal leave of absence for a period not to exceed one (1) calendar year. Such leaves may be granted for travel, professional study, parenting, extended illness of the employee or immediate family, or other personal reasons.

Employees covered by a collective bargaining agreement should follow procedures outlined in the agreement to request leave. Employees not covered by a collective bargaining agreement should submit a letter of request to their supervisor, Dean or Vice President. The form should be routed to the President's Office with recommendation of approval/disapproval. The request should clearly indicate the length of leave requested as well as reason for the request. Leave requests are subject to approval by the President and Board of Trustees.

When possible, the leave should be planned in advance so that the department can determine a plan to cover the absence. Time spent on a personal leave of absence will not constitute a break in service but is not included in calculation for seniority, vacation, personal leave and sick leave.

Employees may arrange for continuation of their group health and life insurance at their own expense prior to departure by paying the full cost of this coverage or by arranging for a payment plan.

Any leave granted for parenting or extended illness of the employee or the employee's immediate family shall run concurrent with leave pursuant to the Family and Medical Leave Act for eligible employees.

At any time during the approved leave of absence, the employee may request to return to employment. The request should be submitted to the College President at least thirty (30) days prior to returning. Failure to provide at least thirty (30) days' notice prior to the expiration of the leave of the employee's intention to return to duty may be considered abandonment of the employee's position of employment with the College.

Approval History: Replacement for Personal Leave of Absence Procedure 2.3106P Approved 1/1/1999

POSSESSION OF WEAPONS POLICY

Policy Number: 2.3001
Subject Area: General College Policies/Administration
Adopted: 02/24/2014
Revised: 02/24/2014

Possession of firearms and other weapons on Kaskaskia College property, whether controlled, leased, or owned by the College, at events sponsored by the College, or in vehicles owned, leased, or controlled by the College, is prohibited, unless the individual is an authorized law enforcement officer, an officer of the Kaskaskia College Department of Public Safety possessing current law enforcement officer status through a law enforcement agency as recognized by the Illinois Law Enforcement Training and Standards Board, or unless a concealed firearm is being stored in accordance with the Illinois Firearms Concealed Carry Act, as outlined below. The exception for authorized law enforcement officers does not apply to College Safety and Security Officers who are performing College duties. The College may request suitable identification authorizing someone to possess a weapon and may confirm the authorization with the appropriate authorities.

Pursuant to the Illinois Firearms Concealed Carry Act, an individual who is properly licensed under the Act, and who is on College property for legitimate business, is permitted to store a concealed firearm or ammunition inside a vehicle in any College parking lot, excluding the visitor parking area south of the Children's Learning Center. Such firearm must be stored in a case within a locked vehicle or in a locked container, out of plain view. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container.

For purposes of this policy, a weapon is defined as a firearm, dangerous chemicals, explosive devices of any kind, compressed air guns, pellet guns, BB guns, illegal knives (pursuant to 720 ILCS 5/24-1), stun guns, electric shock devices, bludgeons, or any other item used in a threatening manner toward another individual. The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis.

Defensive devices, such as Mace, pepper sprays, etc. are permitted, if legal, unless used in an offensive or threatening manner. Kaskaskia College has the discretion to permit weapons, including firearms, for the purpose of instruction and curriculum of officially recognized programs, including, but not limited to, military science and law enforcement training programs. Such uses

and permission must be approved in advance in writing by the College President or his designee.

Individuals who violate this policy are subject to disciplinary sanctions, up to and including discharge or expulsion, may be barred from Kaskaskia College, and may face legal prosecution by law enforcement personnel. Being under the influence of drugs and/or alcohol does not excuse the violation of this policy.

Approval History:

Replaces Possession of Weapons Policy 6.5, Approved January 16, 2002 and February 24, 2014

PRESIDENT EMERITUS BYLAW

Board Bylaw: 1.4010
Subject Area: Board of Trustees Bylaws
Adopted: 06/23/2014
Revised: 06/23/2014

To recognize the valued service and contributions of a retiring or retired College president, the title of "President Emeritus" may be conferred by majority vote of the Board upon any retiring President who is in good standing, has provided outstanding and distinguished service, and served a minimum of ten years of his/her higher education career at Kaskaskia College.

Outstanding and distinguished service is defined as service which goes beyond the normal duties and responsibilities of the appointment, and which have had extraordinary impact on the College and/or broader community. Emeritus status is given to an individual who has demonstrated exceptional commitment and contributions to the College, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision, and leadership. The designation of President Emeritus identifies the retiring president as a continuing member of the College community.

In addition to any other benefits accorded to other retired faculty and staff, a retiring president granted President Emeritus status will receive the following:

- A resolution naming and honoring the retiring President Emeritus
- Listing as President Emeritus in the College catalog and website
- Use of the title "President Emeritus" in community and professional activities
- Invitations to College events and activities
- Opportunity to participate in commencement exercises at the Board's invitation

The title of President Emeritus confers no remuneration, rights to employment, or benefit other than those provided above, nor does it provide any of the authority or administrative functions associated with holding a staff position at the College. The current College President may call upon the President Emeritus to provide counsel or to serve in various volunteer roles and/or capacities in support of the College.

The conferring of President Emeritus status shall be done at a public Board meeting by resolution. The title of President Emeritus may be awarded posthumously. The Board retains the authority to withdraw a President Emeritus title at its discretion, upon a majority vote, as it deems necessary and appropriate.

Approval History: Replaces President Emeritus Status 1.961 Approved June 23, 2014

PRESIDENT'S CABINET MEMBERSHIP AND STANDARDS PROCEDURE

Policy Number: 2.1002
Subject Area: General College Policies/Administration
Adopted: 03/10/2020
Revised: 11/20/2023

The President's Cabinet (the "Cabinet") serves at the discretion of the College President and provides leadership and representation in governance issues for administrative, professional, faculty, and staff personnel. The Cabinet provides advice and recommendations to the College President on all strategic and operational matters. The College President and

Cabinet members oversee operations and execute the mission, vision, and institutional goals of the college. The Cabinet is responsible for executing the college's strategic plan, for making all policy recommendations to the Kaskaskia College Board of Trustees, and for the establishment of the procedures associated with the approved policies. Cabinet members provide information and submit reports and recommendations to the College President and the entire Cabinet. Policies are recommended by Cabinet, approved by President, and then are presented to the Board of Trustees for approval. The Board of Trustees oversees the policies of the institution as the College President and leadership execute the procedures.

The Cabinet is chaired by the College President and meetings and activities of the Cabinet are coordinated by the President's Office. Vice Presidents and their direct reports are responsible for ensuring that essential informational items from their respective areas are submitted to the President's Office for inclusion on the monthly meeting agenda. Agenda items should be submitted to the President's Office no later than 48 hours prior to the meeting. The Cabinet suggests procedures as recommended by its members; deliberates on issues that affect student life, the operations of the campus, and the long-term sustainability of the institution.

Submission of agenda item protocol:

- Labeled as informational or discussion/decision making agenda item
- Labeled confidential or to be distributed and disseminated
- Length of time needed to discuss item (estimate)

Meeting protocol:

1. Electronic devices should be utilized only for conducting business as related to the agenda of the meeting and discussion.
2. Ethical conduct and respect for different opinions is expected of a Cabinet member. Members should practice the four characteristics of effective team leadership: Humility/Openness - Integrity - Accountability and Decisiveness - Communication Skills (Listening and Speaking)
3. Rules and procedures are specific methods and courses of action taken by the College administration, faculty, and staff in implementing the policies that are adopted by the Board of Trustees. As per Board Policy 2.0000 changes or updates to procedures shall be presented to President's Cabinet for consensus and Presidential approval, in either electronic or hard copy format. Upon approval changes will be updated in the electronic policy and procedure manual and disseminated via campus wide email by the Human Resources Office within 10 business days of President Cabinet approval. Procedure changes will require a first reading and second reading.

Due to the need to consistently change procedures to meet new legal requirements, new technology needs, and to improve efficiently, the College President is authorized to approve all new and revised procedures for implementation of Board policy. All employees are responsible for knowing the content of the policy and procedure manual. The Board shall also have electronic access to the policy and procedure manual.

Identified areas that will require a first and second reading for Cabinet:

1. New certificate or degree programs
2. Major modifications to existing certificate or degree programs
3. Tuition and fee board recommendations
4. New policies and policy changes for BOT approval
5. Academic Calendar and academic calendar changes

The College President is authorized to deviate from existing approved procedures if deemed necessary to meet external mandates or to comply with changes in legal and/or statutory requirements. In the event such action occurs, the President will inform the Cabinet and the Board of Trustees within ten calendar days. If the external mandate or changes in legal and/or statutory requirements necessitate a formal change in procedure, the proposed change will be presented to the Cabinet for consideration at its next regularly scheduled meeting.

All employees are responsible for knowing the content of the policy and procedure manual. The Board shall also have electronic access to the policy and procedure manual.

The agenda for Cabinet will be posted with the following information 48 hours prior to the Cabinet meeting:

Date, time, and location of meeting

Approval of meeting minutes from previous Cabinet meeting (to include attendance roster)

Review of Board of Trustees Agenda for current month

Standing agenda items:

- Strategic Enrollment Management report (to include enrollment update)
- Reviewal of metrics (not just of enrollment)
- Accreditation – Update on Higher Learning Commission (HLC) reaccreditation process
- Update on execution of Annual Plan and Strategic Plan (quarterly)
- Capital Project Updates
- Positive news – wins and or insights
- Each meeting will conclude with a roundtable "check in" and review of calendar of events (provided by marketing) of all members of Cabinet to provide a brief update and to ask for areas in need of assistance, cooperation and informational items pertaining to their areas of supervision and any additional information deemed necessary to share with the Cabinet.

Each Cabinet member is tasked to ensure effective communication with his or her direct reports, as well as with the remainder of the leadership team. This communication, which must be reciprocal, involves anticipating issues, seeking perspective and advice, and sharing information before and after decisions are made. Civil discourse and conflicting opinions are common nomenclatures and are a necessary component of the Cabinet dynamic. Professional and respectful conduct are mandatory of a Cabinet member. Meeting decorum, ethical conduct and respect for different opinions is also expected of a Cabinet member. Cabinet members are the institutional leaders of Kaskaskia College, and it is an expectation of the College President and Board

of Trustees that they conduct themselves in a manner consistent with the College's Mission and Core Values at work and in public.

The Cabinet leadership team for Academic Year 2023-2024 is defined as:

- President
- Provost - Vice President of Instructional Services
- Vice President of Administrative Services
- Vice President of Student Services
- Chief Information Officer – Vice President of Institutional Support & Technology
- Assessment Coordinator
- Associate Dean of Institutional Assessment
- Controller
- Dean of Arts and Sciences
- Dean of Career and Technical Education
- Dean of Enrollment Services
- Dean of Health Sciences
- Dean of Workforce Engagement and Industrial Careers
- Director of Adult Education and Literacy
- Director of Public Safety
- Director of Campus Operations
- Director of Human Resources
- Director of Equity and Access
- Director of Student Retention and Support Services
- Director of Purchasing and Auxiliary Operations
- Director of Student Accounts
- Executive Assistant to the President and Secretary to the Board of Trustees
- Regional Director of Education Centers

Notification of absence of Cabinet meetings should be sent 24 hours prior to meeting to the President's Office. Excused absences will be granted by the President's Office.

Approval History: Replaces President's Cabinet Policy 2.93 approved March 10, 2020; Revised November 20, 2023

PRESIDENT'S CABINET POLICY

Policy Number: 2.1002

Subject Area: General College Policies/Administration

Adopted: 03/23/2020

Revised: 02/26/2024

The President's Cabinet (Cabinet) will be comprised of institutional leaders appointed by the College President and they will represent all aspects of Kaskaskia College. The Cabinet will provide advice and recommendations to the College President on all strategic and operational matters. Cabinet members under the leadership of the College President will oversee the operations of the entire campus and execute the mission, vision, and institutional goals of the College. Additionally, Cabinet will be responsible for executing the College's strategic plan, and for making all policy recommendations to the Kaskaskia College Board of Trustees for their approval. Subsequently, Cabinet will then establish the procedures associated with approved policies. Cabinet members provide information and submit reports and recommendations to the College President and the entire Cabinet.

The Cabinet will be chaired by the College President. Meetings and activities of the Cabinet are to be coordinated by the President's Office. If the President is unable to attend a Cabinet meeting, a designee will be appointed by he/she to lead the Cabinet meeting in his/her absence. If the College President is incapacitated, then per Board policy the Provost, Vice President of Instructional Services will serve as chair of Cabinet until the College President is able to return.

Cabinet members are the institutional leaders of Kaskaskia College and it is an expectation of the College President and Board of Trustees that all Cabinet members conduct themselves in a professional manner consistent with the College's Mission and Core Values, as well as abide by the procedures as defined for Cabinet membership.

All membership designations are at the discretion of the College President.

Approval History:

Replaces President's Cabinet Policy 2.93 approved March 23, 2020; Revised February 26, 2024

Policy Number: 5.3003
Subject Area: Student Services
Adopted: 05/18/2020
Revised: 05/18/2020

Kaskaskia College protects the privacy of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law (20 U.S.C. §1232g; CFR Part 99) that governs access to student education records. The College will not permit access to, or the release of, educational records without the consent of the student or eligible parent or legal guardian to anyone other than those permitted by law. The College will publish an Annual Notification of Rights under FERPA in the College Catalog, in the Student Handbook, and by student email.

Student Rights

Students are afforded the following rights under FERPA:

1. The right to inspect and review their educational record within forty-five (45) days of submitting a request for access to such record.
2. The right to request an amendment to their educational record in the event that the student thinks the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the College discloses personally identifiable information contained in their educational record, except to the extent FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-5920) if they think that the College has failed to comply with this policy.

Exceptions to Prior Consent for Disclosure

The College may disclose information from a student's educational record without consent under certain conditions specified in the FERPA regulations as listed below.

1. To school officials with a legitimate educational interest.
2. To officials of another school where the student seeks or intends to enroll.
3. To government officials in connection with the audit and evaluation of federal and state-supported education programs.
4. To persons or organizations in connection with financial aid.
5. To persons or organizations conducting research, studies or data collection on behalf of the College for the development of tests, administration of financial aid, or the improvement of instruction.
6. To accrediting organizations.
7. In order to comply with a judicial order or subpoena provided the College makes a reasonable effort to inform the student in advance so that the student may take protective action, except when the College is legally required to not disclose the existence of a subpoena.
8. To appropriate officials in connection with a health or safety emergency.
9. Information the College has designated as Directory information.
10. To others when federal, state, local laws or College policy has been alleged or actually violated (see accompanying procedure #5.06P for expansion regarding this release of information).

Student Directory Information

Kaskaskia College has designated the following student information as "directory information":

- Student Name
- Address
- Phone Number
- Enrollment Status (Full-time, Part-time)
- Date of Birth
- Major Field of Study
- Classification (freshman or sophomore)
- Dates of Attendance
- Degrees and Honors Earned and Dates
- The most previous educational agency or institution attended prior to enrollment at Kaskaskia College
- Participation in officially recognized activity or sport and weight, height and photos of members of athletic teams or student activities
- Photo

The College retains the right to exercise discretion in determining the release of directory information.

Responsibility for Compliance

This policy applies to all employees, students and individuals acting on behalf of the College. It applies to all personally identifiable information maintained by the College concerning current or former students. Under FERPA, a student's right to review his or her records supersedes the right of the parent when the student becomes 18 or is enrolled in a post-secondary course. Failure of employees, students and individuals acting on behalf of the College to protect student information will not be tolerated and addressed through the College's Discipline, Suspension, and Discharge of Employees Policy 2.55.

All employees will participate in initial training regarding Privacy of Student Records (FERPA) and annual updates. This information will be included in the College's overall onboarding processes for newly hired employees. Updates to employees shall occur and may be presented in campus wide emails, presentations at Professional Growth & Development days or

assignments from the Colleges online training system.

Definition of Terms

The College accepts the Definition of the following terms as they relate to privacy of student records:

Directory information: Information contained in an education record of a student that would not generally be harmful or an invasion of privacy if disclosed.

Disclosure: When access is permitted to, or student information contained in educational records is released orally, electronically, or in writing to any party other than the party identified as the party that provided or created the record. A student has a right to prohibit disclosure of information related to their education record and this is accomplished by a written request for such to the Registrar.

Education record: Data that contains information that is directly related to a student and is maintained by an educational agency or institution, or an individual acting on behalf of the institution. Educational records exclude (1) sole possession notes, (2) campus police records available only to police and maintained within that department, (3) alumni records, (4) employment records when employment is not contingent upon the employees status as a students, and (5) peer grading.

Eligible student: Student who has reached 18 years of age or who is attending an institution of post-secondary education. Under FERPA, a student's right to review his or her records supersedes the right of the parent when the student becomes 18 or is enrolled in a post-secondary course.

Legitimate educational interest: When a College official is acting within the scope of his or her employment and/or job description, it is part of their job role to have access to that information, or it is necessary to access then information in order to fulfill his or her professional responsibilities to Kaskaskia College.

Personally identifiable information: Information that would reveal the identity of a student or would make the student's identity easily traceable. This includes the student's name, name of the student's parent or other family member, address of the student or their family, personal identifiers. In addition, other information that is linked to a specific student and would enable a reasonable person in the school community to identify the student or information requested by an individual who the College reasonably believes knows the identity of the student to whom the education record relates.

School Official: Any person employed by or otherwise affiliated with Kaskaskia College who is performing institutional services or doing work for the college. School officials include, but are not limited to, administration, BOT member, faculty, staff, consultants, contractors (such as an attorney, auditor, and collection agent), any person serving on an official committee, students and volunteers serving on an official committee or assisting other school officials in performing his or her tasks

Approval History:
May 18, 2020

PRIVACY OF STUDENT RECORDS (FERPA) PROCEDURE

Policy Number: 5.3003

Subject Area: Student Services

Adopted: 05/18/2020

Revised: 05/18/2020

Procedures have been established and are outlined below to maintain privacy of student records in compliance with the Family Education Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights are to be communicated to students on an annual basis as outlined in the Privacy of Student Records Policy #5.06 and include student's right to inspect their records, right to amend records, right to limit disclosure to only specified persons and right to file a complaint concerning alleged FERPA compliance failures of the College. Annual notice of these guidelines will be provided to registered students by student email and are available in the College Catalog, Student Handbook, and in the Registrar's Office.

Inspection of records

Students have the right to review and inspect all of their education records maintained by or at this College within 45 days of the day the College receives a request for access. Students should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

If the education records of a student contain information on more than one student, the eligible student may only inspect and review information about themselves.

Amendment of record(s)

If a student believes their education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may contact the campus Registrar to ask to amend the record.

The student should write to the college official responsible for the record, clearly identify the part of the record they want

changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the Registrar will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the student is dissatisfied with the College's decision not to amend the record, the student may contact the VP of Student Services in writing to request a hearing. The VP of Student Services or other appropriate College official will arrange a meeting within a reasonable amount of time. The student should bring documentation supporting his/her request for amending the record(s). If after the hearing the college does not amend the record, the student may place a statement in their record.

Consent to disclose personally identifiable information to a third party

Students have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in education records to those instances when prior written consent has been given to the disclosure or under the provisions of FERPA, which allow disclosure without prior written consent. If a student desires to provide consent for disclosure of information contained in their education record they may complete a Release of Information Form (attached) designating to whom the information will be released and submit this form to the Registrar or designee. The Release of Information form shall be maintained in their student record.

Filing a complaint

Questions or inquiries regarding the student rights to privacy of education records shall be directed to the College Registrar. Students have the right to file a complaint concerning alleged failures by Kaskaskia College to comply with the requirements of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-5920.

Exceptions for student prior consent for disclosure

The policy accompanying this procedure specifies when the College may disclose information from a student's educational record without consent. Prior consent is not required to disclose student information as follows:

1. To school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 2. To officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 3. To government officials in connection with the audit and evaluation of federal and state-supported education programs.
 4. To persons or organizations in connection with financial aid for which the student has applied or received.
 5. To persons or organizations conducting research, studies or data collection on behalf of the College for the development of tests, administration of financial aid, or the improvement of instruction.
 6. To accrediting organizations.
 7. In order to comply with a judicial order or subpoena provided the College makes a reasonable effort to inform the student in advance so that the student may take protective action, except when the College is legally required to not disclose the existence of a subpoena.
 8. To appropriate officials in connection with a health or safety emergency.
- Personally identifiable information, can be released without consent, to appropriate persons (public safety, law enforcement, public health officials, and trained medical personnel) if the information released is necessary to protect the health or safety of students or other individuals.
 - Information may be released to parents of a student if a health or safety emergency involves their son or daughter.
 - These exceptions will only be in place for the period of emergency and are not a blanket release of all personally identifiable information.
 - If information is released for this circumstance, the Registrar will enter into the student's record information about the release, what information was released and the reason surrounding this disclosure without student consent. The documentation must describe the threat to health and safety that prompted the release of information and be entered into the student record immediately after the emergency has passed.
9. Information the College has designated Directory information. The College catalog provides student information regarding what the College determines to be Directory information.
 10. To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense.
 11. To a parent of a student enrolled at a postsecondary institution regarding the student's violation of any federal, state or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.
 12. Information regarding sex offenders or other individuals required to register.

Summary

The College Registrar serves to protect the integrity and accuracy of student records. The Registrar shall be consulted for questions regarding protection of student's privacy of records and prior to release of information that is not specified in the accompanying policy and this procedure.

Approval History:
May 18, 2020

PROFESSIONAL DEVELOPMENT POLICY

Policy Number: 4.3120
Subject Area: Personnel
Adopted: 11/16/1998
Revised: 11/16/1998

Kaskaskia College recognizes that the professional growth of its employees enhances their productivity and benefits the college as well as the individual employees. The Board of Trustees therefore supports financially and encourages both on-campus and off-campus professional development activities for faculty, administrative staff, and support staff.

Workshops and Professional Meetings

Within the budget constraints of the college, employees may attend workshops and/or professional meetings related to their job assignment. All such requests are handled on an individual basis for off-campus activities, and requests must be approved in advance by the employee's immediate supervisor and appropriate dean. Out-of-state travel must also be approved by the president. Priority will be given to requests which directly relate to institutional goals and objectives.

Approved time away from the campus is considered regular hours worked. Registration fees, meals, lodging, mileage reimbursement and/or other transportation costs will be paid according to current travel reimbursement guidelines for approved professional development activities.

Kaskaskia College Courses

Except where limited by collective bargaining agreements, Kaskaskia College employees may have tuition and non-course specific fees waived for Kaskaskia College credit courses. Courses must be taken during an employee's non-working hours. The employee will be responsible for the cost of books, workbooks, other consumable materials and course specific fees.

An exception to the above policy may occur for Kaskaskia College computer credit courses designated by the College as necessary for professional development purposes relating to and providing skills specific to the employee's current job. For those courses, employees may have tuition, book costs, and fees waived; and courses may be taken during an employee's working hours if approved by the appropriate Dean. Prior to enrolling in a course for professional development purposes during working hours, and/or where a waiver of tuition, book costs, and fees will be requested, the employee must have written approval by the dean for his/her functional area. An employee may be directed to provide a written justification as to how the course relates specifically to his/her current duties.

The College realizes the value in having skilled employees and will attempt to schedule such courses at convenient times. Employees may request a change in work schedules from their immediate supervisors in order to participate in a designated class. This approval must be received in writing prior to registering for a course.

Approval History: Replacement for Professional Development 2.312 Approved 11/16/1998

PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN POLICY

Policy Number: 4.4200
Subject Area: Personnel
Adopted: 05/20/2004
Revised: 05/20/2004

This policy is implemented in accordance with the State Officials and Employees Ethics Act (PA 93-615).

DEFINITIONS

For purposes of this policy, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities

- (i) relating to the support or opposition of any executive, legislative, or administrative action,
- (ii) relating to collective bargaining, or
- (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS

315/3).

Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.

With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

Employee means a person employed by Kaskaskia College, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

Employer means Kaskaskia College

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

Leave of absence means any period during which an employee does not receive compensation for employment, service credit towards pension benefits, and health insurance benefits paid for by the employer.

Officer means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities relating to the support or opposition of any executive, legislative, or administrative action, relating to collective bargaining, or that are otherwise in furtherance of the person's official duties.

Political organization means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity means:

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser,
- political meeting, or other political event.
- Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- Preparing or reviewing responses to candidate questionnaires.
- Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- Campaigning for any elective office or for or against any referendum question.
- Managing or working on a campaign for elective office or for or against any referendum question.
- Serving as a delegate, alternate, or proxy to a political party convention.
- Participating in any recount or challenge to the outcome of any election.

Prohibited source means any person or entity who:

- is seeking official action
 - by an officer or
 - by an employee, or by the officer or another employee directing that employee;
- does business or seeks to do business
 - with the officer or
 - with an employee, or with the officer or another employee directing that employee;
- conducts activities regulated
 - by the officer or
 - by an employee, or by the officer or another employee directing that employee; or
- has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

PROHIBITED POLITICAL ACTIVITIES

- No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Kaskaskia College in connection with any prohibited political activity.
- At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity
 - as part of that officer or employee's duties,
 - as a condition of employment, or
 - during any compensated time off (such as holidays, vacation or personal time off).
- No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- nothing in this Section prohibits activities that are permissible for an officer or
- employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this policy.
- No person either
 - in a position that is subject to recognized merit principles of public employment or
 - in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

GIFT BAN

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. The above paragraph is not applicable to the following:

- Opportunities, benefits, and services that are available on the same conditions as for the general public.
- Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- Any
 - contribution that is lawfully made under the Election Code or
 - activities associated with a fundraising event in support of a political organization or candidate.
- Educational materials and missions.
- Travel expenses for a meeting to discuss business.
- A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- ? Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed above is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

PENALTIES

- A person who intentionally violates any provision of Section 1 of this Policy may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- A person who intentionally violates any provision of Section 2 of this Policy is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- Any person who intentionally makes a false report alleging a violation of any provision of this Policy to the local enforcement

authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500

- A violation of Section 1 of this Policy shall be prosecuted as a criminal offense by an attorney for Kaskaskia College by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Section 2 of this policy may be prosecuted as a quasi-criminal offense by an attorney for Kaskaskia College through the designated administrative procedure.

In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 1 or Section 2 of this Policy is subject to discipline up to, and including, discharge.

This Ordinance shall be in effect upon its passage, approval and publication and as provided by law.

Approval History: Replaces Prohibited Political Activities and Gift Ban Policy 2.42 approved 05/20/2004

PROHIBITING SEX-BASED MISCONDUCT POLICY

Policy Number: 5.1001

Subject Area: Student Services

Adopted: 01/01/0001

Revised: 10/28/2024

Kaskaskia College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity and expression. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sex stereotypes, sex characteristics, sexual orientation, gender identity and expression, pregnancy, and parental status under its Non-Harassment Policy 2.101.

It is the policy of Kaskaskia College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

I. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education program or activity that it operates. This requirement not to discriminate and prohibition on discrimination extends to admissions and employment.

The College has designated the Vice President of Student Services as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

II. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, coercion, or discrimination against any complainant or person who, in good faith, reports or discloses alleged sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

III. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The application and scope of the College's prohibition on sex discrimination;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Office of Human Resources;
- Options for assistance following an incident of sex discrimination;
- Procedures for reporting and confidentially disclosing alleged sex discrimination;
- The College's response to reports of alleged sex discrimination;
- The College's grievance procedures for complaints alleging sex discrimination, including complaints alleging sex-based harassment;
- A mechanism for reporting and independent review of allegations against one elected official by another elected official;
- Prevention and education programming provided to College students; and
- Training and education provided to all College employees.

PROHIBITING SEX-BASED MISCONDUCT PROCEDURE

Policy Number: 5.1001
Subject Area: Student Services
Adopted: 02/27/2017
Revised: 09/11/2024

Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity or expression, as well as sexual violence, domestic violence, dating violence and stalking.

As part of this commitment, the College does not adopt or implement any policy, procedure, or practice, or take any action regarding a student, employee, or applicant for employment, that discriminates against such individuals on the basis of their current, potential, or past pregnancy or related conditions, or that treats such individuals differently on the basis of sex with regard to their current, potential, or past parental, family, or marital status, or their status as the head of household or principal wage earner in their family unit.

The purpose of these Procedures is to implement the College's Policy Prohibiting Sex Discrimination and Non-Harassment Policy (Board Policy 2.101 and Board Policy 5.55), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the Violence Against Women Reauthorization Act ("VAWA"); Title VII of the Civil Rights Act of 1964 ("Title VII"), 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 ("Clery Act"), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.

The College has an affirmative duty to respond promptly and effectively once it has knowledge of conduct that may reasonably constitute sex discrimination in its education program or activity. The College will promptly and equitably resolve complaints of sexual discrimination in accordance with the procedures set forth below.

Application and Scope

The College's Policy Prohibiting Sex Discrimination and these implementing Procedures apply to everyone in the College's education programs and activities, including students, faculty and staff, applicants for admission or employment, and third parties, whenever the alleged sex discrimination occurs:

- a. On College property or any property owned or controlled by a College-recognized student organization;
- 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 or contributing to the creation of a hostile environment for a member of the College community; or
 3. Otherwise within the College's disciplinary authority for students or employees.

These Procedures govern sex discrimination in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures or other applicable College policies and procedures.

Administration

Title IX Coordinator

The College has designated the Vice President of Student Services as the Title IX Coordinator. Contact information for the Title IX Coordinator is as follows:

Vice President of Student Services
Office # 205, Administration Building

27210 College Road
Centralia, IL 62801
Telephone: (618) 545-3033
Email: azanton@kaskaskia.edu

Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Coordinating the College's efforts to comply with its responsibilities under Title IX and 34 C.F.R. Part 106, and other applicable laws and regulations, to provide an educational and employment environment that is free from sex discrimination.
- Ensuring that students, employees, applicants for admission and employment, and unions and professional organizations holding collective bargaining or professional agreements with the College are appropriately notified of the College's prohibition on sex discrimination.
- Overseeing the College's response to all sex discrimination reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Ensuring the prompt and thorough investigation of all sex discrimination complaints.
- Offering and coordinating appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate protocols are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX and related issues.
- Monitoring students' participation in academic programs and extracurricular activities, including athletics, to identify and proactively address issues related to possible sex discrimination.
- Collaborating with appropriate College officials to assess the campus climate regarding Title IX through surveys and other instruments and to analyze the data collected through such surveys and instruments.
- Maintaining appropriate records of sex discrimination reports and complaints.

Questions regarding these Procedures or the College's compliance with Title IX and related laws should be directed to the Title IX Coordinator. References in these Procedures to the Title IX Coordinator include any individual designee that the Title IX Coordinator may delegate to perform specific duties.

Human Resources Department

The Human Resources Department will coordinate with the Title IX Coordinator with respect to any complaints of sex discrimination that involve a College employee as the complainant or as the respondent.

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

External Agencies

Inquiries concerning the application of Title IX may be referred to the Assistant Secretary for Civil Rights at the United States Department of Education:

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

Additionally, the Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

Options for Assistance Following an Incident of Sex Discrimination

Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

- **Campus Safety and Security**
(618) 545-3199
- **Main Campus -- Clinton County**
Sheriff's Office
810 Franklin Street
Carlyle, IL 62231
Non-emergency 618-594-4555 / Emergency 911

- **Crisp Technology Center -- Centralia**
Police Department City Hall,
1st Floor 222 S. Poplar
Centralia, IL 62801
Non-emergency 618-533-7602 / Emergency 911
- **Nashville Education Center -- Nashville**
Police Department
875 S. Mill St.,
Nashville, IL 62263
Non-emergency 618-327-8232 / Emergency 911
- **Greenville Education Center -- Greenville**
Police Department
404 S. 3rd St.,
Greenville, IL 62246
Non-emergency 618-664-2131 / Emergency 911
- **Vandalia Education Center -- Vandalia**
Police Department
219 S. Fifth St.,
Vandalia, IL 62471
Non-emergency 618-283-2132 / Emergency 911
- **Salem Education Center--Salem**
Police Department
201 S. Rotan Ave.,
Salem, IL 62881
Non-emergency 618-548-2232 / Emergency 911
- **Trenton Education Center -- Trenton**
Police Department
25 West Indiana St.
Trenton, IL 62293
Non-emergency 618-224-9226 / Emergency 911

Crisis Response Services

The following on- and off-campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support:

- **SAFE ((Sexual Assault and Family Emergencies)**
1-800-625-1414, 24 hours/day
www.safecrisiscenter.org

National Resources

- **National Domestic Violence Hotline**
1-800-799-7233
www.thehotline.org
- **National Sexual Assault Hotline**
1-800-656-4673
www.rainn.org
The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

**Indicates Confidential Advisors, as defined in Appendix A.*

Note: While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

Medical Services

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

- **Fayette County Hospital**
650 W. Taylor St., Vandalia, IL 62471
(618) 283-123
(victim transferred to Sarah Bush Lincoln Health Center after stabilization)

- ***Holy Family Hospital**
200 Health Care Dr., Greenville, IL 62246
(618) 664-1230
- ***St. Joseph Hospital**
9515 Holy Cross Lane, Breese, IL 62230
(618) 526-4511
- ***Salem Township Hospital**
201 Ricker Dr., Salem, IL 62881
(618) 548-3194
- ***SSM Health St. Mary's Hospital**
400 N. Pleasant Ave., Centralia, IL 62801
(618) 436-8000
- **Washington County Hospital**
705 S. Grand St., Nashville, IL 62263
(618) 327-8236
(victim transferred to another hospital for care).
**Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Victims receive a voucher which provides for no charging for medical forensic services.*

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

Making a Report of Alleged Sex-Based Misconduct

The College encourages individuals who have experienced sex discrimination to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately.

Reporting Options and Notification Requirements

Different employees on campus have different reporting obligations when they receive information about conduct that may reasonably constitute sex discrimination. The following sections detail the various reporting options for students, employees and other individuals, along with the applicable notification requirements for each option.

Reporting to the Title IX Coordinator

Individuals are encouraged to report alleged incidents of sex discrimination to the Title IX Coordinator directly. The College's Title IX Coordinator is:

Amy Zanton, Vice President of Student Services
27210 College Road, Office AD 205
Centralia, IL 62801
Telephone: (618) 545-3033
Email: azanton@kaskaskia.edu

Reporting to Responsible Employees

Some College employees (referred to as "Responsible Employees") are required to notify the Title IX Coordinator when they have information about conduct that may reasonably constitute sex discrimination. This notification must include all relevant details about the alleged sex discrimination, including the date, time and specific location of the alleged incident(s) and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- Title IX Coordinators
- President's Cabinet
- Supervisors and Managerial Staff
- Faculty
- Public Safety and Security Department Staff
- Coaches
- Advisors of student clubs/organizations:

Confidential Reporting

Individuals who wish to confidentially report an incident of sex-based misconduct may make a confidential report to the following off campus confidential resources:

On-Campus Confidential Resource:

Laurie Wesselmann, LCPC
Mental Health Counselor – Family Life Consultants
27210 College Road, HB 137
Centralia IL 62801
Telephone: (618) 545-3012
Email: counseling@kaskaskia.edu

Off-Campus Confidential Resource:

*SAFE ((Sexual Assault and Family Emergencies)
1-800-625-1414, 24 hours/day
www.safecrisiscenter.org

**The individuals in this list are Confidential Advisors, as defined in Appendix A.*

The confidential resources listed in this section are not required to report any information about an alleged incident to the Title IX Coordinator without the reporting party's permission.

Note: While the individuals listed above may maintain an individual'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 must :

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 a person alleged to be the perpetrator of sexual discrimination poses a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

Reporting to Other College Employees

While only designated Responsible Employees are required to notify the Title IX Coordinator when the Responsible Employee has information about conduct that may reasonably constitute sex discrimination, all members of the College community (including students) are encouraged to notify the Title IX Coordinator when they have information about such incidents.

An employee who is not a Responsible Employee or confidential employee and who receives information about conduct that may reasonably constitute sex discrimination is required to either:

- Notify the Title IX Coordinator; or
- Provide the reporting party with the contact information of the Title IX Coordinator and information about how to make a complaint under these Procedures.

Electronic and/or Anonymous Reporting

The College maintains 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 he/she 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 Sex Discrimination Reporting Form. Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours with a copy of the notification of rights and options described in Section VI below.

Student Participation in 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 sex discrimination, for purposes of triggering an 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' rights at these events.

Knowingly False Reporting and Statements

A person who knowingly makes a false report of sex discrimination may be subject to disciplinary action, up to and including suspension, expulsion, or termination. The College will not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred. The College is still permitted to address false reports and statements by initiating a disciplinary process under its Student Code of Conduct or employee policies as long as there is evidence independent of the determination whether sex discrimination occurred.

College Response to Reports of Alleged Sex Discrimination

Upon being notified of alleged conduct that the notifying party believes reasonably may constitute sex discrimination, the Title IX Coordinator will analyze the allegation(s) to determine the appropriate method for processing the allegation(s). Where the Title IX Coordinator reasonably determines that the conduct as alleged could constitute sex discrimination, the Title IX Coordinator or designee will take appropriate action to promptly and effectively end any sex discrimination in the College's education program or activity, prevent its recurrence, and remedy its effects. Such action will include, but not be limited to, the following:

- Treat the complainant and respondent equitably.
- Offer and coordinate supportive measures, as appropriate, for the complainant (see Section VI.A below).
- If the College has initiated the grievance procedures (see Section VII) or offered an informal resolution process to the respondent (see Section VIII), offer and coordinate supportive measures, as appropriate, for the respondent.
- Notify the complainant or, if the complainant is unknown, the individual who reported the alleged conduct, of the grievance procedures and the informal resolution process, if available and appropriate, and concise written information about the complainant's rights and options pursuant to these Procedures.
- In response to a complaint, initiate the grievance procedures, or the informal resolution process if available and appropriate and requested by both parties.
- In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint under the grievance procedures, considering the factors outlined in Section VII.A.2.
- If electing to initiate a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Supportive Measures

Supportive measures (also referred to as "interim protective measures") are individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to a complainant or respondent, to: (1) restore or preserve a party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; and (2) provide support during the College's grievance procedures or during an informal resolution process.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.
- Training and education programs related to sex discrimination

Coordination of Supportive Measures

The Title IX Coordinator is responsible for the offering and coordination of supportive measures, as appropriate, for the complainant and/or respondent. While the particular supportive measures offered will vary depending on what the College deems reasonably available, any supportive measures offered will be designed to protect the safety of the parties or the College's educational environment, or to provide support during the grievance procedures or during the informal resolution process. Supportive measures will not unreasonably burden either party and will not be imposed for punitive or disciplinary reasons.

If the complainant or respondent is a student with a disability, the Title IX Coordinator may consult, as appropriate, with the Office of Disability Services to determine how to comply with Section 504 of the Rehabilitation Act of 1973.

At the conclusion of the grievance procedures or at the conclusion of the informal resolution process, the Title IX Coordinator will determine whether to modify or terminate, as appropriate, any supportive measures previously implemented, or whether to continue such measures beyond that point.

The Title IX Coordinator will ensure that information about supportive measures are not disclosed to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the College's education program or activity, or as otherwise permitted by law, in conjunction with any response required by these Procedures.

Modification or Reversal of Supportive Measures

The Title IX Coordinator will provide the parties with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the decision to provide, deny, modify, or terminate supportive measures applicable to them. A party wishing to seek modification or reversal of a supportive measure decision must submit a written request to the Title IX Coordinator, which the Title IX Coordinator will forward to the designated impartial employee.

Upon the impartial employee's receipt of the written request, the impartial employee will review the request and other

relevant information to determine:

- Whether the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures (see Appendix A); and
 - If so, whether modification or reversal of the supportive measures decision is appropriate.
- Upon conclusion of the review, the impartial employee will notify the requesting party and the Title IX Coordinator of the outcome of the review. As appropriate, the impartial employee will notify the other party of any modifications to a supportive measure applicable to that party that results from the review.

Emergency Removal and/or Administrative Leave

Prior to initiating or completing the Grievance procedures or the informal resolution process, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis,

where the College determines, based on an individualized safety and risk analysis, that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal. In such a case, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Nothing in these Procedures limits the College's ability to place an employee on administrative leave in response to allegations of misconduct.

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 will 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. The Clery Act also requires the College to maintain a public crime log and publish 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.

Grievance Process for Sex Discrimination Complaints

This Section provides the College's grievance procedures for investigating and adjudicating complaints of alleged sex discrimination. The procedures in Section VII.A apply to all complaints of alleged sex discrimination, except as provided in Section VII.B. The supplemental/alternative procedures in Section II.B apply only to complaints of alleged sex-based harassment involving a student party (complainant or respondent), in addition to (or in lieu of, where noted) the procedures outlined in Section VII.A.

General Guidelines

The College's grievance procedures adhere to the following general guidelines:

- The College will treat complainants and respondents equitably.
- The College will ensure that any person designated as a Title IX Coordinator, Investigator, or Decisionmaker has been trained to serve in their designated role consistent with applicable legal requirements.
- The College will require that any person designated as a Title IX Coordinator, Investigator, or Decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- The respondent will be presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
- The College will not impose discipline on a respondent for sex discrimination unless there is a determination at the conclusion of these grievance procedures that the respondent engaged in prohibited sex discrimination.
- The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedure. These steps will not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties are expressly prohibited from engaging in any form of retaliation, including against witnesses.
- The College will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence.
- Impermissible evidence will not be accessed, considered, disclosed, or otherwise used, except by the College to determine whether one of the exceptions to impermissibility outlined below applies. The following types of evidence, and questions seeking that evidence, are considered impermissible:
 - Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.
 - A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use of such records in the College's grievance procedures.
 - Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is:

- Offered to prove that someone other than the respondent committed the alleged conduct; or
- Evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment.
 - Note: The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
- Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- The grievance procedures will be implemented in a prompt and equitable manner. Timeframes for the major stages of the grievance procedures are outlined in Sections VII.A and VII.B. The College may reasonably extend timeframes and deadlines on a case-by-case basis for good cause with a written notice to the parties that includes the reason for the delay. A party wishing to request an extension of a deadline must notify the College in writing of their request, including the reason for the request, at least one (1) business day in advance of the deadline. Both parties will be notified in writing of the College's determination and any amended timeframe and/or deadline that applies as a result of the determination.
- Where an appeal is filed, the College will implement appeal procedures equally for both parties and will ensure that the Appellate Decisionmaker did not take part in the underlying investigation or determination regarding responsibility or dismissal of the complaint.

Complaint Initiation

The following individuals have a right to make a complaint under these grievance procedures:

1. A complainant, as defined in Appendix A;
2. A parent, guardian or other authorized legal representative, with the legal right to act on behalf of a complainant;
3. The College's Title IX Coordinator, after making the determination specified in this Section VII.A.2; and
4. For complaints of sex discrimination other than sex-based harassment, in addition to the individuals listed under items (1) through (3) above:
 - a. Any student or employee; or
 - b. Any person other than a student or employee who was participating in or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator will determine whether to initiate a complaint, considering, at a minimum, the following factors:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the College;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decisionmaker in determining whether sex discrimination occurred; and
- Whether the College could end the alleged discrimination and prevent its recurrence without initiating the grievance process.

Complaint Evaluation

When a complaint is filed, the Title IX Coordinator will, within ten (10) business days of their receipt of the complaint, evaluate whether to investigate or dismiss the complaint. In evaluating the complaint, the Title IX Coordinator will analyze the allegations to determine whether the conduct as alleged could constitute sex discrimination and whether any of the bases for dismissal in Section VII.A.4 apply.

Where the Title IX Coordinator determines that the conduct as alleged could constitute sex discrimination and that none of the bases for dismissal in Section VII.A.4 apply, the Title IX Coordinator will initiate the grievance procedures and issue a notice of allegations to both parties (see Section VII.A.6). Where the Title IX Coordinator determines that the conduct as alleged would not constitute sex discrimination or that one or more bases for dismissal in Section VII.A.4 apply, the Title IX Coordinator will dismiss the complaint, or allegations therein, as provided in Section VII.A.4, and will issue written notice of the dismissal to the complainant. Dismissal of a complaint under these Procedures does not preclude action under other College policies and procedures.

Complaint Dismissal

The College may dismiss a complaint if:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the College's education program or activity and is not employed by the College;
- The complainant voluntarily withdraws any or all of the allegations in writing, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the withdrawn allegations, the remaining alleged conduct, if any, would not constitute sex discrimination even if proven; and/or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination. Before dismissing the complaint on this basis, the College will make reasonable efforts to clarify the allegations in the complaint.

Upon dismissal, the College will promptly notify the complainant in writing of the ground(s) for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing of the dismissal and the ground(s) for the dismissal. Any written notice of dismissal will include information about the right to appeal the dismissal and the permissible bases for appeal. If a dismissal is appealed, the College will follow the procedures outlined in Section VII.A.9.

When a complaint is dismissed, the College will, at a minimum:

- Offer supportive measures to the complainant, as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent, as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the College's education program or activity.

Consolidation of Complaints

The College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by the one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. If one of the complaints to be consolidated is a complaint of sex-based harassment involving a student party (complainant or respondent), the College will apply the additional/alternative procedures in Section VII.B.

Notice of Allegations

Upon initiation of an investigation under these grievance procedures, the College will notify the parties in writing of the following, with sufficient time for the parties to prepare a response before any initial interview:

- These grievance procedures, including the informal resolution process (if applicable);
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- The College's prohibition on retaliation;
- That the respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures;
- That prior to a determination regarding responsibility being made, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decisionmaker;
- That the parties will be afforded an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence / an accurate description of the evidence.
 - **Note:** If the College provides access to an investigative report / an accurate description of the evidence, the College will offer an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- That the parties may be accompanied to any meeting or proceeding by an advisor of their choice who may be, but is not required to be, an attorney;
- That the Non-Harassment Policy 4.1010 prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

Investigation

The Title IX Coordinator will appoint one or more trained investigators to undertake an adequate, reliable, and impartial investigation into the complaint. The burden is on the College – not the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred, if such evidence is available.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice. A party's advisor may not speak on behalf of the party during any meeting, interview and must comply with all behavioral rules and expectations set forth in these Procedures or established by the Investigator. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation. Additionally, in the event that the Investigator allows a party to have a person or persons other than their advisor present at an investigative interview or meeting, the Investigator will provide the same opportunity to the other party.

Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact witnesses, and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. The Investigator has discretion to determine whether the parties may present expert witnesses, so long as the determination applies equally to both parties.

The Investigator will review all evidence gathered through the investigation and determine what, if any evidence is irrelevant or otherwise impermissible in accordance with the guidelines on permissibility outlined in Section VII.A.1.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) With notice of the opportunity to access either the relevant and not otherwise impermissible evidence or a written investigative report that accurately summarizes this evidence, as well as a reasonable opportunity to review and respond to the evidence or investigative report. If the

Investigator provides a written investigative report, the Investigator will also provide each party with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

The College will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the grievance procedure.

The investigation phase, including the timeframe for the parties to access and submit a response to the written investigative report or the relevant and not otherwise impermissible evidence, shall be completed within thirty (30) business days after the Investigator's receipt of the notice of allegations, unless the timeframe is extended pursuant to Section VII.A.1 of these Procedures.

Decisionmaker Review and Determination

Upon the conclusion of the investigation phase, the Title IX Coordinator will appoint an impartial Decisionmaker to make a determination regarding responsibility relative to the complaint. The Title IX Coordinator will provide the Decisionmaker with a copy of the investigative report, if any, the relevant and not otherwise impermissible evidence gathered during the investigation, and the parties' responses to the investigative report or evidence, if any ("investigative materials").

The College will provide a process that enables the Decisionmaker to question parties and witnesses to adequately assess a party's or a witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. For complaints that are not of sex-based harassment involving a student party, the Decisionmaker will have discretion to question parties and witnesses in person, by phone or other remote means, or in writing as necessary to assess the party's or witness's credibility.

The Decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Decisionmaker will not draw an inference about whether sex discrimination occurred based solely on a party's or witness's refusal to respond to such questions.

Following the Decisionmaker's review and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:

- Within fifteen (15) business days after the Decisionmaker's receipt of the investigatory materials, use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred.
- Within seven (7) business days after making the determination, notify the parties simultaneously in writing of the determination regarding responsibility. The written determination will include:
 - A description of the alleged sex discrimination;
 - Information about the policies and procedures that the Decisionmaker used to evaluate the allegations;
 - The Decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex discrimination occurred;
 - Any disciplinary sanctions that the Decisionmaker recommends be imposed on the respondent;
 - Whether remedies other than the imposition of disciplinary sanctions will be provided to the complainant; and
 - The College's procedures and permissible bases for the complainant and respondent to appeal.

The determination regarding responsibility will become final either on the date that the College provides the parties with the written appeal determination, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a complaint or allegations therein, to a designated Appellate Decisionmaker. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity that would change the outcome of the determination or dismissal;
2. New evidence or information exists that could affect the outcome of the matter that was not reasonably available when the determination or dismissal was made and/or;
3. The Title IX Coordinator, Investigator or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that would change the outcome of the determination or dismissal

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request and all relevant materials to the appointed Appellate Decisionmaker and will notify both parties in writing of the appeal, including providing the respondent with the notice of allegations, if notice was not previously provided to the respondent. The written notice of appeal will also notify the parties of their reasonable and equitable opportunity to submit a statement in support of, or challenging, the determination or dismissal that is the subject of the appeal.

Within ten (10) business days after the deadline for the parties to submit their statements in support of, or challenging the determination or dismissal, the Appellate Decisionmaker will review the appeal and relevant materials and decide whether to affirm, reverse, or modify the dismissal or determination regarding responsibility. Within seven (7) business days after the conclusion of the review, the Appellate Decisionmaker will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appellate Decisionmaker's

decision is final.

Disciplinary Sanctions and Remedies

If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity.
- Possible disciplinary sanctions that the College may impose on a respondent include, but are not limited to:

Sanctions Applicable to Students

- **Disciplinary Censure** – is a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct may result in more severe disciplinary action. The student may appeal the finding of a violation but may not appeal the severity of the sanction.
 - **Disciplinary Probation** – removes a student from good disciplinary standing. The probation shall last for a stated period of time and until specific conditions have been met, if imposed. Any misconduct during the probationary period will bring further disciplinary action and may result in suspension. Probationary status prevents the student from representing the College in extracurricular activities and may result in the loss of some types of financial assistance.
 - **Disciplinary Suspension** – is an involuntary separation of the student from the College for a stated period of time and until a stated condition is met, if imposed, after which readmission will be permitted.
 - **Indefinite Suspension** – is an involuntary separation of the student from the College for an unprescribed period of time and until a stated condition is met, if imposed. Any consideration for readmission requires a written petition to the appropriate administrative official before readmission will be considered.
- The following may accompany the preceding sanctions, as appropriate:

- Campus Service
 - Removal from scholarship financed housing
 - Restriction of Access to Space, Resources, and Activities
 - Educational Programs relevant to the sanction
- Any disciplinary sanctions against a respondent will not be implemented until the conclusion of the grievance procedures.

Possible remedies that the College may provide to a complainant or other individuals include, but are not limited to:

- An escort between classes and activities
- Removal from classes and extracurricular activities shared with the respondent
- Change of location of scholarship sponsored housing
- Academic support services such as tutoring or extended time for assignments and/or tests
- Counseling services
- Providing extra time to complete, retake, or withdraw from a class without an academic or financial penalty

Supplemental/Alternative Procedures for Sex-Based Harassment Complaints

Involving a Student Party

The following supplemental/alternative procedures apply only to complaints of alleged sex-based harassment where at least one party (complainant or respondent) is a student. Except where noted, these procedures apply in addition to the procedures outlined in Section VII.A.

Decisionmaker Review, Questioning Proceeding and Determination

For a sex-based harassment complaint involving a student party, upon the appointment of the Decisionmaker, both parties will have the opportunity to request a substitution if the participation of the appointed Decisionmaker poses a conflict of interest. A party wishing to request substitution of the appointed Decisionmaker must notify the Title IX Coordinator, in writing, within three (3) business days after the party's receipt of the name of the appointed Decisionmaker.

The process enabling the Decisionmaker to question parties and witnesses to adequately assess their credibility will consist of individual question-and-answer meetings facilitated by the Decisionmaker.

Prior to convening the individual meetings, both parties will be notified, in writing, of the opportunity to submit proposed questions to be asked of the other party and any witnesses during the individual meetings. The Decisionmaker will determine whether each proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible to the party who proposed the question. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Decisionmaker will provide a party with an opportunity to clarify or revise a proposed question that the Decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the proposed question, the question will be asked.

During the individual meetings, the Decisionmaker will pose the submitted questions deemed relevant and

appropriate. The Decisionmaker may also pose the Decisionmaker's own questions to the party or witness. If a party has an advisor, the advisor will be permitted to accompany the party to their individual meeting(s); however, the same limitations on the advisor's role that apply during the investigation phase will apply during the individual meeting(s).

The Decisionmaker will create an audio or audiovisual recording or transcript of each individual meeting and will provide each party with the recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.]

Informal Resolution Procedure

In lieu of resolving a complaint through the grievance procedures, the parties may instead request to participate in an informal resolution process. The College will inform the parties in writing of any informal resolution process that it offers and determines is appropriate, if one is available. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law.

Before the initiation of an informal resolution process, the College will provide the parties with written notice of:

The allegations;

- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in grievance procedures if such procedures are initiated or resumed.

Board Member Allegations

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex discrimination against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex discrimination is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel.

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 Regional PSVHE 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.

Training

All College employees receive annual training on the College's obligation to address sex discrimination in its education program or activity, the scope of conduct that constitutes sex discrimination, including the definition of sex-based harassment, and all applicable notification and information requirements under Section V.A of these Procedures.

In addition to the above training, The Title IX Coordinators, campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, 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 investigate or resolve complaints, including through informal resolutions, or who have the authority to modify or terminate supportive measures, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sex discrimination and the specific forms of prohibited conduct; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VII of these procedures; and issues of relevance, including the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the grievance procedures. . Decision-makers in particular receive

training on any technology to be used at question and answer meetings, informal resolution facilitators receive training on the rules and practices associated with the College's informal resolution process, and the College's Title IX Coordinator receives training on their specific responsibilities and on the College's recordkeeping system and applicable requirements.

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 Grievance Process pursuant to Section VII above.

The College, in conjunction with its PSVHE 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.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

APPENDIX A

Definitions

- **Bystander Intervention:** see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- **Complainant:** (1) a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.
- **Complaint:** an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged sex discrimination.
- **Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence, as outlined in Section 20 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/20. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with which the College partners. 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. Individuals designated as "Responsible Employees" in these Procedures are not Confidential Advisors. A Confidential Advisor may or may not also be a Confidential Employee.
- **Confidential Employee:** an employee of the College who has confidential status with respect to information received while the employee is acting within the scope of the following duties and functions: (1) a person who is employed by the College whose communications are privileged or confidential under Federal or State law; (2) an employee whom the College has designated as confidential under Title IX for the purpose of providing services to persons related to sex discrimination; (3) an employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination. A Confidential Employee may or may not also be a Confidential Advisor.
- **Consent:** knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. 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 does not imply ongoing or future consent. 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.
- **Dating Violence:** 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.
- **Disciplinary Sanctions:** consequences imposed on a respondent following a determination that the respondent violated the College's prohibition on sex discrimination.
- **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.
- **Hostile Environment Caused by Sex-Based Harassment:** unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity. Whether a hostile environment has been created is a fact specific inquiry that includes consideration of the following: (1) the degree to which the conduct affected the complainant's ability to access the College's education program or activity; (2) the type, frequency, and duration of the conduct; (3) the parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (4) the location of the conduct and the context in which the conduct occurred; and (5) other sex-based harassment in the College's education program or activity.

- **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.L.
- **Intimidation:** to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex Discrimination and these Procedures.
- **Peer Retaliation:** retaliation by a student against another student.
- **Pregnancy or Related Conditions:** includes (1) pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation or related medical conditions.
- **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. The standard of proof requires the Decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decisionmaker is not persuaded under this standard that sex discrimination occurred, whatever the quantity of the evidence is, the Decisionmaker will not determine that sex discrimination occurred.
- **Relevant:** related to the allegations of sex discrimination under the investigation as part of these grievance procedures. Questions are relevant where they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged sex discrimination occurred.
- **Remedies:** measures provided, as appropriate, to a complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that sex discrimination occurred
- **Respondent:** a person who is alleged to have violated the College's prohibition on sex discrimination.
- **Responsible Employee:** a College employee who (a) has the authority to institute corrective measures on behalf of the College, or (b) has responsibility for administrative, leadership, teaching, or advising in the College's education program or activity. Section V.A.2 of these Procedures lists categories of employees who are Responsible Employees for the College.
- **Retaliation:** intimidation, threats, coercion, harassment, or discrimination by the College, a student, or an employee or other person authorized by the College to provide aid, benefit or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by the College's Policy Prohibiting Sex Discrimination and/or the laws and regulations cited therein, or because the person reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions, remedies or supportive measures imposed in response to the allegations of sex discrimination.
- **Sexual Assault:** an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- **Sex Discrimination:** discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- **Sex-Based Harassment:** a form of sex discrimination that is harassment on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity. Types of sex-based harassment include, but are not limited to, quid pro quo harassment, hostile environment harassment, and the specific offenses defined in Appendix A.
- **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 prohibited sex discrimination.
- **Specific Offenses:** sexual assault, sexual violence, dating violence, domestic violence, and stalking, as defined in Appendix A.
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
- **Supportive Measures:** individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) restore or preserve a party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment, or (2) provide support during the College's grievance procedures or during an informal resolution process
- **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.CC.Survivor-Centered: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- **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.
- **Trauma-Informed Response:** See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- **Quid Pro Quo Harassment:** when an employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

Approval History:

Revised: 02/27/2017; 09/28/2020, 09/11/2024

PROPERTY NAMING POLICY

Policy Number: 2.1003
Subject Area: General College Policies/Administration
Adopted: 02/20/2003
Revised: 03/17/2011

The objective of this policy is to establish criteria for the naming of Kaskaskia College property and endowments, and to honor individuals and organizations in recognition of their importance in the growth and development of the institution.

Naming opportunities are recognized as being integral to the fund-raising process and an important form of donor recognition in addition to recognizing individuals who have had a significant impact on the development of Kaskaskia College. As such, naming opportunities may be made available at the discretion of the Kaskaskia College Board of Trustees.

The following principles are relevant to the naming or designation of facilities, campus areas, streets, walkways, rooms, etc., and all properties to include endowments of Kaskaskia College:

- Names and designations may be applied as defined in this policy only if:
 - The name is meant to commemorate an individual significant to the founding of Kaskaskia College or Centralia Township Junior College; or
 - The individual has, in the judgment of the Board of Trustees, contributed substantially, on a comprehensive level, to the development and enhancement of Kaskaskia College; or
 - The individual, or an appropriately defined commemorative designee of that individual, has contributed substantial worth to the development of the Kaskaskia College environment and/or its students and staff. Final evaluation of "substantial worth" other than the monetary guidelines set forth in this policy is the sole prerogative of the Kaskaskia College Board of Trustees.
- Departmental Endowments
- All recognitions shall be organized through the Kaskaskia College Office of Institutional Advancement. Only the Board of Trustees may assign a name or title to College property in accordance with this policy and established procedures. Such designations are considered permanent, non-rotational, and may be amended or changed only upon formal resolution by the Kaskaskia College Board of Trustees.
- The College values and will protect its integrity, autonomy, and academic freedom, and does not accept gifts when a condition of acceptance would compromise these fundamental principles. The College may accept or decline to accept any gift or donation based on that, which is in the best interest of the College. The College does not accept gifts that require it to provide any valuable consideration to the donor or anyone designated by the donor, such as employment in the College, enrollment in a College program, or a College procurement contract. The College also does not accept gifts that involve discrimination of any type.
- Unless subject to an agreement to use a gift for a specific purpose, gifts are received unconditionally and may be used for such purposes the College determines is an area of need. The College is committed to the highest standards of donor stewardship and accountability and demonstrates this competency through annual audits.
- Gifts are made to the Kaskaskia College Foundation that holds a 501 (C) (3) organizational status with the Internal Revenue Service. The College works in cooperation with the Kaskaskia College Foundation on the processing and application of gifts.
- The President of Kaskaskia College shall implement this policy in such a manner as to ensure involvement of the appropriate department and to ensure college-wide aesthetics, qualitative standards, and optimum donor support.
- The Board of Trustees shall approve the designation of Endowed Chairs/Distinguished Professorships and Named Lectureship Series naming opportunities.
- The Board of Trustees shall approve the donated values placed on property for naming rights and set in the procedures along with any new property that may be developed.

Approval History:

Replaces Property Naming Policy 6.6, Approved February 20, 2003, and March 17, 2011

PUBLIC PERFORMANCES, PRESENTATIONS, AND EXHIBITS POLICY

Policy Number: 6.0502
Subject Area: Instruction
Adopted: 02/24/2014
Revised: 02/24/2025

The Board of Trustees supports and promotes the hosting of public performances, presentations, and exhibits. Since Kaskaskia College serves a large and diverse community, the content for such programs is generally to be for all audiences. However, performances with mature content may be conducted in accordance with this policy.

A supervisor or sponsor must be notified well in advance of guest speakers, performers, and artists if it is anticipated the event will contain mature content. All performances, presentations or exhibits which may contain mature content must include a clear statement of that effect in all marketing materials.

Replaces Public Performances, Presentations, and Exhibits Policy 3.302
Approved February 24, 2014; July 23, 2018

PURCHASING AND CONTRACTS POLICY

Policy Number: 3.6002
Subject Area: Business Services and Finances
Adopted: 11/28/2016
Revised: 11/28/2016

All purchases of supplies, services, equipment, and other materials, whether through a Bidding process or a Request for Proposal (RFP) shall be made in accordance with the Illinois Public Community College Act, and applicable federal and local laws, and established College policies and procedures. Additionally, purchases and contracts will adhere to grant-funded guidelines, where applicable. All purchases will be coordinated through the Purchasing Office. No purchases will occur without an approved purchase requisition on file in the Purchasing Office and no orders shall be placed until a purchase order has been assigned for the purchase. Kaskaskia College is not responsible for any purchases occurring outside of the approved College purchasing procedures.

All bids and/or quotes will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. RFPs for Goods and services will be awarded based on both financial considerations and adherence to the criteria that have been developed through the RFP process.

In addition, all purchases, contracts and bids that exceed the statutory threshold of twenty-five thousand dollars (\$25,000.00) shall be subject to a competitive procurement process except for those purchases that are exempted from such process. Such exemptions are set forth in Section 3-21.1 of the Illinois Public Community College Act. The Director of Purchasing, with the input of the College Legal Counsel and the approval of the College President shall make the determination as to whether the procurement of a good or service is exempted from the competitive bidding/RFP process. The College may also participate in joint purchases by governmental units pursuant to Section 3.27.2 of the Illinois Public Community College Act. The Board reserves the right to accept or reject any or all bids/RFPs. If for any reason competitive bids or price quotations for goods or services statutorily exempted from a competitive selection process are deemed advisable by the President, then an appropriate process will be followed.

Pursuant to Public Act 99-0462, The Business Enterprise Program for Minorities, Females, and Person with Disabilities Act, Kaskaskia College aspires to increase the participation of businesses owned by minorities, females, and persons with disabilities in contracts awarded by the College and will comply with the requirements of such Act. In support of this policy, the College makes a commitment to utilize qualified minority, female, and persons with disabilities owned businesses, where possible, within the bounds of financial and fiduciary prudence. The College Administration is responsible for developing plans and implementation procedures to achieve the goals of the Act.

Approval History: Replaces Purchasing and Contracts Policy 4.2 approved May 20, 2010 and November 28, 2016

PURCHASING AND CONTRACTS PROCEDURE

Policy Number: 3.6002
Subject Area: Business Services and Finances
Adopted: 11/28/2016
Revised: 10/12/2022

I. Overview

All purchases of supplies, services, equipment, and other materials will be made centrally by the Purchasing Department, on the basis of approved purchase requisitions. A purchase requisition from any Kaskaskia College fund must be submitted by the designated budget officer with appropriate signatures. No orders shall be placed until a purchase order has been assigned for that purchase. Kaskaskia College is not responsible for any purchases occurring outside of the approved college purchasing policy and procedures, and reserves the right not to provide reimbursement for any such purchase.

The Purchasing Department will work with the designated budget officer in the preparation of an analysis of any items for which a

formal price quotation or bid is required. All purchases must align with one or more of the institutional and/or departmental goals, include sufficient documentation for the purchase, and have sufficient funds budgeted for the purchase. Prior to awarding a bid/RFP to any vendor, the System for Award Management (SAM) website will be checked for grant funded purchases only to ensure the vendor has not been excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefits. The College will not accept COD orders. For informational purposes, all purchases up to the formal bid threshold will be included in the monthly disbursement report provided to the Board.

II. Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1)

The College understands that participation and commitment for participation in the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act is critical to the success of the program. Therefore, the College commits to the aspirational goal of thirty (30) percent of the College's budget to contracts for businesses owned by minorities, females, and persons with disabilities, and the development of minority providers via the State of Illinois Business Enterprise Program.

The Director of Purchasing and Auxiliary Services serves as the designated Purchasing Officer, as well as the designated Business Enterprise Program liaison, and will provide information to the Business Enterprise Program as required. The College will inform potential contractors and vendors of the goals to utilize businesses owned by minorities, females, and persons with disabilities, as certified by the Business Enterprise Program, and will make contractors and vendors aware of the resources provided by the Business Enterprise Program to locate such businesses. Furthermore, contractors and vendors are required to make good faith efforts to meet contract goals, and develop a process to justify contract goal exemptions, modifications and waivers.

The Director of Purchasing and Auxiliary Services will file with ICCB an annual report of the College's utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year, pursuant to the requirements of the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act.

III. Procedures for Purchases Requiring a Formal Invitation to Bid or Request for Proposal (> \$25,000)

Pursuant to the Illinois Public Community College Act (110 ILCS 805 3/27.1) the "award of all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000" shall be awarded "to the lowest, responsible, responsive bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement" except those goods or services identified as being exempt. If the goods or services are exempt, and the purchase is greater than \$25,000, Board approval is still required.

Therefore, unless exempt, when the cost of the goods or services to be purchased exceeds \$25,000, College policy requires that a formal Invitation to Bid (ITB) or Request for Proposal (RFP) process be followed. For items requiring a formal ITB or RFP, the following procedures shall be followed:

1. Working in conjunction with the designated budget officer, the Purchasing Department will prepare specifications for the goods or services to be procured, and will confirm funding sources and other procurement details with appropriate personnel. The Purchasing Department shall establish a schedule of events to include final approval by the Board of Trustees.
2. Advertisement soliciting bids/RFPs includes, but is not limited to, at least one public notice at least ten (10) days before the due date in a newspaper published in the College district. The advertisement will include the time, date and location of the bid/RFP submission deadline and public opening. The Purchasing Department maintains a list of potential vendors by business type and will forward bid/RFP materials to such vendors as appropriate.
3. After a public bid/RFP opening, the Purchasing Department, with the assistance of the designated budget officer requesting the goods or service, will evaluate all bids/RFPs for compliance with the bid/RFP specifications and/or other criteria. Once the vendor to be awarded has been determined, the Purchasing Department shall submit a resolution and recommendation memo, to include rationale justifying the purchase, to the Vice President of Administrative Services for review and approval, and then to the President. In keeping with statutory requirements, purchases for goods or services will be made from the vendor submitting the lowest, responsible, and responsive bid, unless the purchase meets one of the statutory exemptions.
4. Upon approval by the President, the resolution and recommendation will be included in Board materials for approval.
5. Upon approval by the Board, the Purchasing Department will notify the designated budget officer that the purchase has been approved, and the designated budget officer shall submit a purchase requisition and any supporting documentation to the Purchasing Department. Following submission, vetting and approval of the purchase requisition, a purchase order and/or approved contract will be issued to the vendor by the Purchasing Department.

IV. Procedures for Purchases Requiring a Formal Price Quotation (> \$5,000 and <\$25,000)

When the goods or services to be purchased are estimated to cost between \$5,000.00 and \$25,000, the following procedures shall be followed:

1. Upon receipt of a request from a designated budget officer, the Purchasing Department will exercise due diligence in obtaining a minimum of three (3) written formal price quotations, when available.
2. After quotations are received, the Purchasing Department will compile an analysis of the quotations for evaluation with the designated budget officer requesting the goods or services. Quotations will be evaluated for compliance with the specifications and other relevant criteria. If a vendor other than the vendor submitting the lowest price quotation is recommended, a rationale providing justification for the purchase shall be prepared by the designated budget officer and attached to the purchase requisition. In keeping with statutory requirements, purchases for goods or services will be made from the vendor submitting the lowest, responsible, and responsive price quotation.
3. Once the vendor has been identified, the designated budget officer will initiate a purchase requisition and submit to the Business Office via email (kcbusoff@kaskaskia.edu). The requisition must include the signature of the designated budget officer, dean and/or vice president. When necessary the Purchasing Department will obtain the signature of the President.
4. Once the purchase requisition has been approved, the Purchasing Department will issue a purchase order and/or approved contract to the awarded vendor.

V. Procedures for Purchases Costing Less Than \$5,000.00

When the goods or services to be purchased are estimated to cost less than \$5,000.00, the following procedure shall be followed:

1. The designated budget officer making the request may choose to seek comparable prices or may be required to seek comparable prices by their immediate supervisor. The Purchasing Department may assist in obtaining formal price quotations.
2. Once the vendor has been identified, the designated budget officer shall initiate a purchase requisition and submit to the Business Office via email (kcbusoff@kaskaskia.edu).
3. Once the purchase requisition has been approved, the Purchasing Department will issue a purchase order and/or contract to the vendor.

All bids or formal price quotes as outlined above will be awarded to the lowest, responsible, responsive bidder considering conformity with specifications, terms of delivery, quality, and serviceability. RFPs for goods and services will be awarded based on both financial considerations and adherence to the criteria that have been developed through the RFP process.

Additional Signature Requirements: Deans, Vice Presidents and the President have the discretion to establish additional signature requirements regarding purchasing procedures.

VI. Credit Card Payments

1. Any purchase requiring payment by credit card will require the submission of a purchase requisition following the procedures identified above. Once the purchase requisition has been approved, the designated budget officer will come to the Business Office to place the order using the college's credit card. Employees shall not use their personal credit card for payment of online orders.

VII. Contracts

1. All contracts are to be submitted to the Director of Purchasing & Auxiliary Services for review. If necessary, the Director of Purchasing & Auxiliary Services shall submit the contract to the college's legal counsel for review.?
2. Once the contract has been approved, it will be forwarded to the Vice President of Administrative Services / CFO for approval.
3. Following approval by the Vice President of Administrative Services / CFO, the contract will be forwarded to the appropriate Dean, Vice President, or President for signature.
4. After obtaining the signature of the Dean, Vice President, or President, the contract will be forwarded to the designated budget officer for submission to the vendor.

VIII. Travel

1. Refer to college policy # 4.9000

Approval History: Replaces Purchasing and Contracts Procedure 4.2 approved May 20, 2010 and November 28, 2016
Revised 10/12/2022

RECORDS MAINTENANCE AND RETENTION POLICY

Policy Number: 3.3000
Subject Area: Business Services and Finances
Adopted: 02/17/1993
Revised: 02/17/1993

Records to substantiate all claims, for state apportionment shall be maintained and retained for a period of three (3) years in accordance with the requirements set forth in the Illinois Revised Statutes, Chapter 122, Section 103-21/103-22 - 3/21./3-22, as amended.

Approval History: Replaces Records Maintenance and Retention Policy 4.12 approved February 17, 1993

RELIGIOUS OBSERVANCE ACT POLICY

Policy Number: 5.1011
Subject Area: Student Services
Adopted: 12/16/2024
Revised: 12/16/2024

In accordance with Illinois law, under the University Religious Observances Act, the college will reasonably accommodate a student's religious observances regarding admissions, class attendance, and the scheduling of examinations and work requirements.

Upon enrollment in courses and programs, students should review the course syllabus and program requirements to determine if any reasonable religious accommodations need to be requested. All requests should be made in writing 30 days prior to the date of requested action by completing the [Religious Observances Act Accommodation Form](#). Requests will be reviewed by the faculty and appropriate dean. Students may need to engage in an interactive process with faculty members or the appropriate dean, to mutually determine the best way to accommodate the student's request.

Any student who believes he or she may have been unreasonably denied an educational benefit due to religious belief or practices may file a grievance through the formal [Student Complaint](#) process.

REMOTE WORK POLICY

Policy Number: 4.8001
Subject Area: Personnel
Adopted: 08/24/2020
Revised: 06/24/2024

Kaskaskia College considers remote work to be a viable, flexible option when both the employee and the position are suited to such an arrangement. Remote work allows employees to work at home, on the road, or in a satellite location for all or part of the work week. Although not all jobs can be performed satisfactorily from other locations, Kaskaskia College recognizes that, in some cases, remote work arrangements can provide a mutually beneficial option for both the college and the employees. Remote work is not an entitlement, it is not a College benefit, and it in no way changes the terms and conditions of employment with Kaskaskia College.

Definition. A Remote Work Agreement allows an approved employee to perform assigned responsibilities in a non-campus, non-college affiliated environment, typically their residence. Working remotely is an alternative work arrangement in which part of or all of the weekly scheduled work is performed at an alternate work location. The arrangement permits an employee to work outside the normal physical place of employment on an agreed-upon, predetermined work schedule.

Definition of Remote Work:

Kaskaskia College defines formal remote work as allowing employees to work outside their normal physical place of employment on an agreed-upon, predefined, predictable work schedule.

Definition of Informal Remote Work:

Informal remote work is defined as working from home for a short-term project or on the road during business travel. A short-term project is identified as a project that will take less than 40 business hours to complete.

Remote work is a voluntary work alternative that may be viable and appropriate for some employees and some positions but not all employees or all positions. Whether or not this is a viable alternative will be left to the discretion of the employee's direct supervisor and Vice President.

Informal remote work arrangements, such as working on the road during business travel, do not require the completion of Kaskaskia College's Remote Work Agreement. Formal remote work arrangements, which are long-term, short-term and/or reoccurring, require the completion of Kaskaskia College's Remote Work Agreement.

Approval History: 08/24/2020; 12/19/2022; 06/24/24

REMOTE WORK PROCEDURE

Policy Number: 4.8001
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 05/13/2024

Overview

To be responsive to the needs of the current workforce and in anticipation of the future demands of providing an

efficient and qualified workforce, Kaskaskia College will support remote work options in situations where it is reasonable and practical to do so in departments where the operations and functionality of the institution will not be adversely affected. Remote work may be required during times of crisis (natural or manmade) to continue regular College operations.

Kaskaskia College considers remote work a viable, flexible option when both the employee and the position are suited to such an arrangement. Remote work allows employees to work at home, on the road, or in a satellite location for all or part of the work week. Although not all jobs can be performed satisfactorily from other locations, Kaskaskia College recognizes that, in some cases, remote work arrangements can provide a mutually beneficial option for both the College and the employee. Remote work is not an entitlement, it is not a College-wide benefit, and it in no way changes the terms and conditions of employment with Kaskaskia College.

Remote work can be informal, such as working from home for a short-term project, on the road during business travel, or can be designated as a formal, scheduled way of working away from the office. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement agreed upon between the employee and Kaskaskia College administration will be reviewed and re-evaluated in a period no longer than six months and may be discontinued at will and at any time at the request of either the remote employee or the College. Every effort will be made to provide 30 days' notice of such a change to accommodate remote work, childcare, and other issues arising from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Informal remote work arrangements, such as working on the road during business travel, do not require the completion of Kaskaskia College's Remote Work Agreement. Formal telecommuting or remote work arrangements, which are long-term and/or reoccurring, require the completion of Kaskaskia College's Remote Work Agreement.

Definition. A Remote Work Arrangement allows an approved employee to performing assigned responsibilities in a non-campus, non-college affiliated environment, typically their place of residence. Working remotely is an alternative work arrangement in which part of or all of the weekly scheduled work is performed at an alternate work location. The arrangement permits employees to work outside the normal physical place of employment on an agreed-upon, predetermined work schedule. **Definition of Formal Remote Work:** Kaskaskia College defines formal remote work as allowing employees to work outside their normal physical place of employment on an agreed-upon, predefined, predictable work schedule.

Definition of Informal Remote Work: Informal remote work is defined as working from home for a short-term project or on the road during business travel. A short-term project is identified as a project that will take less than 40 business hours to complete.

Eligibility

Before entering into any remote work agreement, the employee and supervisor, with the assistance of the Human Resources department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- The College has reviewed the employee's job description as being in a position where remote work is possible for the completion of the job duties for the defined period of time.
- Job responsibilities: The employee and supervisor, and when needed, Human Resources, will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs: The employee, supervisor, and Information Technology (IT) will review the equipment needed, including appropriate internet, and phone connectivity.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and the supervisor agree, all parties will prepare and sign a draft telecommuting remote work agreement, and a trial period will commence.

Procedures

- An employee in good standing who desires a remote work arrangement submits the remote work agreement form if the remote work request is more than a week or a scheduled pattern of a day(s) that repeats weekly.
- The agreement form is submitted for approval.

Rules and Guidelines

Job Responsibilities:

- Discuss the employee's job responsibilities and goals and determine if their position is appropriate for a remote work arrangement. Examples of jobs that may be suitable for remote work arrangements include those that have minimal face-to-face interaction, heavy data entry tasks, or specific objectives and performance standards that can be measured.

Department and Employee Suitability:

- Examine the needs of the department, including frequency of meetings, department goals and projects, other departments' schedules, and space constraints.
- Assess the performance of the employee to ensure that the employee is in good standing and determine if the employee's work habits display the traits customarily recognized as appropriate for success such as strong organization skills, effective communication skills, self-discipline, reliability, responsiveness, and the ability to work independently.
- The employee's direct supervisor is responsible for evaluating the work completed by the employee and to review progress with the employee. Kaskaskia College policies and procedures remain in effect, and all employees are expected to adhere to applicable work policies while working remotely.
- If an employee is approved to work remotely and has been doing so, the annual evaluation of the employee by the direct supervisor should indicate as such, as well as the employee's work in the remote setting should be designated as satisfactory or unsatisfactory.

Schedule and Availability:

- Discuss and agree upon the number of remote days allowed each week, the work hours and schedule that the employee will customarily maintain, and the manner and frequency of regular communication (i.e. via phone, video conferencing, in person, etc.) with the supervisor and others in the department.
- Remote employees must be as accessible as their onsite counterparts during their agreed-upon regular work schedule, regardless of work location, and have the ability to communicate in a professional and clear manner with limited interruptions.
- Remote employees may be required to work onsite for meetings, events, and other situations deemed necessary by their supervisors. Remote employees may be required, at any time, to commute to their onsite work location. This is considered commute time, and remote employees are not eligible to receive reimbursement for this travel.

Equipment: Including working internet and phone

On a case-by-case basis, Kaskaskia College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each remote work arrangement. Information Technology (IT) department will serve as resources in this matter. Equipment supplied by Kaskaskia College will be maintained by the College. Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Kaskaskia College accepts no responsibility for damage or repairs to employee-owned equipment. Kaskaskia College reserves the right to make determinations as to appropriate equipment subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote employee must sign an inventory of all Kaskaskia College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all College property will be returned to the College, unless other arrangements have been made.

The employee will establish an appropriate work environment within their home for work purposes. Kaskaskia College will not be responsible for costs associated with setting up the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. An appropriate work environment includes the background visible during the employees' work appearances. The same professional decorum expected at the institution is expected in the remote work environment.

Security

Consistent with the organization's expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of the College, and student information, and employee information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace safely, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with regular work duties are normally covered by the College's workers' compensation policy. Remote employees are responsible for notifying the employer of such injuries as soon as practical. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not designed to replace appropriate child or pet care. Although an individual employee's schedule may be modified to accommodate these childcare needs, the arrangement must remain focused on job performance and meeting business demands. Prospective telecommuters and remote employees are encouraged to discuss expectations of remote work with family members prior to entering a trial period.

Time Worked

Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Kaskaskia College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote employee's

supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

Approval History: August 2, 2021; Revised 11/17/22; Revised 05/13/24

RETIREMENT POLICY

Policy Number: 4.5000
Subject Area: Personnel
Adopted: 02/16/1998
Revised: 02/16/1998

In accordance with applicable law, retirement from the College is voluntary for all staff. Tenure ceases upon retirement.

All Kaskaskia College employees except student workers will participate in the State University Retirement System (SURS). Participation and benefit specifications are determined by SURS, and complete details are available in the SURS Handbook of Information. Any Kaskaskia College employee participating in SURS will be eligible to select the defined contribution program, the defined benefit program, or the "Portable SURS" defined benefit program.

If recommended by the College President and approved by the Board, Kaskaskia College faculty and staff members may be re-employed and reappointed after retirement in accordance with the State Universities Retirement System Rules and Regulations.

Approval History: Replaces Retirement Policy Policy 2.50 approved 02/16/1998

REVERSE TRANSFER POLICY

Policy Number: 5.2203
Subject Area: Student Services
Adopted: 05/24/2021
Revised: 05/24/2021

Kaskaskia College is committed to providing quality services to students seeking Reverse Transfer. The College's reverse transfer policy is designed for students who attended Kaskaskia College and then transferred to an Illinois state university without earning their associate's degree. Academic credits successfully completed at a state university may be transferable back to Kaskaskia College and used to determine if these courses will satisfy any remaining degree requirements for an associate's degree. The Registrar will provide evaluation of the academic credits earned at the state university and determine if credits will fulfill any and all remaining requirements for an associate's degree. Students who have earned at least 15 hours of academic credit at Kaskaskia College and a sufficient number of hours of academic credit at their current state university will be eligible for reverse transfer. The academic courses completed at the state university shall be the required courses, as determined by the college catalog assigned at the time of the student's enrollment at Kaskaskia College.

Approval History: Approved May 24, 2021

REVERSE TRANSFER PROCEDURE

Policy Number: 5.2203
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 04/29/2021

1. Student Eligibility

The reverse transfer of credit option is available to a student who is currently enrolled at a State university and has:

- Transferred to the State university from or previously attended a community college;
- Earned at least 15 credit hours of transferrable course work completed at a community college;
- Earned a cumulative total of at least 60 credit hours for transferrable course work successfully completed at the student's current or previously attended postsecondary institutions; and
- Submitted a Reverse Transfer request to the State university at which the student is currently enrolled.

1. Student Request

A student who meets the eligibility criteria may request a reverse transfer credit from the State university to the community college previously attended.

- The opportunity to opt-in may be made at enrollment or at any time thereafter while enrolled at the State university. The student shall provide the information required in the above section and authorize the release of his or her transcript information, pursuant with the State university procedures.
- In the event that the student has earned credit hours at more than one community college or State university, the student shall:
 - Identify the community colleges and State university at which any credit hours have been earned; and
 - Authorize release of his or her transcript information from the community colleges and State universities to the community college identified for the purpose of earning an associate degree through a reverse transfer of credit.

2. Institutional Responsibilities

- Each State university and community college shall make available an opt-in process for the reverse transfer of credit;
- Each State university shall notify students who meet the eligibility criteria. The notification shall include information about the State university's process to reverse transfer of credit.
- State universities and community colleges shall comply with the following process:
 - Information about reverse transfer of credit shall, at a minimum, be clearly identified on the institution's website and printed in the course catalogs. This information shall also be made available on through the registrar's office.
 - There is no fee associated conducting degree audits or processing graduation applications.
 - After receiving the student information, the community college shall review the information, and if the community college determines the student is has earned the credits required to receive an associate degree, may award the associate degree.
 - No later than 30 business days after receiving an application for reverse transfer of credit and all required transcripts, the college shall notify an applicant if he or she qualifies for an associate degree based on the total earned credits. The college shall send the same notification to the State university.
 - In the event that the college awards an associate degree, the college shall send an updated final student transcript to the State university.

3. Community College Determination to Award Degree

1. In awarding an associate degree, the college shall evaluate the applicant's course work completed, along with the transfer credit earned, and shall determine whether the associate degree requirements have been met.
2. Official transcripts will be required from the State university before the associate degree will post the credentials to the student's record.

KC Implementation

1. The state university or the student will put in a request with Kaskaskia College's contact (Registrar) for a Reverse Transfer.
 1. The Registrar will verify that the student has a graduation application on file. If not, the Registrar will contact the student to get the required information submitted.
2. Once the student's request and transcripts have been submitted to the Registrar, the Registrar has 30 days to notify the student if he or she qualifies for an associate degree based on the total earned credits. The Registrar shall send the same notification to the state university.
3. In the event that Kaskaskia College awards an associate degree, the college shall send a student transcript to the state university. The transcript will include the award of an associate degree.
 - When the degree is awarded, is based on when the student submits their request. Kaskaskia College will work with the student to get the degree posted during the first available term. At that time the degree will be posted and the diploma will be ordered.
 - The student will need to sign a release for transcripts to be released.

[Approval History: April 29, 2021](#)

SALARIES POLICY

Policy Number: 4.3000
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

Salaries for teaching faculty and academic support staff covered by the Board's collective bargaining agreement with the Kaskaskia College Education Association will be as provided in that agreement.

Salaries for support staff shall be based upon individual job classifications and the competitive job market, as appropriate.

Salary ranges for administrators are based upon an evaluation of job descriptions and the competitive job situation. Each administrator's salary is determined individually.

Short-term employees will be paid on a proportional basis. The actual salary of a short-term employee will be based on the salary that would have been paid to a full-time employee who filled that position.

The rate of pay for part-time and seasonal employees will reflect appropriate schedules or ranges established for the applicable job category on the part-time salary schedule.

Instructors for non-credit community education courses, seminars, and other activities will be paid for work performed at each class or event as determined by the Dean of Continuing/Community Education.

Approval History: Replaces Salaries Policy 2.30 approved 01/01/1999

SELECTION, APPOINTMENT, AND REAPPOINTMENT POLICY

Policy Number: 4.1500
Subject Area: Personnel
Adopted: 04/08/2002
Revised: 04/08/2002

Appointment of College employees, except for the College President, shall be made in accordance with established hiring procedures. The College is committed to hiring the best-qualified employees based on job-related factors and administers its employee selection process in a consistent, fair, and impartial manner.

Full-time appointments and reappointments shall be made upon the recommendation of the College President and with the approval of the Board.

Appropriate publicity will announce the availability of each position not filled by existing staff. New, open or revised positions may be filled by the appointment of existing personnel, with or without announcement of the position, as the Board deems appropriate and according to established procedures.

Approval History: Replaces Selection, Appointment, and Reappointment Policy 2.15 approved 4/18/2002

SELECTION, APPOINTMENT, AND REAPPOINTMENT PROCEDURE

Policy Number: 4.1500
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 06/07/2022

I. The procedures listed below shall be followed in the hiring process. The procedures are designed to help direct the process for searching and selecting *full-time and regular part-time personnel*, except the President. The hiring process for the President shall be conducted at the discretion of the Kaskaskia College (KC) Board of Trustees (Board), using procedures developed by the Board. All hiring processes shall treat all candidates fairly and equally. Further, all processes shall be consistently applied.

A. Upon receiving a letter of resignation or retirement, the communication should be forwarded to the Vice President who oversees the department. In the absence of a Vice President, it should be forwarded to the highest-ranking President's Cabinet-level position within the division. The Vice President or President's Cabinet-level position shall promptly notify the Director of Human Resources (HR) and the President's office via email notification. Notices of resignation and retirement from full-time employees shall be presented to the Board. This duty is managed by the HR Department in conjunction with the President's Office. A transition plan will be developed by the employee's supervisor and presented to the Vice President or next highest-ranking President's Cabinet-level position until a replacement position is filled. Further, all vacancies will be considered for elimination, restructuring, and/or amendment of duties by the Vice Presidents, Director of HR, and President, prior to any advertising.

B. New full-time positions or significant restructuring of an existing full-time position must be approved by the President and

Board prior to any advertising or announcement. This is completed using an Employee Requisition Form (ERF), justification memorandum, and the updated job description which is submitted to the appropriate Vice President for approval. After such approval, it is forwarded to the HR Department for approval and inclusion in Board materials.

C. Initiation of the Hiring Process

The hiring manager of the position to be filled will initiate the hiring process by completing an ERF (available in the Document Center under Human Resources) and obtaining the appropriate administrative signatures, including the Dean (as applicable), Vice President, and President. Once the ERF form is completed, it should be forwarded, along with the job description (as outlined in I.D. below), to HR for processing.

The hiring manager is defined as an employee who is responsible for filling open positions within their department and often serves as the new hire's supervisor. Hiring managers work in coordination with the HR Department and the hiring committee throughout the hiring process in the selection of applicants. It is the expectation that all hiring managers possess the ability to accurately assess talent and qualifications of each candidate, lead the interview process of the candidates, and establish the tone and pace for the hiring committee work. The hiring manager must have excellent communication skills, have the ability to motivate and keep a group on track, and have demonstrated leadership skills in consensus decision-making. The hiring manager oversees the process to ensure that the most qualified candidate and best fit to the Kaskaskia College is selected. The hiring manager will review candidates to ensure they meet the minimum requirements. The hiring manager will release applicant materials to the search committee members based on the minimum qualifications met as defined by the job description.

The Vice Presidents, CIO, and the President will approve the ERF and determine if the supervisor submitting the ERF is to lead the hiring committee or serve as a committee member.

D. Job Description

- For every new, replacement, or restructured position vacancy, a job description will be prepared and/or updated prior to any advertising or announcement. Job descriptions must be approved by HR, the Vice President, and President prior to advertising as part of the requisition process. A template job description can be found in the Document Center
- Function – Describes the main purpose of the position
- Qualifications – Describe what is required and/or preferred to be successful at this position
- Essential Functions – Describe the basic job duties that an employee must be able to perform, with or without reasonable accommodation• Other Functions – Describe the additional duties that do not affect the essence of the job and could be reassigned to other employees
- Supervisory Responsibility (if applicable) – Describes who would report to the position
- Supervisory Controls – Describe how the position is expected to work (i.e.: Conduct assigned duties independently and with minimum supervision. Consultation with supervisor if necessary.)
- Organization Relationships, including the classification to which the position reports
- Guidelines
- Physical Demands• Work Environment

E. Advertising/Announcement of Positions

Each respective Vice President and the Director of HR will jointly determine the form of advertising and ways in which such position vacancy will be announced. Advice and direction will be provided for various positions by the President and Board.

All new, replacement and restructured vacancies will be announced by one or more of the following means:

- Locally—Advertising and announcement of position vacancies will be in local newspapers covering the area
- Regional/National—Advertising and announcement of position vacancies will be regionally and through national publications
- Internet Services—All position vacancies will be listed on various job nets to which the College subscribes
- On-Campus—All position vacancies will be posted at various sites throughout the campus, on the College website, and in other internal publications, and sent via campus-wide email
- Union Contracts—Position vacancies will be posted in accordance with any agreed to contract language. • Other Means— Position vacancies will be posted at other appropriate sites such as social media, trade publications, other colleges, or agencies, etc.

F. Job Description Changes in a Currently Occupied Position

The advertising and selection process may be waived in a situation where a job description is being changed and such a position is currently occupied. In this situation, the person affected may assume the position as outlined in the revised job description.

G. Transfers

The College reserves the right to waive the advertising and selection process and transfer a current employee into another open position. The employee must meet the minimum qualifications for the open position. The decision to transfer an employee in this manner shall be made by the Director of HR and the appropriate Vice Presidents and approved by the President and the Board where applicable. All such transfers will be subject to applicable collective bargaining agreements.

H. Applicant Materials

All applicants will be required to submit a cover letter, resume, employment application, and an unofficial copy of transcripts (where applicable). Other qualifying credentials will be requested as appropriate for each search.

HR is responsible for obtaining certified (official) transcripts from the applicant and said transcripts should be sent directly to the HR office from each issuing institution for the recommended candidate, ideally prior to action.

I. Search Committees

A search committee will be formed for each full-time or regular part-time vacancy. The composition and role of each committee is as follows:

Each committee shall have a representative of the division in which the vacancy exists in addition to the hiring manager. Also, it is preferred that each committee includes administrative/professional staff, faculty, and support staff, and be comprised of an

odd number of search committee members. For Director level and above positions, the ideal number for the committee is five or seven. For Director level positions and for all full-time faculty/professional managerial positions, the Director or the Assistant Director of HR will participate in the interview and be included as a voting member of the search committee. HR will also serve as an ex-officio member of the committee for positions lower than a director, non-faculty level.

For a President's Cabinet-level position, the President or his designee will partake in all interviews.

Before interviews are scheduled and prior to any access being granted to any search committee member, the search committee member listed in the ERF must

- Have completed the Conducting Job Interviews training
- Have demonstrated knowledge and comprehension of the selection, appointment, and reappointment procedure • Commit to attending ALL scheduled interviews
- Be willing and free enough to assume the committee's assignments
- Be an employee in good standing
 - Good standing indicates the employee has received average or above average annual evaluations, the employee is not under any performance of improvement plan and has had no disciplinary concerns in the past two years.
- Have demonstrated ability to serve on the committee in a professional, non-biased and objective manner.
- Possess sound independent judgment, personal integrity, and the ability to maintain confidentiality.
- Possess technical expertise sufficient to make astute, objective comparisons among applicants.

In some circumstances, an external individual may be asked to serve on a search committee. The recruited search committee member must

- Commit to attending ALL scheduled interviews
- Be a member of the public of good reputation and knowledgeable in the area of the vacancy
- Have demonstrated ability to serve on the committee in an objective manner

Once the search committee has been identified and commitment has been made from the respective members, the Vice President over the division of the employee vacancy and the President will approve the hiring manager and search committee membership via signature on the final ERF. Communication between Vice Presidents and cabinet members to ensure the requested committee member has the time and schedule flexibility to balance committee membership and their normal job duties and to also avoid the same individuals from serving on multiple search committees.

No deviations/additions/removals of or from the approved search committee membership shall occur without approval from the Vice President over the division of the employee vacancy and the President.

If a search committee member is unable to attend an interview due to unforeseen circumstances, that member must be excused from the hiring process and the search committee shall move forward with the remaining members. If a member is unable to attend an interview after having attended previous interviews for the same position, that committee member's evaluation rubrics should be discarded for all candidates to prevent an unfair elevated score for some candidates in which the committee member participated.

- Each search committee member will have access to the applicant tracking system to review all applicant credentials in accordance with the position criteria that is listed in the job description.
- The search committee then determines finalists to be interviewed, conducts interviews, and determines a recommendation.
 - An interview selection scoring rubric will be distributed to the search committee that will assist the committee to determine the number of candidates to be interviewed. Each member will score the qualified candidates' submitted materials, provide a score for the submitted materials to HR and the top scorers will be selected for an interview.
- All applicant materials, including letters of recommendation on behalf of a candidate, shall be reviewed by the search committee members during the search/screening process.
- Each search committee member will complete and submit to the hiring manager an evaluation form using a point system in evaluating the applicant's credentials to the criteria.
- The hiring manager, as the expert/supervisor over the area of the search, will be responsible for creating the interview questions. Once completed, the hiring manager will submit to HR to ensure appropriate compliance has been followed and the questions do not violate any EEOC standards. The hiring manager will also be responsible for preparing the recommendation memorandum, and submission of said ranking sheets and recommendation memorandum to HR for Presidential approval and inclusion of the memorandum in Board materials.

J. Confidentiality

The role of the search committee member is vital to the College's ability to attract and recruit the best candidates for available positions. The search committee member's role requires strict confidentiality when involved in the hiring process. All materials shared within the search committee, including discussion of candidates among search committee members, are confidential and are not to be shared with anyone outside the committee (unless the outside individual is listed as a reference for a candidate). A search committee employee member's breach of this confidentiality shall be cause for disciplinary action, up to and including discharge from employment, and shall bar the member from serving on future search committees.

K. Recommendation

Those candidates being interviewed must all meet or exceed the criteria listed in the job description and vacancy notice unless circumstances warrant a waiver of the criteria. The committee shall form a recommendation that is based on experience, education, interview results, and in general, who is the overall best individual for the position. Thus, the interview process will verify abilities and qualifications and determine human relations, teamwork, communication, problem-solving skills, self-starter abilities, and other position-specific criteria. A unanimous recommendation of the committee is not required. In situations where committee members do not unanimously agree on a candidate, the candidate will be selected utilizing the point system. The candidate with the highest points will be the selected candidate. The President may interview the search committee's recommendation at his/her discretion. The recommendation will prompt HR to make the offer to the candidate and should include the suggested salary and start date. The salary is determined based on constraints of a collective bargaining unit or a pre-determined range which is included on the ERF. If the President approves the search committee's recommendation, the recommendation will be submitted to the Board for consideration where required.

L. Background Checks

Background checks are to be conducted to avoid harm or legal liability to the institution. This includes harm to:

- Other employees by sexual harassment or workplace violence.
- College students or guests, for example, sexual assault.
- The public by negligent driving.
- The College through monetary loss or image and reputational issues.
- The conviction of any felony related to the performance of duties associated with the position of employment may cause the disqualification of any applicant.

M. References

Reference checks may offer valuable insight into a candidate's workplace accomplishments and character. Because of the sensitivity of the information requested and the legal issues with making such inquiries, reference checks are to be conducted by HR after the recommendation memorandum is received and before any employment offer is made. In some circumstances, the hiring manager or VP may be part of that process. If the reference check process identifies issues of concern, HR will discuss with the applicable VP and President.

The hiring manager shall prepare the formal recommendation memorandum outlining the reasons/rationale for the committee's recommendation and submit it to the HR office. HR will forward the recommendation, along with the successful candidate's cover letter and resume, to the President for review and final approval.

N. Role of HR Department

An HR representative shall be responsible for overseeing the process to include assuring all candidates are considered fairly and evenly, making sure EEO and other legal requirements are adhered to and ensuring all College procedures and policies are followed. The HR representative is an ex-officio member of the search committee and is to be neutral relative to all positions lower than a director, non-faculty level. The HR representative will also function as a resource person regarding the College and fringe benefits. The HR representative will be responsible for collecting all the evaluation forms after the discussion and recommendation of candidate is completed. The search committee must commit to staying in session until a recommended candidate has been elected to move forward, or second interviews are deemed necessary in order to come to consensus.

O. Role of President and Board of Trustees

The President may interview the search committee's recommendation at his/her discretion. If the President approves the search committee's recommendation, the recommendation will be submitted to the Board for consideration where required. In addition to the recommended candidate, the names and credentials of all other finalists will be submitted to the Board. Full-time recommendations require the approval of the Board. Members of the Board will serve on the search committee for Dean and Vice President positions and any other positions where it is deemed appropriate. Additionally, the full Board may interview candidates for Vice President and Dean positions.

P. Role of the Vice President/Dean/Hiring Manager

The hiring manager and the Dean or the Vice President of the department of the position vacancy shall participate in the search committee process as equal members of the search committee. Thus, the supervisor(s) will be a part of the development of a consensus recommendation. It is the hiring manager's responsibility to work with HR as a liaison for the search committee.

Q. Salary

Recommended salary placement will be determined by the appropriate Vice President and the Director of HR, in compliance with applicable collective bargaining agreements and College policies. Salaries for positions outside of the collective bargaining agreement are determined based on evaluation of the position, market analysis, demographic and market factors, fair compensation, and budget availability. Before any offer is made to a candidate, the salary must be approved by the President. The salary should be stated within the recommendation for hire. Such offers for full-time employees are contingent upon Board approval.

II. Approved Personnel Meeting with the Board of Trustees

New employees will appear at the monthly Board meeting following the Board meeting in which a candidate was approved by the Board. This will allow the Board to meet the person they had approved the previous month.

Approval History: 4/18/2002; Revised 02/23/2022; Revised 5/26/2022; Revised 06/07/2022

SENIOR CITIZEN TUITION WAIVER POLICY

Policy Number: 3.8001
Subject Area: Business Services and Finances
Adopted: 04/25/2016
Revised: 04/25/2016

Tuition shall be waived for residents of the District who have attained the age of sixty-five (65) at the time the course is

being offered. Such waiver is applicable to tuition for credit classes and mandatory fees only and does not include course fees or tuition for non-credit courses. Such tuition waiver shall be limited to those credit courses for which minimum enrollment requirements have been met, as determined by the College. Students eligible for the Senior Citizen Tuition Waiver shall follow standard admissions, billing, and payment procedures.

Approval History: Replaces Senior Citizen Tuition Waiver 4.401 approved June 17, 2010 and April 25, 2016

SERVICE ANIMALS POLICY

Policy Number: 2.3009
Subject Area: General College Policies/Administration
Adopted: 12/14/2005
Revised: 12/14/2015

Kaskaskia College, by and through its Disability Support Services Office, is committed to achieving and maintaining the highest levels of compliance with all state, federal, and local laws pertaining to individuals with disabilities, including those individuals who require a service animal on campus.

Students with disabilities who require the use of Service or Assistance animals as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the College's policy and procedures regarding such animals. This policy applies to any individual using a service animal that is participating in the College's programs or activities or who is on the College's campus.

Approval History:

Replaces Service Animals 5.95 Approved December 14, 2015

SERVICE ANIMALS PROCEDURE

Policy Number: 2.3009
Subject Area: General College Policies/Administration
Adopted: 12/14/2005
Revised: 12/14/2015

I. Definition of Service Animals

- A. Pursuant to the Americans With Disabilities Act (ADA), "Service Animals" are defined as dogs that are individually trained to do work or perform tasks for individuals with disabilities. In some cases, miniature horses may be permitted as a Service Animal, and while the procedures in this document primarily cover the use of dogs as Service Animals, such procedures would also be applied accordingly to the use of miniature horses on a case by case basis. Other species of animals, whether wild or domestic, trained or untrained, do not meet the ADA's definition of a service animal.
- B. The work or task that the service animal performs must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.
- C. Service animals are working animals, not pets. Dogs whose presence provide emotional support, companionship, or comfort, but that are not individually trained to do work or tasks in response to an individual's disability, are not considered Service Dogs pursuant to federal guidelines. Students who feel they have a disability and believe they require an assistance animal for emotional support or comfort, should consult the Office of Disability Support Services, where such request will be reviewed.

II. Control of and Requirements of Service Animals and Owners

- A. Service dogs must be under effective control at all times. In general, the dog must be on a leash, harness, or other tether, unless the owner's disability prevents its use or the use of one would interfere with the service animal's ability to be of service. The service dog cannot harm or threaten others in the campus community, including faculty, staff, students, and guests. According to county regulations, service dogs must have required vaccinations and wear a valid rabies vaccination tag.
- B. The College may request updated verification of the service dog's current vaccinations at any time. A service dog may be prohibited from college facilities or programs for numerous reasons, including by way of example and not limitation, if, in the determination of College representatives, the Service Dog's behavior poses a direct threat to the health or safety of others, the Service Dog is out of control, the Service Dog does not meet hygiene standards required for the health and safety of others, and/or the Service Dog is not housebroken.
- C. Owners of Service Dogs are responsible for properly containing and disposing of all dog waste. The dog waste must be

immediately retrieved by the owner, placed in a sturdy plastic bag and securely tied before disposing of in an outside trash receptacle. Owners must ensure that preventative measures are taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene to a Service Dog. Students will be liable for damage caused by Service Dogs in the same manner they are responsible for personal damages to College property.

III. Notification to Office of Disability Support Services

Individuals with service dogs who are using the College's services or programs are required to notify the Office of Disability Support Services. Upon such notification to Disability Support Services (DSS), a DSS representative will meet with the student and review the Service Animal policy and procedure with the requesting individual.

IV. Additional Documentation Requested by College

- A. When the need for a service animal is not readily apparent, the College may request additional information as follows:
- Is the Service Dog a service animal required because of a disability?
 - What work or task has the Service Dog been trained to perform for the benefit of the requesting individual?
- B. The College is limited to the two inquiries listed above.

V. Other Issues

A. Employees

Employees who have questions on service animals or wish to make a request to have a Service Dog at work should contact Human Resources.

D. Visitors

Service Dogs accompanying individuals with disabilities are welcome in all areas of campus that are open to the public, unless such dog has been restricted due to the reasons outlined earlier in this procedure.

- E. Public Etiquette by Students/Staff/Faculty/Administrators Service Dogs are working animals and are not pets. Members of the Kaskaskia College community and visitors are required to adhere to the following guidelines when interacting with Service Dogs. Individuals **ARE NOT PERMITTED TO**:

- Assume that the Service Dog is a pet
- Pet/touch a Service Dog, as this may distract the dog from their responsibilities.
- Restrict the individual and the Service Dog from full participation in programs and activities of the College. This includes off campus activities and activities involving transportation.
- Assume the handler may have a visible disability. Do not make assumptions about the necessity of the Service Dog.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a Service Dog. For example, College staff or faculty cannot restrict the access of a Service Dog fearing another member of the community may have an allergy.
- Feed a Service Dog
- Deliberately startle, tease, or taunt a Service Dog

VI. Other Considerations

A. Allergies, Asthma and Other Medical Conditions

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact the Disability Support Service Offices. The person impacted by the presence of the animal must provide verifiable medical documentation to support the claim. The needs of both individuals will be considered in resolving the issue.

VII. Any person that does not adhere to the policy and/or procedures will be considered as to be in violation of the Code of Conduct. Any questions or concerns should be directed to the Office of the Vice President of Student Services. For more information regarding the federal laws pertaining to service animals, please see the following website:
http://www.ada.gov/service_animals_2010.htm

SEXUAL ABUSE POLICY

Policy Number: 4.1015
Subject Area: Personnel
Adopted: 08/21/2003
Revised: 08/21/2003

Kaskaskia College does not tolerate any behavior by its employees, volunteers, students or visitors, which constitutes sexual abuse of another. Sexual abuse means any criminal sexual conduct towards a person by another person, or persons acting in concert, which causes physical and/or mental illness. Sexual abuse includes: sexual molestation, assault, or sexual exploitation. Sexual abuse does not include sexual harassment, as sexual harassment is covered under another policy.

Approval History: Replacement for Sexual Abuse 2.101.5 Approved 08/21/2003

SEXUAL ABUSE PROCEDURE

Policy Number: 4.1016
Subject Area: Personnel
Adopted: 08/21/2003
Revised: 08/21/2003

Kaskaskia College encourages alleged victims of sexual abuse, and their parents or guardians, in the case of minors, to report valid claims. The College has designated a Sexual Abuse Investigative Team, who shall be responsible for coordinating and implementing this policy.

1. Any incident of alleged sexual abuse must be reported as soon as possible as follows:
2. Employees, Volunteers, and College Students

Employees, volunteers, and College students are required to report any known or suspected incidents of sexual abuse to any one of the following: the College President, the Vice President of Educational Services, the Vice President of Administrative Services, the Dean of Arts and Sciences, the Dean of Continuing/Community Education, the Dean of Career and Technical Education, any Extension Center Coordinator, or the designated Sexual Abuse Investigative team.

1. Students in Child Care Center

Parents or legal guardians of Child Care Center students shall be advised of the contents of this policy and procedure and are to follow the reporting requirements as described above.

If a case of suspected child abuse occurs, the appropriate College employee shall immediately notify the child's parent or legal guardian, and the appropriate legal authorities as required by State or local law. In addition, appropriate paperwork, investigation and follow-up with the child will be provided pursuant to applicable State and local law and administrative guidelines.

1. Any employee, student, or volunteer involved in a reported incident of child abuse shall be immediately relieved of responsibilities that involve interaction with minors or shall be suspended, as appropriate. Reinstatement of employees, volunteers, or students involved in a reported incident of child abuse shall occur only after all allegations of child abuse have been cleared by the College.
2. Investigation and Discipline

All reports of conduct that is inconsistent with this policy will be promptly, thoroughly, and impartially investigated as expeditiously as possible. As part of the investigation, all involved parties will have an opportunity to present information. If an investigation confirms that a violation of this policy has occurred, the College will take corrective action, including discipline, up to and including dismissal or expulsion, as is reasonable and appropriate under the circumstances.

In the event of a violation of this policy by an individual who is not a College employee or student, the College will take corrective action that is reasonable and appropriate under the circumstances.

Where appropriate and/or required, suspected sexual abuse will be immediately reported to the appropriate legal authorities.

1. False Allegations

False allegations regarding sexual abuse will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action, up to and including discharge or expulsion.

1. Retaliation

Kaskaskia College forbids retaliation against any individual for seeking information on sexual abuse, making a charge, filing a sexual abuse complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of sexual abuse. Any individual that believes he/she has experienced or witnessed any conduct he/she believes to be retaliatory should immediately notify any of the individuals named above.

1. Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

Approval History: Replacement for Sexual Abuse Procedure 2.101.5P Approved 08/21/2003

SEXUAL OFFENDER/SEXUAL PREDATOR REGISTRATION FOR STUDENTS, EMPLOYMENT APPLICANTS, AND EMPLOYEES OF KASKASKIA COLLEGE POLICY

Policy Number: 4.0600
Subject Area: Personnel
Adopted: 12/16/2012
Revised: 12/16/2012

Purpose

Federal and state laws require a sex offender or sexual predator to take certain steps if he or she becomes enrolled in or employed at an institution of higher education. The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this policy is to outline the College's registration requirements for both employees and students who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College.

Requirements

Upon hire, enrollment or admittance to the College, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of hire, enrollment or admittance to the College, or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College's Safety and Security department and provide the following accurate personal information:

- Current photograph;
- Address;
- Telephone number;
- Date of birth;
- Place of employment;
- Employer's telephone number;
- School attended;
- E-mail addresses;
- Instant messaging identities;
- Chat room identities;
- Other internet communication identities used;
- URLs, blogs or websites maintained or to which the offender has uploaded content or posted messages or information;
- A copy of the terms and conditions of parole or release signed by the sex offender or sexual predator and given to the sex offender or sexual predator by his or her supervising officer
- County of conviction;
- License plate numbers for every vehicle registered in the name of the sex offender or sexual predator;
- The age of the sex offender or sexual predator at the time of the commission of the offense;
- The age of the victim at the time of the offense;
- Any distinguishable marks on the body of the sex offender or sexual predator.

In addition to the information required above, registrants convicted under Sections 11-6, 11-20.1, 11-20.3 or 11-21 of the IL Criminal Code shall provide:

- IP addresses at the offender's place of employment or residence.

The College Safety and Security Department shall provide a standard form for providing the above information.

Upon receipt of the registration data identified above from the sex offender or sexual predator who is a student or applicant for admission at the College, the College's Director of Safety and Security will notify the College's Vice President of Student Services, who will review the student's registration data and the enrollment or admissions records to ensure that there was no misrepresentation of information on the enrollment or admissions forms and to take any other steps which may be appropriate, consistent with the law and Kaskaskia College Policy.

The Director of Safety and Security will also notify the faculty who teach the classes in which the student is enrolled only for the purposes of safety and ensuring that the terms of parole, probation or any other court-ordered requirements will not be violated through participation in a given class. Such information will be kept confidential by the Faculty.

Upon receipt of the registration data identified above from the sex offender or sexual predator, who is an employee or applicant for employment at the College, the College's Director of Safety and Security will provide the registration data to the College's Director of Human Resources, who will review the employment application of said individual to ensure there was no misrepresentation of information on the application and to take any other steps which may be appropriate, consistent with the law and Kaskaskia College Policy. The Director of Human Resources will notify the Vice Presidents of the College, as well as the President of the College and will determine, on a case by case basis, if other notifications need to be made.

Maintenance of Registration Data.

Applicants for Admission and Students:

All sex offender or sexual predator registration data received by the College's Department of Safety and Security pursuant to this Policy, that pertains to applicants for admission and/or current students of the College, will be maintained by the College's Director of Safety and Security in a secure location.

Applicants for Employment and Employees:

All sex offender or sexual predator registration data received by the College's Department of Human Resources pursuant to this Policy, that pertains to applicants and/or employees of the College, will be maintained by the College's Director of Human Resources in a secure location.

Only those employees who are required to use or handle the sex offender or sexual predator registration data received by the College pursuant to this Policy will have access to such data or documents.

Compliance and Penalties.

Applicants for Admission and Students:

Any student who fails to register as a sex offender or sexual predator with the College's Director of Safety and Security within three (3) days after beginning school, as required by the Illinois Sex Offender Registration Act, 735 ILCS 150/3(a), will be subject to immediate expulsion from the College.

The College reserves the right to deny or revoke admission of a convicted sex offender or sexual predator upon notification by local authority, as designated by State Police and/or upon registration by the sex offender or sexual predator with the College's Director of

Safety and Security or to set forth specific limitations and/or restrictions on the student.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the convicted sex offender or sexual predator is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

A student whose admission is revoked after enrollment, pursuant to this policy, shall be notified of his/her right to appeal the revocation decision and provided with information regarding the appeal process.

Applicants for Employment and Employees:

Any employee who fails to register as a sex offender or sexual predator with the College's Director of Safety and Security within three (3) days after beginning employment, as required by the Illinois Sex Offender Registration Act, 735 ILCS 150/3(a), will be subject to immediate dismissal from employment with the College.

The College reserves the right to deny employment to or discharge a convicted sex offender or sexual predator upon notification by local authority, as designated by State Police and/or upon registration by the sex offender or sexual predator with the College's Director of Safety and Security or to set forth specific limitations and/or restrictions on the employee.

The College reserves the right to evaluate and document special cases and to refuse employment if the College determines that the convicted sex offender or sexual predator is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

An employee who has been discharged pursuant to this policy shall be notified of his/her right to appeal the discharge decision and provided with information regarding the appeal process.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion the sex offender or sexual predator registration information. This includes requests for information or documents under the Illinois Freedom of Information Act.

Public Availability

A copy of this policy shall be made available to the public upon request.

Approval History: 02/16/2012

SICK LEAVE BANK PROCEDURE

Policy Number: 4.3050
Subject Area: Personnel
Adopted: 05/16/2002
Revised: 05/16/2002

1. Overview
2. Participation in the Sick Leave Bank is open to any non-faculty employee of Kaskaskia College who is eligible to receive sick leave benefits. Faculty members may participate in the faculty sick leave bank, pursuant to the KCFT collective bargaining agreement. Participation in the bank is voluntary and may be used only for the illness or injury of the employee.
3. Sick Leave Bank hours shall not be utilized if an employee is on disability status with SURS or receiving benefits from workers' compensation.
4. The Sick Leave Bank shall not be used for single day occurrences.
5. Sick Leave Bank hours remaining in the Sick Leave Bank at the end of the fiscal year shall roll over into the next fiscal year. After the initial establishment of the Sick Leave Bank, the bank will only be re-opened for donations when the accumulated total equals 240 hours. The Sick Leave Bank shall not operate in a deficit capacity

Guidelines

Upon initial establishment of the Sick Leave Bank, each current non-faculty employee earning vacation or sick leave will be allowed to voluntarily donate the hourly equivalent of one day of vacation or sick leave to the Sick Leave Bank.

<u>Employee Group</u>	<u>Hourly Equivalent to One Day</u>
Administrative/ <u>Professional</u> Staff	8 hours
KCTOP Staff	8 hours
Non-Union Full-Time Staff	8 hours
Full-Time Carpenter Union Staff	8 hours

Part-Time 30 hour Staff week) 6 hours (based on daily average of thirty-hour work

Part-Time 30 hour Staff Carpenter Union week) 6 hours (based on daily average of thirty-hour work

1. Each newly employed non-faculty employee earning vacation or sick leave will be allowed to voluntarily donate the hourly equivalent (established by Section 1 above) of one day of vacation or sick leave to the Sick Leave Bank during the month of July or the month of January.
2. Upon initial establishment, the maximum cap of the Sick Leave Bank may equal but cannot exceed the hourly equivalent of one vacation or sick day per eligible employee. Thereafter, the maximum cap of the Sick Leave Bank may equal but cannot exceed the hourly equivalent of one vacation or sick day per eligible employee plus any unused hours carried forward from a previous year.
3. Once hours are donated to the Sick Leave Bank, such donation shall be irrevocable. If a member withdraws from the Sick Leave Bank, all donated hours shall be forfeited.
4. A member withdrawing from participation in the Sick Leave Bank must submit written notification to the Human Resources Department.
5. If a member retires or resigns, all donated hours to the Sick Leave Bank are forfeited to the Sick Leave Bank. A member of the Sick Leave Bank who retires or resigns may donate up to the hourly equivalent of an additional five days to the Sick Leave Bank but such donation cannot exceed the maximum cap. Upon retirement, an individual must apply unused accumulated sick or vacation leave toward service credit with SURS before making a donation of any excess leave to the Sick Leave Bank.
6. In order to receive sick leave from the Sick Leave Bank, one an employee must have donated either vacation or sick time to the Sick Leave Bank and must have depleted all of his or her individual vacation, sick, and personal leave before using time from the Sick Leave Bank.
7. During the time an individual is on paid sick leave from the Sick Leave Bank, the College continues its contribution toward the employee's health insurance membership and the employee continues his/her contribution toward the health insurance.
8. The maximum time a participant can draw from the sick leave bank is the hourly equivalent of 30 working days (as established in Section 1 above) during a fiscal year (July 1-June 30).

Administration

1. The granting of sick leave from the Sick Leave Bank shall be subject to approval of the Sick Leave Bank Committee, which will consist of one member from each non-faculty employee group and a Human Resources Representative.
2. The Human Resources Office will maintain documentation of donations and usage involving the Sick Leave Bank.
3. Each employee desiring to use the Sick Leave Bank shall complete a request form, which will be provided by Human Resources. The written request must be submitted to the Human Resources Office and must be accompanied by a physician's statement which includes a beginning date of the condition, a description of the illness, injury, etc., and a prognosis for recovery. The Sick Leave Bank Committee will review the request and will notify the employee in writing of the Sick Leave Bank Committee's decision to grant the leave or not grant the leave.
4. All information submitted to the Sick Leave Bank committee shall be kept confidential and separate from personnel files, and shall be used solely for the purpose of granting leave from the sick leave bank.

Approval History: Replacement for Sick Leave Bank Procedure 2.305P Approved 05/16/2002, 09/15/2005

SICK LEAVE BANK POLICY

Policy Number: 4.3050
Subject Area: Personnel
Adopted: 01/01/0001
Revised: 05/16/2002

Kaskaskia College values its employees and desires to assist individuals who have been affected by illness or injury and have depleted available paid leave time. To facilitate this goal, a sick leave bank is established, effective July 1, 2002, which will allow employees to donate paid sick or vacation leave time to the bank for use by other employees.

The sick leave bank will be administered and donated time will be granted to employees according to established procedures. Participation in the bank is voluntary.

Approval History: Replacement for Sick Leave Bank 2.305 Approved 05/16/2002, 09/15/2005

SICK LEAVE POLICY

Policy Number: 4.3100
Subject Area: Personnel
Adopted: 12/18/2023
Revised: 12/18/2023

Kaskaskia College provides paid sick leave to eligible employees who may need time away from work due to illness, injury, medical appointments or to attend to health needs that cannot be addressed during non-working hours. The language in this policy includes all eligible full-time and eligible part-time employees with the exception of specific leave language included in collective bargaining agreements.

Use of Sick Leave to Attend to a Family Member

An employee may use personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's immediate family or for medical care of an immediate family member, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. Immediate family is defined in the Sick Leave Procedure.

Retaliation Prohibited

Kaskaskia College strictly prohibits retaliation against an employee for exercising his or her right to use sick leave benefits in accordance with this policy.

Family Medical and Leave Act (FMLA)

Refer to FMLA Policy 4.3110 for further information regarding FMLA leave.

Approved 12/18/23

SICK LEAVE PROCEDURE

Policy Number: 4.3100
Subject Area: Personnel
Adopted: 11/20/2023
Revised: 11/20/2023

Kaskaskia College provides paid sick leave to eligible employees who may need time away from work due to illness, injury, medical appointments or to attend to health needs that cannot be addressed during non-working hours. Sick leave is not intended to be used as vacation.

Notification Requirements

Employees are required to provide notice to their supervisor at least two hours prior to the start of their shift of their intent to use sick leave and the reason for the leave. In case of emergency, notice should be provided as soon as possible. Employees who do not provide the appropriate notice may be subject to disciplinary action.

A leave request must be submitted the day after returning from sick leave by the employee to their supervisor. It is the responsibility of the employee to provide sick leave documentation and submit documentation by the established deadline. Employees who do not complete the required documentation by the appropriate deadline may be subject to disciplinary action.

Immediate Family Definition

Immediate family is defined as employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, brothers, sisters, legal guardians, sons in-law, daughters in-law, parents in-law, sisters in-law, and brothers in-law.

Abuse of Sick Leave

Abuse of sick leave is defined as the use of sick leave for purposes other than those set forth in the Sick Leave, Personal Leave, Employee Bereavement Leave, and Employee Attendance, Absenteeism, and Unauthorized Absence policies.

Common Signs of Sick Leave Abuse

- Utilizing sick leave on a regular, periodic basis (like every other Friday)
- Providing insufficient or no evidence supporting alleged reason for utilizing sick leave

Management of Sick Leave

Direct supervisors should regularly monitor and manage all sick leave used by the employees under their supervision. The direct supervisor should consider the following factors to identify sick leave abuse:

1. The frequency of and the reasons for sick leave use. Absences necessitated by documented chronic long-term illness/disabilities will not be considered inappropriate use.
2. The balance between an employee's number of years of service and hours of unused sick leave.
3. Repeated weekly absences and/or patterns.
4. Absences when a vacation request is denied.
5. "Seasonal absences" associated with given times of the year (e.g., hunting season) or paid holidays.
6. Excessive use of sick leave during periods of progressive discipline or immediately prior to retirement.
7. Failure to notify the College in accordance with the Sick Leave, Personal Day Leave and Employee Bereavement Leave policies when the employee is absent.
8. The impact of the employee's absences on the workplace (e.g., disruptions in work schedule, overtime costs, student learning impacted, etc.).

If the direct supervisor suspects sick leave abuse is occurring, then the direct supervisor shall or may:

1. Consult with Human Resources.
2. Counsel the employee on his/her use of sick leave and document accordingly.
3. If the direct supervisor has reason to suspect that an employee is abusing sick leave, the direct supervisor may require the employee to provide medical documentation from a licensed medical practitioner for sick leave use and for affixed time period to verify legitimate use of sick leave.
4. Deny the use of sick leave reported on the time sheet/leave request if there is evidence or reasonable belief that abuse has occurred unless the employee provides satisfactory evidence of legitimate use of sick leave.
5. Document all conversations and actions taken regarding the suspected abuse of sick leave.

Frequent or patterned absences/leave abuses that impact the employee's ability to complete required work performance should be reflected in the employee's annual performance evaluation.

If sick leave abuse continues, and the absences negatively affect the employee's performance or the operations of the College, discipline up to and including termination may be imposed. Such discipline may not be imposed when the reasons for sick leave use have been legitimate, taken as part of a Family Medical Leave Act (FMLA), or an Organ Donor Absence.

Medical Certification

Kaskaskia College may require a signed, written statement from a licensed healthcare provider to verify the reason for the employee's absence.

Unused Sick Leave

Kaskaskia College permits eligible employees to carry over unused sick leave to the next year. Upon termination, an employee will not be compensated for unused sick days. Retiring employees who participate in SURS may qualify for pension service credit for unused, accrued sick leave in accordance with SURS.

Please see your Leave Balance Detail under Self-Service-Leave on MyKC.

Approved: 11/20/2023

SMOKE FREE CAMPUS POLICY

Policy Number: 2.3002

Subject Area: General College Policies/Administration

Adopted: 03/17/2005

Revised: 07/28/2014

Kaskaskia College recognizes the need to provide a healthy environment for the well-being and safety of students, faculty, staff, and visitors and to provide a more productive, learning and working environment for all members of the College community. The College also strives to create more environmentally friendly facilities and properties. In order to further these goals, Kaskaskia College shall be entirely smoke free, effective January 1, 2015. This policy is consistent with the Smoke Free Illinois Act, which prohibits smoking in any public buildings, and with continued legislative efforts to entirely prohibit smoking on all Illinois public college campuses.

In accordance with this policy, all smoking and the use of smokeless tobacco is prohibited in all Kaskaskia College facilities and locations, whether owned or leased by the College, and all College vehicles, whether owned or leased by the College. Smoking and the use of smokeless tobacco is also prohibited outdoors on all College property, whether owned or leased by the College, including all parking lots and athletic fields. This policy applies to all students, faculty, staff, vendors, contractors, and other visitors on campus, regardless of the purpose for their visit. For purposes of this policy, the following definitions apply:

- Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an E-cigarette, which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purposes of circumventing the prohibition of smoking in this policy.

- E-cigarette means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- Smokeless tobacco means the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco, which is ingested by sniffing, sucking, chewing or any other means.

The College reserves the right to expand the above definitions, at its discretion, and on a case by case basis, if a smoking device or substance or smokeless tobacco substance is being used which is covered in the intent of this policy, but is not covered in the definitions above.

Appropriate signage, which conveys that Kaskaskia College is a smoke free campus shall be placed on building entrances of all campus properties and other appropriate locations. This policy applies to all areas and locations of the College whether or not such notices are posted in a particular place.

Organizers of and attendees at conferences, meetings and other events, as well as non-College events held on College property must abide by this policy. Such information shall be provided to external event organizers at the time the College facilities are booked.

All faculty, staff, and students share in the responsibility for adhering to and helping to enforce this policy. An individual may inform someone smoking on campus property of this policy and request that the smoker comply with the policy or violations may be reported to the Safety and Security department, which is responsible for handling such violations. If the violation occurs at an Education Center, such violation should be reported to the Education Center Director or other designated staff. Employees and students who refuse to comply with the policy will be subject to disciplinary action, as determined by the College. Other individuals on campus who refuse to comply with the policy may be asked to leave campus.

Although this policy prohibits smoking and the use of smokeless tobacco on College property and in College facilities, it is also expected that employees and students, as well as visitors to the College, shall adhere to the same prohibition for neighboring properties, in accordance with the guidelines set by the owners of such neighboring properties.

If any individual has questions or needs assistance with any portion of this policy, such issues should be addressed to the Human Resources Department.

Approval History: Replace3s Smoke Free Campus Policy 6.7, Approved March 17, 2005 and July 28, 2014

SOCIAL MEDIA POLICY

Policy Number: 2.4003

Subject Area: General College Policies/Administration

Adopted: 11/27/2017

Revised: 11/27/2017

The goal of Kaskaskia College (KC) with regard to the use of social media is to foster an online community for various KC constituents, reflecting the [mission and core values](#) of our organization. Although these sites are outside the direct control of the institution, KC desires to maintain a positive image in how it is portrayed on social media sites. Social media should be used to enhance communications and information sharing in a manner that is positive and helpful to students, faculty, staff, community members, and all other interested parties.

This policy provides guidance concerning the use of social media, whether through the College's network, systems or equipment, or through personal electronic devices of any kind. This policy also applies to the use of social media to represent or discuss matters related to KC and/or members of the KC community and sets forth rules for the administration of KC-related social media sites. This policy establishes standards for faculty and staff, students, and Board members who create, administer, or post to social media pages as representatives of KC. This policy does not apply to an individual's personal use of social media accounts not related to the College. This policy supplements and is not intended to supersede existing Board policies, [technology rules](#), [marketing and communications guidelines](#), and other applicable laws and College standards.

Pursuant to the Illinois State Officials and Employees Ethics Act, College employees are not permitted to use public property or resources for the benefit of any campaign for elective office or any political organization. Therefore, official KC social media accounts or other information technology resources cannot be used to make political statements or for campaign/election impact purposes. Nothing contained in this policy should be construed as denying the civil and political liberties of any individual.

This policy applies to all use of social media by students, faculty and staff, and Board members to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources. Social media is defined as media based on the use of web and mobile technologies that allows for user-generated exchanges of information. It includes, but is not limited to, propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Snapchat, Google+, YouTube, Flickr, and Yammer. It also includes collaborative projects such as wikis, blogs and micro-blogs, texting, content communities, virtual game worlds, and virtual communities.

Institutional social media includes various sites, projects, and virtual communities that are created specifically on behalf of KC, its locations, and agents and exists to serve as official KC communications. Creation and use of social media sites and/or communications on behalf of KC is for business use, such as for educational, research, service, operational, marketing, and management purposes.

Any social media account that is used by a KC department or student organization to communicate on behalf of the College shall be considered an official KC social media account. Authorization to create and administer official social media accounts on behalf of KC must be granted in advance by the College Marketing Department. The Marketing Department will ensure that all KC social media accounts/sites are consistent with the KC marketing plan, include information that is required by state and federal law, and have the appropriate style for representing KC in a positive manner. In addition, to protect the interests of the College, the requesting department is required to provide the KC Marketing Department full administrative rights to the account. Such rights will be used to address accounts that are in violation of this policy or to ensure continuation or appropriate deletion of such accounts if an account administrator leaves the College. All official KC social media accounts must be created and administered by a KC staff or faculty member. However, any individual can post on official KC social media accounts, so long as such posting is in compliance with this policy.

Social media sites have varying levels of privacy settings and terms of use. College students, faculty and staff, and Board members posting on behalf of KC must be aware of the social media site's privacy policy, terms of use, and community guidelines. Be aware that no social media privacy option completely protects information being shared beyond desired boundaries. FERPA, HIPAA, and other privacy laws apply to posting or transmitting of confidential information to social media sites. All College policies and procedures and all applicable laws must be followed when using social media. Under the Illinois Freedom of Information Act, KC is required to respond to requests for information and disclose public information as set forth in the statute. This includes information transmitted or posted via social media. The creation of official KC social media accounts must be in accordance with the guidelines set forth by the Office of Marketing and Public Information.

Employee Guidance for Participating in Social Networking

- Employees are required to be professional in all social media postings that represent the College. Employees should be transparent about their identity and role at KC and maintain accuracy by verifying facts before posting information via social media. They should also exercise restraint and show respect for the opinions of others. Employees are not permitted to use KC-related social media to promote services, products, or organizations that are unrelated to KC.
- When employees or Board members are using social media in communications that are related to KC, they are expected to follow acceptable social behaviors and comply with all College policies, procedures, and all applicable local, state, and federal laws. In addition, they are subject to all Information Technology rules and procedures.
- Employees are required to keep their personal social media sites separate from KC social media; personal posts should not be done on work time. While employees may identify themselves as a KC faculty or staff member, employees should be clear that they are sharing their personal views as a member of the higher education community, not as a formal representative of KC.

Student Guidance for Participating in Social Networking

- When KC students are using social media in communications that are related to KC, they are expected to follow acceptable social behaviors and comply with all College policies and procedures, the Student Handbook, and all applicable local, state, and federal laws. In addition, students are subject to all Information Technology policies, procedures, and guidelines. A student who feels that he/she has been treated unfairly or unjustly by a faculty or staff member or another student with regard to social media communications that are related to KC must follow the formal grievance procedures in the Student Handbook.

Inappropriate Content

- The malicious use of KC social media, including but not limited to, derogatory language about any member of the KC community, threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior will be subject to disciplinary action.
- When using social media, employees should not perpetuate negative media from official KC social media sites or damage the KC image in any way. This type of negative social media engagement from official KC sites can result in a loss of privileges to use social media in any official capacity.
- The following list includes, but is not limited to, inappropriate content posting to social media sites:
 - Conducting KC business using social media sites that are not authorized as an official means of communication by the Marketing Department
 - Posting confidential or propriety information about students, employees, or other College-affiliated individuals or groups that is in violation of KC policies or procedures, FERPA, HIPAA, or other local, state, or federal laws
 - Violating any provision of KC's policies or procedures
 - Violating any provision of the [Student Conduct Code](#)
 - Posting comments to official KC social media sites that are not directly related to KC business
 - Violating KC's Non-[Harassment](#) policy
 - SPAM comments
 - All platforms that enable comments should be reviewed regularly for SPAM, removing SPAM comments as quickly as possible
 - Violating the terms of use, conditions, or community guidelines as defined by each social media platform

KC Identity

Use of any KC logos, symbols, or other likeness on personal social media sites is forbidden. Social media sites established for conducting KC business must adhere to established marketing policies and procedures, which will be published on MyKC.

Disclaimer

Every social media site must display or link to the following disclaimer (or some version of it) in a conspicuous manner:

- All information published online by KC is subject to change without notice. KC is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. KC is not responsible for the content or functionality of any technology resource not owned by the institution.
- The statements, comments, or opinions expressed by users on this site are those of their respective authors, who are solely

responsible for them, and do not necessarily represent the views of Kaskaskia College.

Enforcement

Complaints or allegations of a violation of this policy will be processed through KC's grievance procedures or Student Handbook. Upon determination of a violation of these standards, the KC Marketing Office may unilaterally delete any violating content and terminate the user's access. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official

Approval History:

Replaces Social Media Policy 4.9 Approved February 27, 2017

SOLICITATION POLICY

Policy Number: 3.4004

Subject Area: Business Services and Finances

Adopted: 12/21/2000

Revised: 12/21/2000

Outside, for profit organizations are discouraged from soliciting products on Kaskaskia College property.

Visitors to the Kaskaskia College campus who wish to meet with students for the purposes of at-large soliciting, advertising, etc. must have advance clearance from the

Dean of Student Development and follow all procedures as proscribed by the Dean of Student Development. Kaskaskia College has the sole discretion in granting such clearance.

Visitors to the Kaskaskia College campus who wish to meet with Faculty or other staff or the purpose of at-large soliciting, advertising, etc. must have advance clearance from the Dean of Instruction and follow all procedures as proscribed by the Dean of Instruction. Kaskaskia College has sole discretion in granting such clearance.

Approval History: Replaces Solicitation 4.56, approved December 21, 2000

SPECIAL AND EMERGENCY BOARD OF TRUSTEE MEETINGS BYLAW

Board Bylaw: 1.1100

Subject Area: Board of Trustees Bylaws

Adopted: 04/15/2004

Revised: 01/25/2021

Special meetings may be called by the Chairman or by any three members of the Board by giving written notice thereof to all members of the Board stating the time, place, and purpose of the meeting. Such notice may be served by mail, hand delivery, or FAX at least 48 hours before the meeting. The agenda of any special meeting will accompany the notification of the meeting.

The order of business at a special meeting shall be determined by the Board Chairman or Acting Chairman from the items on the agenda.

If the President or Board Chairman determines that an emergency condition exists, a special meeting may be called by the Chairman or by any three members of the Board by giving notice thereof to all members of the Board stating the time, place, and purpose of the meeting.

Notice of an emergency meeting shall be given as soon as practicable, but in any event, prior to the holding of such meeting, to any news medium which has filed an annual request for notice of meetings.

The same procedures followed for regular meetings shall be followed for special meetings.

Approval History: Special Meetings – Notification of Members 1.650, April 15, 2004; Special Meetings – Agenda 1.651, April 15, 2004; Special Meetings – Order of Business 1.652, Approved April 15, 2004; Emergency Meetings – 1.70, April 15, 2004

STANDARDS FOR ACADEMIC ACHIEVEMENT POLICY

Policy Number: 5.4301
Subject Area: Student Services
Adopted: 08/26/2013
Revised: 02/26/2024

Standards for Academic Achievement at Kaskaskia College have been established in order to guide the student in pursuit of academic success and maintain an academic environment that clearly defines expectations for progress. Academic Achievement standards apply to students enrolled in 6 or more credit hours and actively pursuing a certificate or degree.

Fall/Spring

Full-Time	12-18 Credit Hours
3/4 Time	9-11 Credit Hours
Part-Time	6-8 Credit Hours
Less than Part-Time	1-5 Credit Hours

Summer*

Full-Time	6-8 Credit Hours
3/4 Time	4-5 Credit Hours
Part-Time	3 Credit Hours
Less than Part-Time	1-2 Credit Hours

Students may enroll in a maximum of 18 credit hours in the fall and spring semesters or 8 hours in the summer semester. Students requesting overload (outside of semester requirements in their declared degree) in a semester will be required to have GPA of 3.0 or higher. Academic Advisors approve requests for overload approval.

* Summer enrollment status is defined differently for financial aid purposes – full-time enrollment for financial aid purposes is defined as 12 credit hours.

Declared degree examples: Automotive 1st Semester, Carpentry Occupations, Cosmetology, Criminal Justice 2nd Semester, Dental Program, Health Info Tech 1st Semester, HVAC 2nd Semester, RN Degree 3rd Semester, LPN Certificate 1st Semester, Legal Office Assistant & Legal Office Personnel 2nd Semester, Office Technologies 2nd Semester, Paramedicine, Welding Technology Degree 1st Semester, Welder Level III 2nd Semester Option.

Approval History: August 26, 2013; Revised February 26, 2024

STANDARDS FOR ACADEMIC ACHIEVEMENT PROCEDURE

Policy Number: 5.4301
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 01/11/2021

I. Standards for Academic Achievement at Kaskaskia College have been established in order to guide the student in pursuit of academic success and maintain an academic environment that clearly defines expectations for progress.

II. Academic Achievement standards apply to students enrolled in six (6) or more credit hours and actively pursuing a certificate or degree. Progression requirements for special admit programs may require higher grades and/or GPA and take priority over the standards set forth below. Scholarship recipients who fall below good standing may no longer be eligible for award as stipulated in their scholarship guidelines.

A. Good Standing

- Students with a cumulative GPA of 2.0 or higher are in good standing.

III. Kaskaskia Early Enrichment Program (KEEP) Participant

A. Students who fall between a 2.0 and 2.3 cumulative GPA will be placed into the Kaskaskia Early Enrichment Program. These students will be engaged using targeted intervention strategies throughout the following semester

B. Any student who is attempting six (6) or more credit hours during a semester and whose cumulative grade point average falls below 2.0 will be placed on "Academic Warning." Students who are placed on "Academic Warning" may continue enrollment and will be expected to complete an Academic Recovery Assessment and Contract.

C. A student who was placed on "Academic Warning" during his/her previous term of enrollment, has a current term grade point average of 2.0 or higher, and has a cumulative term grade-point average of less than 2.0 will be placed on "Continuing Academic Warning." Students placed on "Continuing Academic Warning" may continue enrollment and will be expected to complete an Academic Recovery Assessment and Contract.

D. Any student who has a current term grade point average of less than 2.0 and cumulative grade point average of less than 2.0 for a second consecutive semester will be placed on "Academic Suspension."

- Suspended students will be dropped from courses and a suspension hold will be put on their student record.
- Suspended students will not be allowed to attend for one semester following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
- Students who have been suspended must meet with a KEEP liaison/mentor before re-enrolling at KC and will be required to complete an Academic Recovery Assessment and Contract. The semester the students return after suspension or successful appeal, KC will limit them to enrolling in seven (7) credit hours.
- First time suspended students may appeal their suspended status. See Academic Standing Appeal Process outlined below

E. Any student who is placed on suspension for a second time will not be allowed to appeal. The suspended student will not be allowed to attend for one semester following suspension.

- Suspended students will be dropped from courses and a 2nd suspension hold will be put on their student record.
- 2nd Suspended students will not be allowed to attend for one semester following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
- Students who have been suspended must meet with a KEEP liaison/mentor before re-enrolling at KC and will be required to complete an Academic Recovery Assessment and Contract. The semester the students return after suspension, KC will limit them to enrolling in seven (7) credit hours.

F. Any student who is placed on suspension for a third time will not be allowed to appeal.

- Suspended students will be dropped from courses and a 3rd suspension hold will be put on their student record.
- 3rd Suspended students will not be allowed to attend for year following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
- Students who have received a 3rd suspended must meet with the Vice President of Student Services prior to enrollment. Returning students will be required to complete an Academic Recovery Assessment and Contract. KC will limit them to enrolling in seven (7) credit hours.

G. A successful term of completion (2.0 GPA or higher) will move the student back to "Continued Academic Warning".

IV. Academic Standing Appeal Process

A. Students may appeal the first "Academic Suspension" in writing to the Registrar or a designated representative. Appeal forms are available online by visiting the myKC Document Center. The form is in the Admissions/Registration folder and the Academic Achievement – KEEP subfolder.

B. The student should document unforeseen or extenuating circumstances that led to unsatisfactory progress in their coursework. The student should provide information on steps that will be taken to improve their coursework.

C. The Academic Appeals Committee will review all appeals and may grant Continuing Academic Warning status.

Approval History:
January 11, 2021
October 23, 2017
May 19, 2015

Actions Chart for Cumulative GPAs Lower Than 2.00

	Student Status	Interventions and/or Restrictions
Cumulative GPA is <2.0	Academic Warning	<ul style="list-style-type: none"> ▪ Complete Academic Recovery Assessment and Contract
Term GPA is 2.0 or > but Cumulative GPA is <2.0 for 2 nd consecutive term	Continuing Academic Warning	<ul style="list-style-type: none"> ▪ Complete Academic Recovery Assessment and Contract
Term GPA and Cumulative GPA are <2.0 for 2 nd consecutive semester	Academic Suspension	<ul style="list-style-type: none"> ▪ One semester suspension ▪ Appeal to Academic Appeals Committee ▪ Required to meet with a KEEP liaison/mentor ▪ Complete Academic Recovery Assessment and Contract Maximum enrollment of 7 credit hours upon return
Term GPA and Cumulative GPA are <2.0 for 3 rd consecutive semester	2 nd Academic Suspension	<ul style="list-style-type: none"> ▪ One semester suspension ▪ Required to meet with a KEEP liaison/mentor ▪ Complete Academic Recovery Assessment and Contract ▪ Maximum enrollment of 7 credit hours upon return

STRATEGIC PLANNING INSTITUTIONAL GOALS POLICY

Policy Number: 2.1001
Subject Area: General College Policies/Administration
Adopted: 11/25/2023
Revised: 09/25/2023

To fulfill its duty and to provide programs and services that are consistent with the mission and core values of Kaskaskia College, the College has adopted the following Institutional Goals

Institutional Goal 1. Align Teaching and Learning Opportunities with District Needs

We will establish Kaskaskia College as the college of first choice in our service area.

Institutional Goal 2. Strengthen and Evolve Programs that Support Student Success

We will foster an environment where all students are valued and can access resources that support their educational goals.

Institutional Goal 3. Cultivate a Workplace Culture of Growth & Diversity

We will promote an inclusive workplace where employees' unique talents, skills, and perspectives are valued and leveraged.

Institutional Goal 4. Foster Purposeful Community Engagement and Service

We will engage in partnerships for learning and service throughout the region to promote the public good.

Institutional Goal 5. Ensure Operational Effectiveness

We will be a solution-focused institution that will maintain sufficient resources, structures, and processes to fulfill its mission and respond to future challenges and opportunities.

Approval History:

Replaces Strategic Planning Institutional Goals Policy 8.8 approved February 24, 2020; Revised September 25, 2023

STRATEGIC PLANNING PROCEDURE

Policy Number: 2.1001

Subject Area: General College Policies/Administration

Adopted: 03/23/2020

Revised: 08/16/2023

Strategic planning at Kaskaskia College is a comprehensive process that provides opportunities for input from internal stakeholders at all levels of the College and externally from stakeholders throughout the college district. The strategic planning process is driven by the Kaskaskia College Mission, Vision, and Core Values Statements, which follow:

Mission

Kaskaskia College is committed to life-long student learning and to providing quality comprehensive education.

Vision Statement

Kaskaskia College aspires to be recognized as a community-integrated leader dedicated to providing the highest levels of academic programming and workforce development, and known as an institution with students, faculty, and staff who value and treat all individuals equitably, and foster a sense of belonging for all partners.

Core Values

Learning

Providing quality, student-focused instructional programming in a supportive environment as part of the lifelong learning process.

Respect

Having genuine regard for others and showing consideration for the diversity of others to foster an environment of teamwork and excellence.

Excellence

Maintaining high standards in all endeavors with a commitment to continuous improvement and innovation.

Access

Providing programs and services that are affordable, convenient, flexible in delivery modes and locations, and available to all.

Diversity

Practicing actions that are welcoming, inclusive, equitable, safe, and respectful.

Integrity

Being honest and truthful; maintaining fair and consistent communication; and being transparent and accountable to all internal and external stakeholders.

Community

Engaging, partnering, and collaborating with the community to serve the public good.

Strategic Planning Cycle

The college will adhere to a five-year strategic planning cycle.

Every five years, the college administration will initiate a multi-phase process that develops and delivers to the Board of Trustees a proposed Strategic Plan that identifies the goals the college wishes to accomplish for the duration of the strategic planning cycle. Development of the strategic plan will be facilitated by the Strategic Planning Council which will be convened and report to President's Cabinet. Membership of the Strategic Planning Council will include representation from faculty and staff across the college. President's Cabinet may, with the approval of the KC Board of Trustees, make adjustments to the duration of the strategic planning cycle, if needed.

Strategic Plan Development

Components of the development process will include:

- Data Gathering and Analysis

- Solicitation of feedback and perspectives from internal and external stakeholders
- Analysis of available data
- Internal and external environmental scans
- Review/revise mission, vision, core values and any complementary statements
- Review/revise current institutional goals
- Determine strategic priorities
 - Set measurable outcomes and performance measures
 - Establish budgetary support parameters as per college policy
- Align ancillary plans and any department plans with institutional goals and strategic priorities of the strategic plan
- Recommend plan to Board of Trustees for approval
- Communicate plan to college district
 - Measure progress utilizing key performance indicators (KPI's) and provide progress reports to the Board of Trustees

Ancillary Plan Development

Certain key functional areas of the college may maintain an ancillary plan to guide planning processes for their respective functional area. These ancillary plans are aligned with the college's strategic plan and are administered by a designated group or committee under the oversight of President's Cabinet. Examples of ancillary plans include the Master Facilities and Improvement Plan, the Strategic Enrollment Management Plan, and the Master Information Technology Plan.

Annual Planning Process

Implementation of the Strategic Plan occurs primarily through the annual planning process. Action items aligned with the Institutional Goals and Strategic Priorities are developed each fiscal year by designated planning committees and vetted by President's Cabinet. Action items will be informed by data aligned with key performance indicators (or other performance metrics) of the Strategic Plan or ancillary documents.

The annual planning process is administered by the President's Cabinet which oversees divisional planning teams and any planning team charged with oversight of an ancillary plan. Membership of planning committees is designed to reflect the population of stakeholders throughout the institution. The annual planning process is carried out according to an annual timeline that ensures the incorporation of operational data into planning and budgeting. Generally, the timeline follows the example published in the Strategic Plan (changes due to circumstances may occur).

Changes to the Strategic Plan

Given the multi-year duration of the strategic planning cycle, a range of internal and/or external factors may influence the overall planning process for the college and warrant a change to the components of the strategic plan. Changes can include, but are not limited to:

- Changes to performance metrics (e.g. key performance indicators) by which we measure the success of the strategic plan.
- Changes to institutional goals and/or strategic priorities.
- Changes to mission, vision, or values statements.

If it is determined during the annual planning process that changes to the strategic plan are needed, these changes can be formally proposed to President's Cabinet for consideration. If the proposed change requires a change to a Board policy (e.g. Institutional Goals), then this change also requires a Board action to be effective. Changes would be effective for the next fiscal year of the strategic plan after approval by President's Cabinet and/or Board of Trustees as appropriate.

Approval History:

Strategic Planning Procedure 8.8 approved July 24, 2023
 Strategic Planning Procedure 8.8 approved March 23, 2020

Replaces Strategic Planning Procedure 8.8 approved March 23, 2020 and Strategic Planning Procedure 2.1001 Revised 01/22/2021

STUDENT ACCIDENT INSURANCE POLICY

Policy Number: 5.1002

Subject Area: Student Services

Adopted: 01/20/2005

Revised: 01/20/2005

Kaskaskia College will make student accident insurance, through a third party, available at group rates, pursuant to established procedures. Student accident insurance is mandatory for students enrolled in the Allied Health Programs, Intercollegiate Athletics, and in certain other Career and Technical programs as determined by the College. The programs include but are not limited to Automotive Technology, Automotive Collision Technology, Cosmetology, Culinary Arts, Industrial Electronics, Industrial Technology, Welding, and Administration of Justice. As new Career and Technical programs are developed, the requirement under this policy will be determined on a case-by-case basis. The insurance is optional for all other students.

Effective Fall Semester 2005, if a student in one of the non-allied health programs listed above can provide proof of appropriate health insurance coverage, he/she will not be required to carry the above insurance. Allied Health students must carry the insurance, due to clinical requirements. This determination and the appropriate waiver or refund will be issued pursuant to established procedures.

The College will pay the premiums for those students participating in intercollegiate athletics. All other students participating in the student accident insurance programs will be responsible for the payment of the premiums.

The student accident insurance is not intended to replace family or group health insurance policies and students are encouraged to obtain other health insurance coverage. The College does not administer the student accident insurance plan and assumes no liability for the coverages or expenses that are not covered by the student accident insurance policy.

STUDENT ACTIVITIES POLICY

Policy Number: 5.4501
Subject Area: Student Services
Adopted: 03/01/2010
Revised: 12/05/2021

Student Activities shall exist and cover a broad spectrum of student engagement opportunities on the Kaskaskia College campus including student clubs and organizations as well as student events and activities. All of these opportunities exist to engage students and involve them in college life. Student Activities provides students a chance to display and develop leadership, engage creatively, and cultivate initiative, which contributes to the support of their educational goals and responsibilities.

Student Activities also provide opportunities to learn outside of the classroom. The Office of Student Life works closely with the college Assessment team and identifies when activities are involved in co-curricular learning. Once identified as co-curricular, the club or activity will develop an assessment tool to gauge if learning outcomes are achieved. Data collected will be evaluated to continue and or improve the activity.

Leadership of Student Activities resides with the Student Life Office. Key components of this role include development and annual review of the Student Clubs and Organizations Handbook, recruitment of club leadership, meeting with all club sponsors, monitoring co-curricular assessment, and coordinating and serving as a member of the Club Allocation Committee, which makes recommendations to the Board of Trustees.

Approval History:
January 25, 2021
July 24, 2017
March 1, 2010

STUDENT ACTIVITIES BUDGET POLICY

Policy Number: 5.4401
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 07/24/2017

An annual Student Activities budget shall be prepared in accordance with Kaskaskia College Budget Policy and Procedures. The Board of Trustees shall approve the Student Activities budget annually as recommended by the College administration.

Revenues included in the Student Activities budget flow from the student activities fee as part of the mandatory fee structure set forth by the Board. The Student Activities budget supports expenses related to student clubs and organizations, allocations, club leadership stipends, and college wide student engagement activities.

To determine allocations for student clubs and organizations, the allocation committee meets annually to discuss and bring a recommendation to the Board. The Board takes action based upon the recommendation from the committee.

Approval History:
July 24, 2017

STUDENT ACTIVITIES BUDGET PROCEDURE

Policy Number: 5.4401

Subject Area: Student Services

Adopted: 01/01/0001

Revised: 07/24/2017

The Student Activities budget involves the allocation of funding to student clubs and organizations. This funding supplements a portion of the expenses that the student clubs and organizations incur throughout the year.

I. Student Activities utilizes the student club allocation rubric (attached) to determine the allocation recommendation to be brought before the Board of Trustees for action.

II. Student Activities will recommend student club and organization allocations based on their club allocation rubric score. The four club categories utilized in scoring are explained below; all funding is based upon available College resources.

A. Category 4 Clubs

1. Ranked based upon the following information in the order listed

- Total score of 18-19 points
- Date of receipt of allocation request
- Criteria scoring documentation

2. Funding \$2,000 or 40% of the student club or organization projected expenses, whichever is lower

B. Category 3 Clubs

1. Ranked based upon the following information in the order listed

- Total score 13-17 points
- Date of receipt of allocation request
- Criteria scoring documentation

2. Funding of \$1,000 or 20% of the student club or organization projected expenses, whichever is lower

C. Category 2 Clubs

1. Ranked based upon the following information in the order listed

- Total score of 8-12 points
- Date of receipt of allocation request
- Criteria scoring documentation

2. Funding of \$500 or 10% of the student club or organization projected expenses, whichever is lower

D. Category 1 Clubs

1. Student clubs and organizations scoring less than eight will not receive an allocation; those with two consecutive years at this level will be subject to dissolution.

III. Student Activities will submit an annual review of all student clubs and organizations to the club allocation committee. Recommendation for dissolution of student clubs and organizations with a Category 1 rating for two consecutive years will be determined by the club allocation committee. Any remaining funds in a dissolved organization's Trust and Agency account will be transferred into the Student Activities Support Trust and Agency fund. This fund is held in reserve to supplement unexpected club-related expenses including, but not limited to, new student club and organization allocations and travel expenses related to participation in state and national level events.

Approval History:

July 24, 2017

Student Club Allocation Rubric

Criteria	4 Points	3 Points	2 Points	1 Points	Totals
Community Service	Performs two or more community service events without financial gain in two or more communities each semester.	Performs one community service event without financial gain in the community each semester.	Performs one community service event without financial gain in the community during the year.	Does not perform community service events without financial gain in the community during the year.	
Campus Engagement	Participates in at least the Meet the Clubs/ Member Drive, Spring or Fall Picnic, Halloween pumpkin carving, & has an active social media presence.	Participates in the Meet the Clubs/Member Drive, Spring or Fall Picnic, & has an active social media presence.	Participates in the Meet the Clubs/Member Drive, & has an active social media presence.	No Participation in college sponsored events	
Fundraising	Raises 60% or more of their projected expenses	Raises 59-40% of their projected expenses	Raises 39-20% of their projected expenses	Raises less than 20% of their projected expenses	
Club Sponsor	X	The Club Sponsor submits all beginning of year, activity approval forms, and end of year forms on time.	X	End of year forms are submitted on time by the Club Sponsor.	
Club Meetings	Monthly club meeting documentation is submitted monthly.	Monthly club meeting documentation is submitted with the end of year report.	Club does not meet on a monthly basis; meeting documentation is submitted with the end of year report.	Club does not hold meetings and does not submit meeting documentation.	
Extra Point	A college project that is approved by the Student Engagement Specialist and the Director of Student Engagement				
				Total	

STUDENT ACTIVITIES PROCEDURE

Policy Number: 5.4501
Subject Area: Student Services
Adopted: 07/24/2017
Revised: 01/25/2021

Student Activities support of student clubs and organizations as well as student events and activities are designed to provide opportunities for students to be more involved with the College community, develop and demonstrate leadership, show initiative and creativity and contribute to the support of their educational goals and responsibilities. Student clubs and organizations will be governed by the following guidelines.

I. Students, faculty, or staff interested in forming a new student club or organization will provide the following information to the Student Engagement Specialist.

A. Submission of a proposal for the approval of the new student club or organization addressed to the Board of Trustees. The Board of Trustees shall be responsible for approval of any new student club or organization. Upon Board of Trustees approval, a new student club or organization will be granted an initial \$500 allocation.

B. A constitution and a set of by-laws that clearly outlines the organization's name and objectives. The purpose and objectives of the proposed organization must be consistent and in accordance with the philosophy and regulations of Kaskaskia College.

C. Any information regarding affiliation with any national, state, or local organization, or any persons not directly

associated with Kaskaskia College.

D. Specific membership requirements for the club or student organization.

1. Membership must be open to all students at Kaskaskia College and there shall be no discrimination based on race, color, ethnic origin, age, disability, or social status.

E. The names, addresses, phone numbers, and signatures of all charter members and officers. A minimum of five (5) active members and one sponsor is required before groups are recognized as a College organization.

F. The names and signatures of faculty or staff sponsoring the student club or organization

G. Dates, times, and locations of regularly scheduled meetings

II. Requirements for Approved Student Clubs or Organizations

A. Student clubs and organizations will file a list of elected officials and members including telephone numbers and email addresses, along with the name(s) of approved sponsor(s) at the beginning of each academic year.

B. Student clubs and organizations will maintain an accurate and current record of all receipts and expenditures of their organization. All expenditures must comply with Kaskaskia College Purchasing and Contracts Policy and Procedures #4.2.

III. Responsibilities of Student Club or Organization Sponsor(s)

A. Will encourage and assist the organizational membership to carry on worthwhile programs and activities

B. Will be present at all meetings and social functions of the organizations, both on and off campus, from the beginning to the conclusion of the function. In the event a sponsor cannot attend a social function, it is the sponsor's responsibility to find a substitute

C. Will advise and assist the treasurer of the organization in keeping accurate and up-to-date records

D. Will supervise all student fundraising and ensure the safeguarding and deposit of those funds

E. Will complete and sign all proper forms submitted to the Student Engagement Specialist including, but not limited to:

1. Beginning of Year Reports – Required for all student club or organization
2. End of Year Reports – Required for all student club or organization
3. Check Request or Purchase Orders
4. Fundraiser and Activity Request Forms
5. Field Trip Release Forms and Travel Forms

F. Will ensure the student club or organization follows applicable College policies and maintains a positive reputation for the College

Approval History:
January 25, 2021
July 24, 2017

STUDENT ATTENDANCE POLICY

Policy Number: 5.3004

Subject Area: Student Services

Adopted: 02/22/2021

Revised: 02/22/2021

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets per week may result in the student being dropped from class by the instructor. When courses are offered in a more condensed format such as the summer semester or an 8-week course, a student may be dropped by the instructor after missing more hours of class than the class would meet in one week.

Any student removed from a course prior to the midterm date but after the drop date of the class, will be withdrawn and receive a W grade. After midterm, it is the student's responsibility to withdraw themselves from the course or receive the grade they earn. If the student ceases to attend, the instructor has the ability to withdraw the student until the deadline to withdraw through Administrative Action.

Certain class meeting absences may be allowed without direct penalties and shall be prearranged with the instructors. It is up to the student in these situations to communicate with the instructors and follow-up in the event of any missed material or work. These absences include:

- Performances or activities required for institutional scholarships (athletic, dairy judging, theatre, vocal, instrumental).
- Pre-approved religious observances.

Allowable absences for military service personnel and their direct family members include:

- Temporary Duty (TDY, TDA, TDT, TAD,).
- VA medical appointments.
- Deployments.
- Family preparation for deployment.

These absences should be communicated with the instructors.

Absences due to other circumstances such as jury duty, volunteer emergency service in accordance with Illinois law or documented disability related needs shall be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made. In the event of unforeseen circumstances leading to absences that exceed those allowed in a course, the student may request an incomplete grade following the Incomplete Grades Policy and Procedure (#3.41).

Special admission programs may vary according to program specific accreditation requirements or as outlined by regulatory and advisory approval boards. Instructors will communicate to students if their program of study has additional attendance policies above and beyond this policy set forth by Kaskaskia College.

Approval History: February 22, 2021 and September 24, 2018

STUDENT CODE OF CONDUCT POLICY

Policy Number: 5.1003

Subject Area: Student Services

Adopted: 07/24/2017

Revised: 07/24/2017

Students will conduct themselves as responsible members of the Kaskaskia College community, will obey federal, state, county and municipal laws, and will comply with the established rules, regulations, and procedures of the College, promulgated by the Board of Trustees. On campus or at any College-sponsored activity, it is expected that students will not engage in activities which negatively affect academic integrity or social conduct including, but not limited to, cheating, plagiarism, theft, assault, destruction of property, forgery or alteration of records, acts relating to the illegal use of alcoholic beverages, drugs or other illegal substances, and/or acts that endanger the health, safety, or welfare of other persons. Furthermore, students will not behave in such a manner as to interfere with the conduct of College activities or to disrupt the normal procedures of the College and will respect the rights, privileges and property of members of the College community.

The Student Code of Conduct policy will be approved by the Board of Trustees and communicated to students in the Student Handbook. The Office of the Vice President of Student Services will review the Code annually prior to publication of the Student Handbook (available online at www.kaskaskia.edu). Copies of those procedures and guidelines are available through the Office of the Vice President of Student Services.

The Student Code of Conduct shall include disciplinary processes, an outline of possible sanctions for non-compliance, and the student appeal procedures.

Possible sanctions may be imposed for a violation of this Code of Conduct, and any accompanying conditions, including, but not limited to, restitution of damages, work projects, required counseling or therapy, required academic performance, etc. A condition may include loss of certain College privileges. If a condition accompanies a sanction, the condition must be related to the violation. The levels of disciplinary sanctions are:

- **Disciplinary Reprimand** – is used in cases of minor violations, and when the violation is acknowledged by the student. The purpose of the reprimand shall be to call to the student's attention the responsibility of meeting certain minimal community standards. Since a reprimand is given only when the violation is acknowledged, the sanction may not be appealed.
- **Disciplinary Censure** – is a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct may result in more severe disciplinary action. The student may appeal the finding of a violation but may not appeal the severity of the sanction.
- **Disciplinary Probation** – is a sanction, which removes a student from good disciplinary standing. The probation shall last for a stated period of time and until specific conditions have been met. Any misconduct during the probationary period will bring further disciplinary action and may result in suspension (level 4 sanction). Probationary status prevents the student from representing the College in extracurricular activities, and may result in the loss of some types of financial assistance.
- **Disciplinary Suspension** – is an involuntary separation of the student from the College for a stated period of time and until a stated condition is met, after which readmission will be permitted. Disciplinary Suspension is entered on the student's transcript for the duration of the suspension.
- **Indefinite Suspension** – is an involuntary separation of the student from the College for an unprescribed period of time and until a stated condition is met. Any consideration for readmission requires a written petition to the appropriate administrative official before readmission will be considered. The Indefinite Suspension is entered on the student's transcript for the duration of the suspension.
- **Interim Separation** – is imposed when the Vice President of Student Services has reasonable cause to believe that a serious and direct threat to the safety and well being of the members and/or property of the College community will be present if an individual is permitted to remain an active member of the community. The opportunity of a preliminary hearing shall be afforded. If it is

impossible or unreasonably difficult to conduct a preliminary hearing prior to the Interim Separation, the individual shall be afforded the opportunity for such a preliminary hearing at the earliest practical time.

The purpose of the preliminary hearing is to determine if there is justification to invoke an Interim Separation. During the preliminary hearing, the student will be provided a statement of the reasons for Interim Separation and will be afforded an opportunity to rebut. Interim Separation is temporary and shall be enforced only until the completion of a full disciplinary hearing. A full disciplinary hearing shall be provided within a reasonable period of time.

During an interim suspension, a student will be denied access to College services, including but not limited to, any College campus(es), classes (face-to-face, ITV, and online), and/or other college activities or privileges for which the student might otherwise be eligible. The interim suspension does not replace the regular student conduct processes, which will proceed on the normal schedule.

Approval History:
July 24, 2017

STUDENT CODE OF CONDUCT PROCEDURE

Policy Number: 5.1003
Subject Area: Student Services
Adopted: 07/24/2017
Revised: 02/26/2024

The following outlines the procedures related to the Student Code of Conduct including a listing of violations, explanation of discipline, and information regarding student appeals.

I. Code of Conduct Violations - Academic Integrity

A. Cheating

The improper use of any information or material, which shall be used to determine academic credit. Examples include, but are not limited to the following:

1. Copying from another student's test or homework paper
2. Allowing another student to copy from a test or homework assignment
3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, including those stored in electronic devices
4. Collaborating during a test with any other person by giving them or receiving information without authority
5. Having another individual write or plan a paper, including those purchased from research paper services
6. Submitting the same paper/project in more than one class

B. Plagiarism

The attempt to present the work of another, as it may relate to written or oral work, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through the use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness. Examples include:

1. Quoting using another person's actual words without quotation marks or documentation
2. Using another person's idea, opinion, or theory without documentation, even if it is completely paraphrased in one's own words
3. Drawing upon facts, statistics, or other illustration materials without documentation – unless the information is common knowledge

C. Misrepresentation

Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade, lying or misrepresenting facts when confronted with allegations of academic integrity violations.

D. Fabrication

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, or internships. Examples include:

1. Citing information not taken from the source indicated
2. Listing sources in a Works Cited or reference not used in the academic exercise
3. Inventing data or source information for research or other academic exercises
4. Submitting any academic exercise as one's own (e.g., written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources
5. Taking a test for someone else or permitting someone else to take a test for you

E. Collusion

The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been previously approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these policies and rules.

F. Academic Misconduct

The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers
2. Selling or giving away all or part of an un-administered test and/or test answers or any graded work
3. Asking or bribing any other person to obtain a test or any information about a test
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade, and lying or misrepresenting facts when confronted with an allegation of academic dishonesty

G. Improper Electronic Device Usage

1. Examples of improper electronic device use include but are not limited to:
 - a. Unauthorized access, modification, use, creation, or destruction of calculator-stored or computer-stored data and programs
 - b. Selling or giving away all or part of the information stored electronically will be used as graded material
2. Improper online, web, and hybrid course use include:
 - a. Having or providing unauthorized outside help with completing online quizzes or assignments
 - b. Obtaining access to confidential test materials or questions before quizzes or assignments

H. Unauthorized Use of Artificial Intelligence (AI) in Academic Work

Kaskaskia College acknowledges the benefits and advancements of artificial intelligence (AI) in the educational domain. However, it emphasizes the importance of genuine, individual intellectual effort. As a result, the policy seeks to strike a balance between embracing technology and preserving academic integrity.

1. Definition and Context:
 - a. The use of AI in academic work varies across courses. While some instructors may regard the use of generative AI as a form of plagiarism, others may permit or even encourage it.
 - b. It remains the student's responsibility to read and understand each instructor's policy on the matter. This can often be found in the course syllabus or on assignment directions, or it can be clarified by directly approaching the instructor.
 - c. Each instructor at Kaskaskia College has the discretion to decide if the use of AI fits within the boundaries of their course. Failing to adhere to an instructor's guidelines can lead to academic sanctions.
 - d. Examples of AI include, but are not limited to, text and code generators (including large language models), image and video generators, voice synthesizers (such as text-to-speech or voice cloning technologies), computer vision systems, automatic translation tools, chatbots, virtual assistants, and automatic speech recognition systems.
2. Examples of Unauthorized Use of AI:
 - a. Using AI technologies to generate or complete assignments, projects, or assessments without disclosing the use of AI or without instructor permission.
 - b. Leveraging AI technologies to procure answers or assistance during exams, tests, quizzes, or other tasks where the use of such tools is not explicitly sanctioned.
 - c. Manipulating AI systems or algorithms to sidestep security protocols, gain access to restricted data, or jeopardize the integrity of academic assessments.
 - d. Presenting AI-generated content as one's original work, especially without suitable acknowledgment or correct citation.

II. Code of Conduct Violations - Social Misconduct

A. Violence

1. Physical abuse
2. Direct threat of violence
3. Bullying
4. Stalking
5. Sexual assault/rape
6. Harassment
7. Intimidation
8. Retaliation
9. Hazing (as defined by Illinois Revised Statutes)
10. Abusive or Disorderly Conduct
11. Intentional obstruction or substantial interference with any person's right to attend or participate in any college function
12. Participation in any activity to disrupt any function of the College by force or violence
13. Reckless behavior representing a danger to person(s)

B. Property Damage

1. Arson
2. Willful or malicious damage or destruction of property
3. Reckless behavior representing a danger to property

C. Weapons (unauthorized possession and/or use)

1. Firearms
2. Fixed-blade knives
3. Pellet guns, bb guns, and airsoft pistols
4. Explosives and/or explosive devices
5. Any type of arms defined as weapons in Chapter 38 code revised 720/CLS 5/24-1, Illinois Criminal Code Deadly Weapons

D. Disobedience

1. Disobedience, interference, resistance, or failure to comply with directions of an identified College Official acting in the line of duty
2. Trespassing
3. Unauthorized entry

E. Deception

1. Furnishing false information to the College with the intent to deceive
2. Forgery, alteration, or misuse of College documents, records, and identification cards
3. Forgery or issuing a bad check, e-check, or insufficient funding sources with intent to defraud
4. Unauthorized use of an ACH account or credit card account presented as a form of payment

F. Theft

1. Misappropriation or conversion of College funds, supplies, equipment, labor material, space, or facilities
2. Possession of stolen property

G. Safety

1. Intentionally entering false fire alarms
2. Bomb threats
3. Tampering with fire extinguishers, alarms, or safety equipment
4. Tampering with elevator controls and/or equipment
5. Failure to evacuate during a fire, fire drill, or false alarm

H. Cannabis or Illegal Drugs/Controlled Substances (as defined by Illinois Revised Statutes)

1. Manufacture
2. Sale or delivery
3. Unauthorized possession and/or use

I. Violations of other duly promulgated College policies or regulations, including but not limited to alcohol, demonstrations, service animals, smoking, solicitation, and guidelines for access to data and programs stored on the computer are adjudicated under this code.

J. Acts against the Administration of this Code

1. Initiation of a complaint or charge knowing that the charge was false or/ with reckless disregard of its truth
2. Interference with or attempt to interfere with the enforcement of this Code including, but not limited to, intimidation or bribery of hearing participants, acceptance of bribes, dishonesty, or disruption of proceedings and hearings held under this Code
3. Knowing violation of the terms of any disciplinary sanction or attached conditions imposed in accordance with this Code
4. Solicitation, aiding, abetting, concealing, or attempting conduct in violation of this Code

III. Students as Employees

Students functioning as employees of the College will be accountable to employee policies and accountable to the Student Code of Conduct.

IV. Student Organization Responsibility

A. Student organizations are expected to conduct themselves in a manner consistent with the College's function as an educational institution. Student organizations must observe all federal, state, local laws and College policies, including the Code of Conduct, both on and off campus. A student group will be responsible for the actions and conduct of its members when one or more of its members, acting in the capacity of their membership, commit a violation of the Code of Conduct. Student organizations found in violation of the Code of Conduct will be subject to student conduct procedures and sanctions in the same manner as individual students.

B. Any Notice of Complaint regarding alleged misconduct involving a student organization will be delivered to the Vice President of Student Services and to the organization's advisor. Student organizations are responsible for responding to all complaints and failure to respond may result in resolution of the matter in the absence of any representative of the organization.

C. A complaint filed against a student organization doesn't preclude the possibility of complaints being filed against any or all individual students involved in the alleged misconduct.

V. Reporting Code of Conduct Complaints

A. Academic Integrity

Determining whether the academic integrity violation is intentional will be left to the faculty's discretion. Upon suspicion of policy violation, the faculty member contacts the student and provides the student an opportunity to respond to the faculty allegations of violation of the academic integrity code. The faculty member may choose to only impose a Class-Level Penalty; however, the faculty member may choose to report the incident at the administrative level as an infraction. If the faculty member chooses to report to the administrative level, the process includes the following steps:

1. The faculty member observing or investigating the apparent academic integrity violation documents the act on the Academic Integrity Incident Report Form, found on myKC and submits the form to the faculty member's instructional dean.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating documentation of the incident. This documentation will be submitted with the Academic Integrity Incident Report Form.
3. The faculty member explains to the student the procedures and penalties for an academic integrity incident and provides the student with a copy of Kaskaskia College's Student Code of Conduct Policy and Procedure.
4. The incident report and related documentation are forwarded to the student's program Dean if this Dean was not in receipt of the information from the reporting faculty. The student's program instructional dean contacts the student to notify them that an Academic Integrity Incident Report has been filed. The dean will discuss the following:
 - a. Determination of their receipt of the Academic Integrity Incident Form and an opportunity to discuss the incident with the faculty member.
 - b. Dean will provide the student with an opportunity to describe the incident and listen to the student's explanation of the event in an informal hearing and may take steps to resolve conflicting information described by the student.
 - c. Dean will inform the student regarding the procedure for appeal.
 - d. Dean will enter an academic integrity hold on the student record using the incident date. Once student signs the Incident Report form, Dean will end-date the hold. If the program Dean is unable to reach student for meeting described above, the academic integrity hold will remain on the student's record and a meeting will be required prior to the student registering for subsequent semesters.
 - e. Dean will sign the incident form indicating the due process conversation has occurred. If the Dean is unable to establish contact with the student within a two week period, the Dean will note "no response" on the incident form and continue with the process.
 - f. Student will sign the Academic Integrity Incident form as an indication that the meeting between the instructional dean and the

student has occurred.

g. Signed incident form will be emailed to Vice President of Instructional Services (for final signature), Instructional Services Coordinator, and cc to Administrative Assistant (AA) to Vice President of Student Services.

h. Instructional Services Coordinator will upload signed incident form to Maxient after the case is created.

i. AA to Vice President of Student Services processes the submitted documentation by creating a case in Maxient. This process provides notification to the Vice President of Student Services.

j. A formal notification letter regarding the Student Code of Conduct Academic Integrity violation is provided to the student from the Vice President of Student Services through the college's student conduct management system. Receipt of this notification is documented in this system. A copy of the student letter is also sent to the faculty who reported the incident so the faculty is aware of the final outcome.

5. If there is a second Academic Integrity code of conduct by a student, the student will be required to meet with the Vice President of Instructional Services following the submission of the incident report by the faculty. During this meeting, the student will be informed regarding the appeal process and that there is an ongoing academic hold on their account which requires a meeting with the VP of Instruction prior to registering for subsequent semesters.

B. Acts of Social Misconduct

Documents reporting social misconduct should include an email describing the incident and/or a completed Incident Report to be submitted by the reporter of the social conduct violation. Incident reports are also completed by security officers as a part of their routine duties. All reports of code of conduct violations shall be forwarded to the Vice President of Student Services.

VI. Hearing Procedures

A. Academic Integrity Violation

1. If the accused student contests the faculty member's decision, a formal appeal hearing may be requested in writing by the student to the Vice President of Student Services within 10 college business days of the time the dean and student meet to discuss the faculty generated Academic Integrity Incident Form. Written notices of a student appeal will be provided from the office of the Vice President of Student Services to all parties announcing the date, time, and location of the conduct appeal hearing.

2. A hearing requested by a student under this section is conducted by a Conduct Appeal Committee.

a. The Conduct Appeal Committee will consist of the following members:

1. One (1) Instructional Services Dean or Associate Dean (represented by instructional area other than the area under appeal).

2. One (1) Student Services Dean or Director

3. One (1) Faculty (must not be the faculty member whose report is being appealed)

4. One (1) student peer –appointed by the Vice President of Student Services

5. One (1) advisor chosen by student bringing appeal. The advisor is a non-voting and non-presenting member of the appeal committee.

b. The Vice President of Student Services facilitates the appeal hearing process and is a non-voting member of the committee.

3. At the hearing, the faculty member and the student will not be present at the same time. The faculty will present information regarding the academic integrity incident to the committee and then the student will present their information to the committee. The student's advisor will only be present in the hearing when the student is present. Both, the faculty member and student will be asked to remain available in the event the committee has additional questions after hearing from both presenters.

4. If the student misses the hearing, the Conduct Appeal Committee may proceed with the process to completion.

5. Within 10 college business days of the hearing, the Vice President of Student Services sends written notification of the result to the student and faculty member, Instructional Dean, and Vice President of Instructional Services.

6. Within 10 college business days of the notification, the student may submit a written appeal to the Vice President of Instructional Services. The decision of the Vice President of Instructional Services is final.

B. Social Misconduct

1. The Vice President of Student Services has the authority to issue sanctions for Code of Conduct violations, up to suspension, without convening a student conduct board. In these cases, a student would have the option to appeal a decision to the Conduct Appeal Committee.

2. The Vice President of Student Services will determine the composition of the student conduct board and appeal committee and will determine which student conduct board and/or appeal committee will be authorized to hear each case. The student conduct board shall include representation from instructional and student services divisions of the college, the student, and an advisor if so desired, and a member of Student Congress or the Student Trustee.

3. The Vice President of Student Services will develop procedures for the administration of the student conduct program and rules for the conduct of hearings that are consistent with the provision of the Code of Conduct.

4. Decisions made by the student conduct board will be final unless the student initiates the appeal process.

5. A student conduct board may be designated as arbitrator/mediator of disputes within the student community in cases not involving a violation of the Code of Conduct. All parties must agree to arbitration/mediation and to be bound by the decision with no right to appeal.

6. In certain circumstances, the Vice President of Student Services may impose an interim suspension prior to a hearing before the student conduct board. Circumstances could include but are not limited to, theft or abuse of College property or students posing a danger to themselves or others.

7. Charges and Hearings

a. Any member of the College community may file a complaint against any student for misconduct. Complaints will be prepared in writing and directed to the Vice President of Student Services who is responsible for the administration of the college student conduct process. Any complaint should be submitted as soon as possible after the event takes place.

b. The Vice President of Student Services will (or will appoint a student conduct board who will) determine if the charges warrant an investigation. If the complaint is not found to warrant an investigation, the complaint will be dismissed.

c. If the charges cannot be disposed of by mutual consent, a student conduct board will be called to hear the charges. The Vice President of Student Services may be authorized to serve simultaneously as a student conduct administrator and member of a student conduct board. All charges will be presented to the accused student in written form by the Vice President of Student Services with a date of hearing regarding the charge. The hearing date will be set not less than three nor more than 10 college business days after the date of notice to the student. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Services.

d. Any student may seek advice about the Code of Conduct, hearing procedures, and/or student rights and responsibilities from the Vice President of Student Services Office at any time.

e. Hearings are conducted by a student conduct board to provide the accused student an opportunity to respond directly to the alleged violation and to offer a response. The hearing is an educational forum designed to enable the student conduct board to determine if there has been a violation of the Code of Conduct. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in the student conduct process. Hearings will be conducted according to the following guidelines.

1. Hearings normally will be conducted in private.

2. Admission of any person to the hearing will be at the discretion of the student conduct board. Hearings are not considered open to the public.

3. In hearings involving more than one accused student, the student conduct board may permit the hearings concerning each student to be conducted separately.

4. The complainant and the accused student have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused student is responsible for presenting his/her own case and therefore, while advisors may be present, they are not permitted to speak or to participate directly in any hearing before a student conduct board.

5. The complainant, the accused, and the student conduct board may present witnesses. All witnesses are subject to questioning from the conduct board. Advisors may not, in any circumstances, question the complainant, accused student, or conduct board. Pertinent records, exhibits, and written statements may be accepted as information at the discretion of the student conduct board.

6. All procedural questions are subject to the final decision of the student conduct board.

7. At the conclusion of the hearing, the student conduct board will determine (by majority vote) whether the student violated each section of the Code of Conduct that the student was alleged to have violated.

8. The student conduct board's determination will be made on the basis of preponderance of the evidence (whether it is more likely than not that the accused student violated the Code of Conduct.)

9. For conduct hearings that involve sexual and gender-based misconduct, proceedings of the hearing will be modified to be in compliance with state and federal laws and the Prohibiting Sex-Based Misconduct Policy and Procedure.

f. In each case in which a student conduct board determines that a student has violated the Code of Conduct, the sanction(s) will be determined and imposed by the Vice President of Student Services. In cases in which persons other than, or in addition to, the Vice President of Student Services have been authorized to serve as the student conduct board, the recommendation of all members of the student conduct board will be considered by the Vice President of Student Services in determining and imposing sanctions. The Vice President of Student Services is not limited to sanctions recommended by members of the student conduct board. Following the hearing, the student conduct board and the Vice President of Student Services will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.

g. There will be a record of all hearings maintained by the Vice President of Student Services. The record will be the property of the College.

h. Except in the case of a student charged with failing to comply with a request to attend a meeting with a student conduct board, no student may be found to have violated the Code of Conduct solely because the student failed to appear. In all cases, if the accused student, with notice, does not appear at a hearing, the information in support of the complaint shall be presented and considered and the hearing will proceed in the student's absence.

i. The student conduct board may accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, video technology, telephone, or other means approved by the Vice President of Student Services.

VII. Disciplinary Sanctions

A. Academic Integrity Violations

The following are examples of sanctions that may be imposed by the faculty member for conduct violations related to Academic Integrity. The College allows the faculty member the option to impose the appropriate sanction(s) based on each individual case; however, the faculty should follow the established policies outlined in their course syllabus when imposing the sanction(s).

1. Class-Level Penalties:

a. Warning

b. Failure of an assignment, quiz, test, examination, or paper. A failing grade (F) may be assigned for the work in which the violation occurred. c. Failure in the course: A failing grade (F) may be assigned for a course in which the violation occurred.

2. Institutional-level Penalties

In addition to the Class-Level Penalties outlined above, the College will impose Institutional-Level Penalties based on the individual situation or if the student is a repeat offender. These additional penalties include:

a. Disciplinary Reprimand (First Offense) - a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct will result in more severe disciplinary action. In addition, the student will be placed on "Academic Integrity Hold" that will remain on the student record for the remainder of the semester in which the policy violation occurred and through the time they register for their next semester. This hold will require the student to meet with an instructional dean prior to registering for classes.

b. Disciplinary Probation (Second Offense) - removes a student from good disciplinary standing. The probation shall last the entire time that the student is enrolled at the College. The student will continue to be placed on "Academic Integrity Hold." The student will be required to meet with the Vice President of Instructional Service prior to registering for subsequent semesters. The student will also be financially responsible for all costs incurred for the course in which the academic integrity incident was reported. Any misconduct during the probationary period will bring further disciplinary action and will result in suspension.

Note: Certain scholarship programs may impose additional sanctions, beyond the faculty and College sanction, for academic integrity incidents.

c. Disciplinary Suspension (Third Offense) - is an involuntary separation of the student from the College that will begin at the end of the academic term in which the academic integrity incident occurs. If the student is on scholarship, all scholarship funds will be revoked and the student will be financially responsible for all costs as a result of the loss of awarded institutional scholarships. This suspension will be for one calendar year, after which, readmission will be permitted. Disciplinary Suspension is entered on the student's transcript for the duration of the suspension. Upon readmission to the College, the student will be placed on "Academic Integrity Hold" and on Disciplinary Probation, which will remain on the student record while the student is enrolled at the College.

d. The student will be afforded the right to appeal the severity of the sanctions imposed by the established Conduct Appeal Committee and Procedures.

B. Social Misconduct

1. Sanctions for violations of College regulations or conduct that interferes with College affairs will be imposed by the College. Sanctions, up to and including dismissal from the College, may be imposed for failure to comply with the policies and regulations as outlined in this document. These sanctions will define whether, and under what conditions, the violator may continue as a student in the College. The College may impose sanctions independent of any action taken by civil authorities. The College may impose sanctions in response to actions taken by civil authorities on matters not involving the College if the civil actions bring negative attention to the College. In keeping with the educational purpose of the College, disciplinary actions are intended to be remedial rather than punitive.

2. The following are sanctions that may be imposed for a violation of this Code of Conduct. In addition, a condition may accompany a sanction. Conditions include, but are not limited to, restitution of damages, work projects, required counseling or therapy, required academic performance, etc. A condition may include loss of certain College privileges. If a condition accompanies a sanction, the condition must be related to the violation.

a. Disciplinary Reprimand – In cases of minor violations and when the student acknowledged the violation, a written reprimand may be issued by the appropriate vice president. The purpose of the reprimand shall be to call to the student's attention the responsibility of meeting certain minimal community standards. Since a reprimand is given only when the violation is acknowledged, the sanction may not be appealed.

b. Disciplinary Censure – is a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct may result in more severe disciplinary action. The student may appeal the finding of a violation but may not appeal the severity of the sanction.

c. Disciplinary Probation – removes a student from good disciplinary standing. The probation shall last for a stated period of time and until specific conditions have been met, if imposed. Any misconduct during the probationary period will bring further disciplinary action and may result in suspension. Probationary status prevents the student from representing the College in extracurricular activities and may result in the loss of some types of financial assistance.

d. Disciplinary Suspension – is an involuntary separation of the student from the College for a stated period of time and until a stated condition is met, if imposed, after which readmission will be permitted. Disciplinary Suspension is entered on the student's transcript for the duration of the suspension.

e. Indefinite Suspension – is an involuntary separation of the student from the College for an unprescribed period of time and until a stated condition is met, if imposed. Any consideration for readmission requires a written petition to the appropriate administrative official before readmission will be considered. The Indefinite Suspension is entered on the student's transcript for the duration of the suspension.

f. Interim Separation – is imposed when the Vice President of Student Services has reasonable cause to believe that a serious and direct threat to the safety and wellbeing of the members and/or property of the College community will be present if an individual is permitted to remain an active member of the community. A preliminary hearing or the opportunity of a preliminary hearing shall be afforded. If it is impossible or unreasonably difficult to conduct a preliminary hearing prior to the Interim Separation, the individual shall be afforded the opportunity for such a preliminary hearing at the earliest practical time.

3. The purpose of the preliminary hearing is to determine if there is justification to invoke an Interim Separation. During the preliminary hearing, the student will be provided a statement of the reasons for Interim Separation and will be afforded an

opportunity to rebut. Interim Separation is temporary and shall be enforced only until the completion of a full disciplinary hearing. A full disciplinary hearing shall be provided within a reasonable period of time.

4. During an interim suspension, students will be denied access to the campus, including classes, to college activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services determines appropriate. The interim suspension does not replace the regular student conduct processes, which will proceed on the normal schedule.

VIII. Appeals

A. A decision reached or a code of conduct sanction may be appealed by accused students to an appeals committee within ten college business days of receipt of the decision. Failure to respond within the five college business days after the receipt of the decision will result in the implementation of the recommended sanction(s).

B. Except when explaining the basis of new evidence, an appeal will be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes.

1. To determine whether the original hearing:

a. Was conducted fairly in light of the charges and evidence presented

b. Conformed to prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated

c. Gave the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations

2. To determine whether the decision reached regarding the accused student was based on the preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code of Conduct occurred

3. To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct, which the student was found to have committed

4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing because the person appealing did not know such evidence and/or facts at the time of the original hearing.

C. In cases involving appeals by students accused of violating the Code of Conduct, a review of the sanctions by an appeal committee may result in more severe sanctions for the accused students. An appeal to the Vice President of Student Services may not result in more severe sanctions for the accused students.

D. A decision reached by an appeal committee may be appealed by accused students or complainants to the Vice President of Student Services within five college business days of the decision. Such appeals will be submitted in writing to the Vice President of Student Services, or designee. Conditions to (D.2. a-d) apply.

E. The Vice President of Student Services may, upon review of the case, reduce, but not increase, the sanctions imposed by either the Vice President of Student Services and/or an appeal panel.

1. The Vice President of Student Services will notify the student of the appeals committee's decision in writing. This notification will include final charges, sanction(s), and/or instructions for a new hearing.

2. The decision of the Vice President of Student Services shall be final.

Note: The ACADEMIC INTEGRITY INCIDENT REPORT FORM link can be found on myKC under Miscellaneous.

Approval History: August 2, 2021, January 11, 2021, July 24, 2017, February 14, 2024

STUDENT COMPLAINTS - NON-GRADE APPEAL, NON-HARASSMENT ISSUES POLICY

Policy Number: 5.1004

Subject Area: Student Services

Adopted: 10/21/2010

Revised: 10/21/2010

Kaskaskia College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints concerning issues other than grade appeals or claims of harassment shall be handled in accordance with established procedures, which accompany this policy. Such procedures shall be printed in the College Catalog and the Student Handbook. For complaints concerning grade appeals or claims of harassment, separate procedures have been established and published in the College Catalog and Student Handbook for resolving these complaints.

STUDENT COMPLAINTS - NON-GRADE APPEAL, NON-HARASSMENT ISSUES PROCEDURE

Steps to be followed:

1. Informal Resolution - Within 10 working days of the problem or incident occurring, the student should confer with the individual who is the subject of the complaint in an effort to resolve the issue informally. If the particular situation is not amenable to the student addressing the individual, then this step can be skipped.
2. If the student is not satisfied that the complaint has been resolved in Step 1 or if no response is provided to the student through Step 1 above, then the student is required to file a written complaint, using the Student Complaint Reporting Form. The Student Complaint Reporting Form is accessible through the Student MyKC web links section.
3. Upon submission, the student complaint form will be sent to the college Complaint Officer, who will distribute it directly to the immediate supervisor, department head, or division dean of the individual whom the complaint is issued against. In instances in which a College employee is involved as the complainant or individual whom the complaint is being issued against, the Complaint Officer will also distribute the complaint to the Kaskaskia College Human Resource Office. The Human Resource Office will assist the supervisor, department head, or division dean with Step 4.
4. The immediate supervisor, department head, or division dean will review the written complaint and obtain any additional information needed for the investigation and resolution of the complaint. After such review is completed, and within 10 working days of receiving the written complaint, the immediate supervisor, department head, or division dean shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses.
5. If the student is not satisfied with the results of Step 3, he/she may appeal to the appropriate Vice President (*or President, where he/she is the immediate supervisor*). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 3.
6. The Vice President (*or President, where he/she is the immediate supervisor*) will review the written complaint and obtain any additional information needed for investigation and resolution of the complaint. After such review is completed, and within 10 working days of receiving the appeal, the Vice President or President shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses. If the President is the immediate supervisor in this step, the decision rendered is final.
7. If the student is not satisfied with the results of Step 5, he/she may appeal to the President (*if the President was not involved in Step 5*). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 5.
8. The President will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the appeal, the President shall respond to the student in writing. The President's decision rendered is final.
 - a. The student may terminate the above process at any point by sending a written notice to the last individual contacted through the above procedures.
 - b. Please note that for questions regarding the appropriate personnel to contact pursuant to the above procedures, students contact the KC Complaint Officer, Staci Palm, Dean of Enrollment Services at spalm@kaskaskia.edu or 618-545-3048.
 - c. IV. Records of formal complaints will be held by the KC Complaint Officer.

Approval History:

Approved October 21, 2015; Revised 08/02/2021, 12/03/2024

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

Adopted: 03/01/2010
Revised: 07/24/2017

The Board of Trustees, administration, faculty, and staff recognize the right of a Kaskaskia College student, as member of the college community, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. Further, KC students have the right to access and participate in the academic and non-academic opportunities offered by the College and be informed regarding access to these opportunities. The College guards these rights on behalf of all persons associated with the institution and does not tolerate actions by any individual or group that would seek to restrict the appropriate freedoms of any individual or group.

It is the responsibility of students to follow the College's Code of Conduct and observe all College regulations in a manner that does not impose on the rights of other students, faculty, or staff. The student is responsible for complying with federal, state, and/or municipal constitutions and statutes, as well as the rules and regulations of the College. Knowing and observing the requirements of his/her curriculum and the rules governing academic work is the student's responsibility. The ultimate responsibility for meeting the requirements for graduation rests with the student.

Disciplinary actions against students will be conducted with assurance of guaranteed due process and a speedy and fair hearing before the appropriate individual and/or committees. Certain decisions of individuals and/or committees, charged with disciplinary responsibilities, may be appealed through the appropriate process and channels. Procedures outlining the disciplinary processes for non-compliance with student responsibilities outlined in the Student Code of Conduct are included online at www.kaskaskia.edu appearing in the Student Handbook, and copies of those procedures and guidelines are available through the Vice President of Student Services Office.

Approval History:
July 24, 2017
March 1, 2010

STUDENT RIGHTS AND RESPONSIBILITIES PROCEDURE

Policy Number: 5.1005
Subject Area: Student Services
Adopted: 07/24/2017
Revised: 07/24/2017

This procedure outlines the specific rights of students, how these rights are protected, and the specific responsibilities required of students as members of the College community. ¶

I. Freedom of Speech

A. As an institution of higher learning devoted to the search for truth in a democratic society, Kaskaskia College is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of open exchange and of conditions conducive to critical evaluation of divergent points of view. As a result, all students shall have the right to address members of the student body in such a fashion that does not materially and substantially disrupt the operation of the College.

B. This policy does not apply to those speakers who are brought on campus as part of the in-class or instruction-related programs, even if open to the public. It is expected that off-campus speakers will contribute to the exploration of new ideas and become an integral part of the education process at KC.

C. Therefore, any student, faculty member, or administrator may invite a speaker to be heard on the campus of the College, subject to restraints imposed by federal, state, and/or municipal constitutions and statutes; as well as the rules and regulations of the College provided the following circumstances exist.

1. The person or group inviting the speaker has submitted the Request Form to the Student Engagement Specialist at least one week before the date of the scheduled meeting.
2. Suitable facilities are available.
3. An opportunity is provided at the end of the speaker's presentation for discussion, and if desired, opposition to the views of the speaker.
4. Requests by persons to speak on the campus shall be made to the Student Engagement Specialist responsible for Student Life and shall be subject to the above regulations.
5. Questions concerning any speaker's application shall be referred to the Vice President of Student Services, who in conjunction with the President, shall determine any action deemed necessary to preserve:

- D. The right of the audience to hear speakers
- E. The freedom of the speaker to express whatever view he/she holds
- F. The right of the institution and community to offer meaningful discussion and/or rebuttal

G. The Student Engagement Specialist will serve as the spokesperson for the College in relationships with speakers and their representatives. Additionally, it is understood that the trustees, administration, faculty, and/or students do not necessarily endorse the views of any speaker.

II. Rights of Assembly

Kaskaskia College will preserve the rights of its students to assemble but will not permit this assembly to, materially and substantially, disrupt any operation of the College. Non-students who participate in any assembly in violation of this section shall be subject to prosecution under the State Criminal Trespass Law and/or any other civil or criminal remedies available to the College.

III. Redress of Grievances

In addition to the opportunities for effecting change through participation in student government and institutional committees, a student shall have the right to address situations of concern through the formal complaint process. While every effort shall be made by the student to resolve situations of concern informally, the formal complaint process shall begin with the person or persons designated in the line of responsibility for their particular concern. Completion and submission of a Complaint Information Form to the Kaskaskia College Complaint Officer initiates the formal complaint process. A Student shall maintain the right of appeal to the appropriate Vice President, and the President. The decision of the President is final.

IV. Distribution of Materials on Campus

Distribution of material on campus by non-college-related persons is prohibited. Additionally, distrib

ution of printed material for purely commercial purposes or material that is inconsistent with the preservation of the educational environment is prohibited. The Office of the Vice President of Student Services shall have responsibility for this determination. Distribution on campus of printed material by students or student groups shall be permitted subject to the following:

H. Materials for posting shall be stamped in the Vice President of Student Services Office to indicate how long they are to be displayed.

I. Materials must bear identification as to publishing agency and distributing organization or individual.

J. Distribution of material shall be in such a manner as to not materially or substantially disrupt the operation of the College.

K. Materials for posting shall be posted in designated areas.

L. The distributing agency, group, or individual is responsible for the condition, removal, or resultant litter of distributed materials.

M. Approval to distribute materials regulated in this section shall not be construed as approval of content by the College or by the Board of Trustees.

V. Student Clubs and Organizations

Members of the Kaskaskia College Clubs and Organizations have inherent rights and responsibilities as members of the College community. Student Club and Organization Constitutions shall delineate these rights and responsibilities including a procedure of due process that aligns with the College. Student Club and Organization constitutions are available in the Student Engagement Office (HB105).

VI. Students Right to Know

As members of Kaskaskia College community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know the following:

A. College admission requirements

B. Degrees and certificates offered

C. Types of career and personal development resources available

D. When classes are offered

E. Course requirements

F. Textbook information and availability posted on the College webpage

G. Class attendance and participation policies and procedures

H. Grading policies and procedures

I. Cost of attendance

J. Financial aid available

- K. Calculation of financial aid awards process
- L. When financial aid is awarded
- M. College and financial aid satisfactory academic progress requirements and their implications
- N. College refund policy
- O. College policies and procedures
- P. Academic and other support services available
- Q. Student activities available
- R. Campus crime statistics
- S. Graduation rates
- T. Graduation requirements
- U. Job placement rates
- V. Emergency procedures
- W. Building hours
- X. College operational hours
- Y. Process for inspecting academic records
- Z. Process for establishing confidentiality of academic records
- AA. Process for suppressing personal directory information
- BB. Process for filing a grievance

VII. Statement of Student Responsibilities

Listed below are responsibilities that students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and general personal responsibility with a strong commitment to Kaskaskia College's Core Values of respect, responsibility, honesty, compassion, and fairness. Additionally, as members of the Kaskaskia College learning community, students have a responsibility to:

- A. Read the College Catalog and Student Handbook
- B. Become knowledgeable about College policies and procedures including but not limited to:
 1. Acceptable Use of Kaskaskia College Technology Resources Policy #4.65
 2. Student Code of Conduct Policy #5.52
- C. Abide by College policies and procedures
- D. Be aware of academic and graduation requirements
- E. Provide accurate information on College forms
- F. Meet financial obligations to the College
- G. Attend classes punctually
- H. Complete assignments and exams following course syllabus information
- I. Participate in class
- J. Fulfill their academic responsibilities in an honest and forthright manner
- K. Seek assistance from faculty and support staff when needed
- L. See out answers to questions
- M. Meet published deadlines
- N. Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and/or procedures
- O. Join groups and seek out individuals that will assist in goal attainment
- P. Abide by state and federal laws
- Q. Protect, support and contribute to a safe environment within the learning community
- R. Show regard for the property of the College, its community members and visitors

Approval History:

July 24, 2017

March 1, 2010

STUDENT SERVICES POLICY

Policy Number: 5.1006

Subject Area: Student Services

Adopted: 01/01/0001

Revised: 09/16/2010

The Division of Student Services is an integral partner in the teaching and learning process. The division provides comprehensive services and administrative functions essential to support all Kaskaskia College students in the pursuit and achievement of their personal development, educational, and professional goals. Student success is the first priority of the division.

Student Services programs and services will be developed and implemented in order to facilitate the goals listed above. Detailed information concerning the Student Services Division and the services and programs available can be accessed through the Student Handbook, the Student Athlete Handbook, the College Catalog, class schedules, and various other publications as appropriate. The Student Handbook and the College Catalog are considered official College documents. Information can also be accessed by contacting the Vice President of Student Services Office.

Approval History:

September 16, 2010

STUDENT TRUSTEE BYLAW

Board Bylaw: 1.2200

Subject Area: Board of Trustees Bylaws

Adopted: 05/23/2016

Revised: 05/23/2016

Pursuant to the Illinois Public Community College Act, a Student Trustee shall be elected and seated and shall have the right to participate as a member of the Board of Trustees. Each Student Trustee shall participate in an orientation session provided by the College President and/or the Chairman of the Board of Trustees.

ELIGIBILITY

To be eligible to serve as Student Trustee, a student must be in good academic standing, with no disciplinary actions, as determined by College officials, maintain a 2.5 G.P.A., and be enrolled in a minimum of six (6) credit hours each semester he/she serves as Student Trustee. In addition, to run for Student Trustee, the student must file a petition containing a minimum of thirty (30) unduplicated student signatures. Such petition shall be provided by the Student Services division.

TERM AND RESPONSIBILITIES

The Student Trustee shall serve a term of one year beginning with the April Board of Trustees meeting, and shall have all of the privileges and responsibilities of membership, including the right to make and second motions, to serve on Board committees, and to attend executive sessions. While, pursuant to the Illinois Public Community College Act, the Student Trustee is a non-voting member of the Board, the Board of Trustees may provide the Student Trustee an advisory vote at its discretion. Such vote shall be recorded, but will not factor into the vote count when determining passage of agenda items. The Student Trustee is not considered in determining a quorum of the Board of Trustees. The Student Trustee shall receive the same Board meeting materials as the regular Trustees, with the exception of items considered, in the discretion of the College President, to be sensitive personnel materials. The Student Trustee shall be notified of these issues in advance and shall abstain from voting on any sensitive personnel agenda items for which he/she has not reviewed Board materials. The Board will be informed of the sensitive personnel material the Student Trustee did not receive.

The Student Trustee is also responsible for representing the student body at all Board meetings, and for providing reports and updates regarding student issues, activities, and events at all Board meetings, as required. The Student Trustee is expected to

participate in Student Trustee activities at the State Level and provide reports and updates on such activities as appropriate. Further, the Student Trustee is required to conform to and uphold all Board policies and procedures, as well as serve as a role model for other students, participate in the commencement ceremony and other official functions of the District as required, and to communicate and maintain confidentiality of information in a professional manner.

REMOVAL FROM OFFICE

The Student Trustee may be removed for cause, based on unexcused absences, breaching confidentiality, not fulfilling the obligations of the Student Trustee position, failure to conduct himself/herself in accordance with established professional standards for students and the Board of Trustees, or for other causes determined by the Board to be cause for removal. If a Student Trustee is removed during his/her term, the Kaskaskia College Student Congress shall conduct an election to select a Student Trustee to fulfill the remaining balance of the term.

Approval History: Replaces Student Trustee 1.16 Approved May 23, 2016

STUDENT WELLNESS INTERVENTION AND FACILITATION TEAM (SWIFT) POLICY

Policy Number: 5.1008

Subject Area: Student Services

Adopted: 03/21/2016

Revised: 03/21/2016

Kaskaskia College, by and through its Student Services Division, is committed to provision of timely support and facilitation of referral for students, faculty, and staff in addressing student behavioral issues and promoting student safety and academic success.

To accomplish these goals, a Student Wellness Intervention and Facilitation Team (SWIFT) will be formed to serve as a reporting resource for the College community and to formalize procedures for sharing information among faculty and staff. The goal of the team is to provide threat assessment, early identification of needs, assistance to persons on campus, and facilitation of referrals. The existence of the Team in no way guarantees that incidents will be prevented. The Team is not a crisis response entity and should an incident occur; the Kaskaskia College emergency plan would become operational.

The development of the SWIFT Team is intended to be a proactive approach in addressing the needs outlined above, but such Team will not be able to address all situations or deal effectively with all situations. The College assumes no liability for any identified or unidentified crises that occur either with or without involvement of the SWIFT Team.

Approval History:

March 21, 2016

STUDENT WELLNESS INTERVENTION AND FACILITATION TEAM (SWIFT) PROCEDURE

Policy Number: 5.1008

Subject Area: Student Services

Adopted: 03/21/2016

Revised: 03/21/2016

I. Membership

A. The designated Student Wellness Intervention and Facilitation Team is comprised of College administrators and staff members who meet at least every other month to discuss behavioral incidents and concerns occurring on campus and discuss, plan and implement intervention strategies. The team will be called together as needed, outside of the regular schedule to discuss students demonstrating behavioral concerns.

B. Membership on the team will include: Vice President of Student Services, Dean of Arts and Sciences, Director of Safety and Security, Director of Student Success and Retention, Director of Financial Aid, Student Engagement Specialist, Advisor/DSS Coordinator, Veterans Services Coordinator and faculty members with an expressed interest and/or expertise.

C. Members come to the Team with experience in managing student services and safety aspects of the campus experience, and may therefore spot trends and set up early intervention as they evaluate behaviors from a variety of campus perspectives.

D. The primary purpose of the team is to provide an early intervention resource for a College faculty, staff and students to consult on student behaviors identified as distressing, disruptive or threatening.

II. Behaviors which may require attention by SWIFT

- A. Suicidal ideation, attempt or self-injurious behavior
- B. Behavior that is not understood but is concerning or disturbing to others such as talking incessantly to oneself or to an imaginary person
- C. Erratic behavior, including online activities that can disrupt the mission and/or normal proceedings of college students, faculty, staff, and others. This would include violence or the threat of violence
- D. Threatening behavior to others in the college community
- E. Actions resulting in transportation to the hospital for alcohol or drug use/abuse or mental health crises

The above list is illustrative only and not meant to be an exhaustive list of all behaviors.

III. Specific examples to be brought to the attention of SWIFT

- A. A student submits an assignment about committing suicide
- B. Two students make a class video about placing bombs on campus
- C. Someone receives an email stating, "I'm going to kill everyone in the Math Department"
- D. A student's social media postings indicate the desire to harm self or others
- E. A student corresponds with a faculty member using language that indicates disordered thinking
- F. A student communicates suicidal/homicidal intent
- G. A student displays other odd or threatening behaviors
- H. A student presents with injuries or outwards physical signs of abuse

The above list is illustrative only and not meant to be an exhaustive list of examples. A threat assessment tool is located at the end of this document. Detailed information on recognizing distressed students will be included on the College's website and located on the Campus Safety and Security webpage and the ACE webpage.

IV. Team Responsibilities

- A. Receive and gather information about behavior that appears to be dangerous or threatening to the student or others.
- B. Facilitate interventions by suggesting referrals to appropriate offices or mandate off-campus mental health assessments, if necessary. SWIFT is not a crisis response team but acts in a proactive manner to assist at-risk students to address potentially dangerous situations on campus.
- C. Make recommendations to College officials on appropriate actions consistent with College policies and procedures.
- D. Coordinate the College response to potentially harmful/disruptive situations.
- E. Develop and disseminate information to students, faculty, and staff, regarding identification and prevention of disruptive behavior.

V. Reporting Procedures

When a non-emergency report is submitted, either by phone, hard copy, or electronically, the following process is to be followed:

- A. Reporter enters a secure site, which is under the supervision of the Vice President of Student Services, the Director of Safety and Security and the Administrative Assistant to the Vice President of Student Services.
- B. The report is reviewed and the Student Wellness Intervention Team (SWIFT) is convened if a full inquiry is required.
 - 1. The situation is discussed
 - 2. Individuals may be contacted to gather additional information
 - 3. An investigation is conducted and information is gathered from faculty, staff, coaches, and advisors to see if the student needs to be interviewed.
- C. When appropriate, the student is interviewed to determine a plan of action, provide internal resources or refer for evaluation.
- D. For persons involved in off campus programming and/or courses at KC Education Centers, referrals will be made to identified sources in each community. Information about a variety of behavioral and mental health issues and resources is available at Kaskaskia.edu.
- E. Possible Resolutions or Outcomes:
 - 1. No action taken – case closed
 - 2. Student remains under continued observation
 - 3. Action plan for assistance is developed
 - 4. Referral to appropriate community resources

5. Referral for Code of Conduct violation
6. Recommendation of parental, guardian or preferred support system notification
7. Recommendation for medical leave of absence
8. Recommendation of involuntary leave of absence
9. Recommendation of interim suspension
10. Recommendation of permanent suspension
11. Other action as deemed necessary by SWIFT

The SWIFT procedural flow chart is located at the end of this document.

VI. Confidentiality

A. Kaskaskia College recognizes the importance of maintaining confidentiality and conforms to the rules of FERPA. When a student presents as a risk to self or others; however, there is an obligation to report which overrides that student's right to confidentiality. All campus personnel are bound by FERPA, but this does not restrict information that may affect the safety of Campus.

B. If the student referred to the Student Wellness Intervention and Facilitation Team is already receiving care from an outside mental health provider, information about that student's relationship may not be obtained by the team from those agencies without written authorization from the student in question, in accordance with Federal and State law.

C. Meeting minutes, reports and additional information gathered in the course of an investigation will be housed securely with the Vice President of Student Services.

VII. Referral Process:

A. For an immediate threat:

Any campus employee or student who feels there is an immediate threat is to call Campus Security at #3199 or call 911. Use 9-911 from a campus telephone.

B. To report a non-crisis situation:

Phone: Contact the Vice President of Student Services at 545-3033. You may still be asked to fill out the report form at a later time for documentation. If the Vice President of Student Services is not available, another member of the team may be contacted instead.

VIII. Risk Level and Intervention Tool

A risk level and intervention tool information and is located at the end of this document.

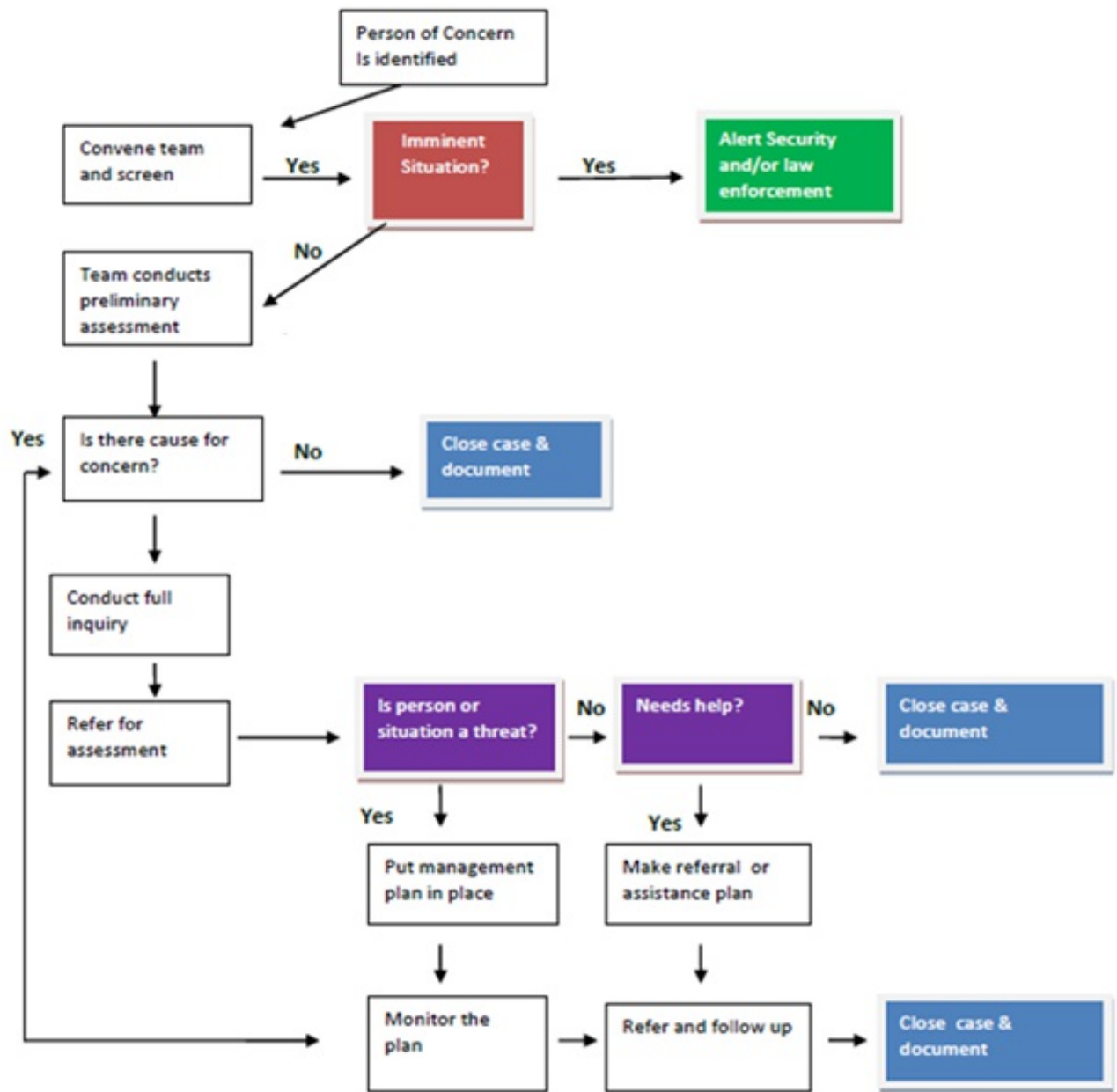
Advantages to filing a report:

- Behaviors that are inappropriate or unusual can be identified
- Behaviors will be tracked to see if the behaviors/concerns are recurring
- A determination can be made as to whether the situation warrants immediate action or a behavioral intervention team
- Immediate threats can receive immediate action.

IX. What happens to the student in the Student Wellness Intervention and Facilitation Team process?

A. The SWIFT provides students with confidential, respectful proactive support, while offering resources and balancing the educational needs of students with the mission of the College.

B. Campus wide support of the process is essential because staff and faculty are on the "front lines" with the student, often on a daily basis. Together we can help ensure a safe and supportive learning environment. See Flow Chart.



The Flow Chart was taken from Barton Community College Student Wellness Intervention Team conceptualization which was adapted from The Handbook for Campus Threat Assessment and Management Teams by Gene Deisinger, Ph.D, Marisa Randazzo, Ph.D, Daniel O'Neill and Jenna Savage, Copyright 2008.

Approval History:

March 21, 2016

STUDENTS WITH COMMUNICABLE DISEASES POLICY

Policy Number: 5.1007
Subject Area: Student Services
Adopted: 08/24/2020
Revised: 08/24/2020

Students with a communicable disease may attend Kaskaskia College when, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. A determination shall be made using this standard, in conjunction with current public health department guidelines concerning the disease in question. The determination of whether a student with a communicable disease may attend college shall be made on an individual basis, in consultation with appropriate college personnel and a consulting physician, the student's primary physician, public health personnel, and the student.

Decisions will be made based upon the facts of the particular case and may be re-evaluated periodically on a case-by-case basis. A student can appeal such decision to a panel of appropriate persons, selected by the College. The members of such panel may vary according to circumstances and could include, but are not be limited to, the Vice President of Student Services, the Dean of Nursing and Health Sciences, a medical expert designated by the student, a public health official from the respective students County Health Department, and an appropriate representative of the student.

Student with communicable diseases shall maintain all rights, privileges, and services as provided by law and the policies and procedures of the College. The student's medical condition will be kept as confidential as possible and shall be disclosed only to persons deemed to have "a direct need to know". Such persons will be made aware of confidentiality requirements. The College shall follow current law on the public health requirements for reporting communicable diseases to public health officials.

Approval History:

August 24, 2020

September 16, 2010

December 17, 1987

SUPPORT STAFF POLICY

Policy Number: 4.2030
Subject Area: Personnel
Adopted: 07/21/1988
Revised: 07/21/1988

Support staff includes College employees who perform clerical, secretarial, maintenance, or similar duties in a non-administrative capacity.

All support staff are at-will employees, and the College may end the employment relationship with cause at any time, or the employee may end employment with or without cause at any time.

The wages, hours, and other working conditions of support staff are governed by Board policy, Kaskaskia College Technical Office Personnel Agreement, and College procedure.

Approval History: Replacement for Support Staff 2.203 Approved 07/21/1988

SURVEYS POLICY

Policy Number: 2.4001
Subject Area: General College Policies/Administration
Adopted: 11/28/2016
Revised: 11/28/2016

Kaskaskia College utilizes surveys as tools for assessment and improvement of programs and services, and to solicit input from various stakeholder groups. For purposes of this policy, a survey is defined as an organized attempt to collect facts or opinions from a designated population of individuals or groups for the purpose of using those facts or opinions in the process of making institutional decisions or for submission to external parties. Surveys do not include quizzes, examinations, or other questionnaires that are used for academic purposes. If it is unclear as to whether a survey, pursuant to this policy, is being conducted, the Office of Institutional Effectiveness should be consulted.

All surveys conducted by or on the behalf of Kaskaskia College must be approved by the Office of Institutional Effectiveness prior to their administration, and the results of all surveys must be delivered to the Office of Institutional Effectiveness after all responses are collected and the surveys are closed.

In an effort to formalize and standardize the process of data collection through the use of surveys, the Office of Institutional Effectiveness will ensure that:

- Institutional surveys are designed and conducted in such a way that they meet the requirements for which they were intended.
- Surveys are methodologically sound and of good quality.
- Redundant or duplicative data and surveys are eliminated.
- The College is in compliance with institutional archival processes.
- A central repository of information on all surveys including timing and audience is maintained with thorough and accessible

- records of survey tools and findings.
- Survey results are distributed and used in an appropriate manner.

All departments seeking to conduct a survey will be required to submit a Survey Data Collection Form to the Office of Institutional Effectiveness and upon approval, all surveys shall be conducted according to established procedures of the Office of Institutional Effectiveness.

Approval History:

Replaces Surveys Policy 6.11, Approved November 28, 2016

SYLLABI POLICY

Policy Number: 6.0401
Subject Area: Instruction
Adopted: 04/27/2020
Revised: 03/28/2022

A Kaskaskia College Syllabus is created in compliance with the Curriculum Development Policy and Procedure 6.0400.

Simple Syllabus is the location of all syllabi templates. They will be updated and housed for each course being taught within each respective academic term within Simple Syllabus.

All faculty (full-time, adjunct, and dual credit) are required to use the Simple Syllabus Template. All syllabi are routed through a two-step approval process. First step being lead faculty, and final approval provided by the appropriate instructional dean prior to availability to the student.

Replaces Syllabi Procedure 3.204

Approved April 27, 2020; Revised 03/28/22; Reviewed 07/12/23

SYLLABI PROCEDURE

Policy Number: 6.0401
Subject Area: Instruction
Adopted: 04/27/2020
Revised: 09/13/2023

Procedure for Full-Time Faculty, Adjuncts, & Dual Credit Instructors Syllabi Creation:

1. Simple Syllabus <https://kaskaskia.simplesyllabus.com> is the location of all syllabi templates. They will be updated and housed for each course being taught within each respective academic term within Simple Syllabus.
2. The deadline for creating their section-specific course syllabus (First Day Handout) will be provided to faculty. Completion reminders will be automatically sent from Simple Syllabus.
3. Dual Credit Faculty will complete fall only and full year syllabi during the fall semester. Spring only courses will need their syllabi created during the spring.
4. Faculty will work through each section specific template, adding the required items.
5. Full-time faculty are encouraged to review the templates student learning outcomes, program/discipline learning outcomes, or general education student learning outcomes for accuracy.
6. Changes needed should be reported to the Instructional Services Coordinator for review. This review will determine if minor changes can be made directly to the template or if a major change is needed that requires submission to the KC Curriculum Council. The Curriculum/Assessment Change Form must be used for all changes to all learning outcomes. Once changes are approved the databases will be corrected in order to generate an updated syllabus template effective the next term.
7. Once faculty have completed their section-specific syllabus (First Day Handout), an automated email will be sent from Simple Syllabus to the lead faculty whom is in charge of being the first approver. Once the lead faculty member has reviewed and approved the syllabi, the final approver will be the respective Instructional Dean.
8. Once the two-step approval process has been completed, an email will be automatically sent to the instructor from Simple Syllabus listing the syllabi that have been approved. Following approval the syllabi can be added to the school's LMS. Instructor must make sure the native syllabus tool is hidden and the Simple Syllabus link is visible in the course navigation menu.

Replaces Syllabi Procedure 3.204

TEACHING FACULTY POLICY

Policy Number: 4.2040
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

Short-term faculty and tenured and non-tenured full-time faculty are engaged to perform teaching services for the College. Those services include but are not limited to maintenance of office hours, tutoring students, class preparation, student grading, academic advisement, and service on designated committees.

The wages, hours, and other working conditions of full-time faculty members who have a teaching load of at least twenty-four (24) semester credit hours per academic year are set forth in the applicable collective bargaining agreement. Tenured and non-tenured full-time faculty are subject to dismissal as provided in the Illinois Community College Act.

The wages, hours, and other working conditions of part-time faculty who have a teaching assignment of less than twenty-four (24) semester credit hours per academic year are governed by Board policy and College procedure.

A part-time or short-term faculty member shall be informed of the conditions of his employment when he is appointed. The College has no statutory or contractual obligation to reappoint such a person to any such position or to continue to employ such a person as a part-time or short-term College employee for an indefinite period of time. Part-time and short-term faculty are not eligible for tenure.

Approval History: Replacement for Teaching Faculty 2.204 Approved 1/1/1999

TENURE POLICY

Policy Number: 4.2530
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

Tenure is a status awarded by the College to full-time faculty who meet the qualifying criteria as set forth by statute and as applied by the Board. Tenured faculty are subject to the terms of applicable statutes. In accordance with the applicable provisions of the Illinois Community College Tenure Act, only regular, full-time faculty members shall be eligible for tenure.

Approval History: Replacement for Tenure 2.253 Approved 1/1/1999

TEXTBOOKS POLICY

Policy Number: 2.9000
Subject Area: General College Policies/Administration
Adopted: 01/01/1999
Revised: 01/01/1999

The purpose of textbooks used as part of a course curriculum is to contribute to the individual student's attainment of educational objectives. Selection of texts shall be in accordance with administrative guidelines.

Approval History:

Replaces Textbooks Policy 3.202

TRANSFER CREDIT POLICY

Policy Number: 5.2202
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 02/26/2024

Students enrolled at Kaskaskia College are eligible to have credits from other colleges/universities, as well as military credits, evaluated for acceptance by Kaskaskia College and posted on the Kaskaskia College transcript. It is the students' responsibility to submit official transcripts to be evaluated. The Kaskaskia College Registrar evaluates credit according to the following conditions:

1. The student must be admitted to college.
2. The student must request from each college/university attended (and the military) an official transcript and those transcripts must be received by the Records Office.
3. Only coursework from Institutionally Accredited colleges/universities is evaluated.
 - Higher Learning Commission
 - Middle States Commission on Higher Education
 - New England Commission of Higher Education
 - New York State Board of Regents, State Education Department, Office of the Professions (Public Postsecondary Vocational Education, Practical Nursing)
 - Northwest Commission on Colleges and Universities
 - Oklahoma Board of Career and Technology Education
 - Pennsylvania State Board of Vocational Education, Bureau of Career and Technical Education
 - Puerto Rico State Agency for the Approval of Public Postsecondary Vocational, Technical Institutions and Programs
 - Southern Association of Colleges and Schools, Commission on Colleges
 - WASC Senior College and University Commission
 - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
4. Coursework with ACE credit recommendation (workforce training, military training or occupations, learning outside the classroom, national exams or certifications) are evaluated for acceptance if properly submitted by the student. Official documentation is required.
5. Freshman and sophomore level courses will be accepted, pending evaluation, to satisfy degree or certificate requirements.
- Students can request that any upper-division courses that are the equivalent of freshman- and sophomore-level courses be evaluated to satisfy degree or certificate requirements. Contact the Records Office for more information.
6. Developmental coursework is not evaluated for credit.
7. Courses that are "waived" (prior learning experience, proficiency) at other colleges/universities, are not accepted for credit.
8. Credit by examination, in the form of CLEP (College Level Examination Program), AP (Advanced Placement), StraighterLine, are evaluated for acceptance if properly submitted by the student. Official documentation is required from each organization.
9. Only coursework with a minimum grade of C will be accepted for credit.
10. Transfer credit is not included in the cumulative grade point average.

International students who wish to use transfer credit from an international institution of higher education must submit an official transcript with translated English version that has been evaluated by a private evaluation agency at the student's expense. Suggested agencies for transcript evaluation are Educational Credential Evaluators Inc. and World Education Services.

Upon receipt of transcripts, credit will be evaluated for all courses completed and applied to the student's Kaskaskia College transcript. Students will be emailed a Transfer Equivalency Report for each transcript that is submitted. This report will inform the students what has been accepted.

Approval History:

January 25, 2021

October 22, 2018

February 26, 2024

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Policy Number: 4.9000
Subject Area: Personnel
Adopted: 12/19/2016

Employees and students will be reimbursed for appropriate College-related travel and associated expenses as well as reasonable expenditures or losses required in the discharge of employment duties, pursuant to established procedures. College Trustees will be reimbursed pursuant to Board By-Law 1.95. All expenses incurred within the performance of an employee's duties should have approval of a supervisor prior to the expense being incurred to qualify for reimbursement. This policy applies to routine travel and related expenses that are part of an employee's regular job duties, in addition to professional development and training, conferences, and conventions. This policy also applies to reasonable expenses incurred in the discharge of employment duties that inure to the primary benefit of the employer. Maximum limits for transportation, lodging and meals have been established. Board of Trustee approval for employee travel is only required for reimbursements that exceed maximum established limits. This policy does not include commuting expenses to and from home to an employee's primary work site. All reimbursement requests shall be reimbursed in accordance with the Illinois Local Government Travel Expense Control Act (ILGTECA – 50 ILCS 150/1 et seq.) and the Illinois Wage Payment and Collection Act (IWPCA – 820 ILCS 115/1 et seq).

Approval History: Replaces Travel and Expense Reimbursement Policy approved 4/18/2002, 12/14/2015, 12/19/2016, and 03/23/2020

TRAVEL AND EXPENSE REIMBURSEMENT PROCEDURE

Policy Number: 4.9000
Subject Area: Personnel
Adopted: 12/14/2015
Revised: 12/19/2016

I. All employees who are engaging in travel covered by this procedure are required to complete a Travel Authorization Form, which must be approved in advance of the travel, regardless of whether such employee incurred any travel expenses or is seeking any reimbursement payments.

A. Reimbursement Guidelines

It is the policy of the college to reimburse employees for ordinary, necessary, and reasonable expenses incurred during the conduct of College business. The reimbursements will be made in accordance with this policy and also in compliance with the IRS fringe benefit guide, the Local Government Travel Expense Control Act, and other relevant publications. In order to receive reimbursement:

1. Employees must submit a Travel and expense Reimbursement Authorization Form (Travel Authorization Form) to their supervisor prior to making travel arrangements
2. Employees must submit actual expenses using the same Travel Authorization Form to the Business Office within thirty (30) days after the travel has been completed
3. Receipts and appropriate documentation must accompany the Travel Authorization Form. In the rare situations that a receipt is not available, the employees should submit a signed written statement outlining the actual expenses
4. Substantiation must include information relating to amount, time, place, and business purpose of expenditure. Employees submitting expenses that are not in compliance with the policy risk delayed, partial, or forfeited reimbursement. Employees should make every effort to keep travel and related costs to a minimum. Employees are responsible for knowing the contents of this policy and must comply with its terms if they intend to travel.

B. Responsibility

The President, vice presidents, and deans are responsible for assuring within their administrative units:

1. Budgeted funds are available to meet all travel or business related commitments
2. Proper authorization for travel is obtained before any commitments are made
 - a. President travel is approved by the Chief Financial Officer
3. The potential benefits of the trip justify its time and expense after considering more cost effective alternatives
4. All expenditures are reasonable and follow appropriate Kaskaskia College policies and procedures as well as any additional restrictions required by the grant or contract authority.

C. Travel Authorization

Any employee who is traveling on College business must complete a Travel Authorization Form prior to making travel arrangements, including:

1. Dates and times of travel
2. Location and business purpose of travel
3. Estimated cost of transportation, meals, lodging, registration fees, and other expenses
4. Enterprise Rent-A-Car Trip Optimizer calculations, if applicable
5. Conference schedule/agenda or similar documentation, if applicable
6. Signature of employee, supervisor, or vice president (if required) and

7. Signature of President for out of state travel (includes any location outside of the state of Illinois other than St. Louis, Missouri)

Employees must provide a realistic estimate of travel costs. Actual expenses that vary by more than 15% of original estimate must be explained and are subject to additional examination and approval. A separate roll call vote of the Board of Trustees may be required for expenses to be approved, pursuant to the Local Government Travel Expense Control Act. Expenses that are not reasonable, lack proper approvals or otherwise do not adhere to this policy, or IRS guidelines may be denied or determined not reimbursable.

The College adheres to IRS guidelines. Changes to IRS guidelines which may be in conflict with the current travel policy will supersede this policy. The maximum allowable expense for a College-funded trip will be limited to ordinary, necessary, and reasonable expenses as determined by the College.

D. Travel and Expense Guidelines

1. Mileage - For eligible travel, employees will be reimbursed for personal use of their vehicle base on business mileage at the IRS reimbursement rate that is in effect at the time of travel. Every day commuting between home and work is not classified as travel and is not eligible for reimbursement per IRS guidelines.

a. Personal auto mileage will not be reimbursed for amounts exceeding a more cost effective mode of transportation. The IRS mileage reimbursement is calculated to cover all vehicle expenses including gas, insurance, repairs and maintenance, and depreciation.

b. When traveling on business for the College, reimbursement is only allowed for mileage that is over the employee's normal daily commute.

c. When starting from and/or returning to employee's home, normal commuting distance between home and the College must be deducted from reimbursable mileage. However, if distance from home to destination is shorter than from College to destination, the shorter distance must be used for reimbursement.

i. Example: Employee is attending a conference in Effingham. He is traveling from his home in Centralia and returning to his home in Centralia. The mileage between his home and KC is 16 miles round trip. The distance from his home to Effingham is 120 miles round trip. Mileage would be calculated as: $120-16=104$ miles x rate per mile.

ii. Example: Employee is attending a conference in Effingham. She lives in Vandalia. She travels from her home in Vandalia to Effingham and returns home to Vandalia after the conference. The distance is 64 miles round trip. The distance between Vandalia and the main campus (her primary work site) is 72 miles. No reimbursement is allowed.

iii. Example: Employee is attending a meeting in Nashville. She lives in Breese. She arrives to work at main campus for two hours. She travels from main campus to Nashville, then from Nashville to home. The miles between her home in Breese and main campus is 28 miles one way, 56 round trip. The mileage between Main campus and Nashville is 25 miles one way. The mileage between Nashville and her home is 30 miles. Mileage will be calculated as: $28+25+30=83-56$ regular commute= 27 miles x rate per mile.

d. For travel exceeding a total of 150 miles, employees should compare the cost of a rental car to mileage reimbursement using the Enterprise Rent-a- Car Trip Optimizer available through MyKC. If renting a car is a more economical form of travel, the employee may drive their personal vehicle but will be consenting to the lesser reimbursement as calculated by the trip optimizer. The optimizer should be used only as a guide since it may not consider all factors, such as rental vehicle taxes, slight variations in fuel prices, time of pick up and return, and administrative duties associated with car rental (i.e. reserving vehicles and paying invoices).

2. Meals - will only be reimbursed when employees are traveling away from home on trips that include an overnight stay. These guidelines are not applicable to athletic or other student travel.

a. There will be no reimbursement for meals in transit to or from meetings and conferences within the College district.

b. There will be no reimbursement for meals that are included as part of a conference or registration fee.

c. If meals for individuals, other than the employee, are included on the reimbursement require, supporting documentation should include the affiliation, persons involved, and business discussed.

d. A fully itemized detailed receipt is required for each meal. If itemized receipts are not provided, reimbursements may be delayed or denied.

e. No charges for alcoholic beverages will be reimbursed and should not appear on documentation submitted to the College.

f. Gratuities should not exceed 20% of the bill. Gratuities beyond 20 will not be reimbursed.

g. If the employee's family members or other personal guests incur meal charges, the employee is responsible for paying those costs and they should not appear on College documentation. A separate bill should be requested.

Reimbursement for meals that are deemed excessive or extravagant will be reduced without employee consent.

3. Lodging - Reasonable costs for lodging, appropriate for the geographic location, will be reimbursed when overnight stays are necessary. Hotel receipts are to be submitted. Overnight stays are necessary when an event is occurring over multiple days or when same day travel is not practical due to the time of the event, i.e. a conference begins early in the morning or ends late afternoon or evening. Overnight stays solely for the convenience of the employee will not be reimbursed.

4. Registration/Conference Fees - All registrations are to be submitted in time for any applicable early registration discounts.

Registration and other related fees must be paid by the Business Office. The employee should indicate this on the Travel Authorization Form and provide the Business Office with the appropriate information and adequate advanced notice. No reimbursement will be made for registration or other related fees that are paid in advance by the employee. If a situation arises where time does not allow for the Business Office to pay the above fees in advance, the employee should contact the Business Office to make appropriate arrangements.

An effort should be made to limit the number of employees attending the same conference. The employees who participate in this type of training have a responsibility to share knowledge they have obtained with other staff members.

5. Other Travel Expenses - The cost of business-related special expenses, if reasonable may be reimbursed. A fully itemized receipt is required.

6. Non-Reimbursable Expenses - The following list is not comprehensive but outlines some of the expenses that are not considered reasonable and will not be reimbursed:

a. Entertainment

b. Fees for extra baggage

c. Fees for overweight baggage

d. Seat upgrades

e. Mini bar charges

f. Motor vehicle tickets and fines

- g. Flight changes for personal convenience
- h. Alcoholic beverages
- i. Expenses for non-College employees or students who travel on same trip such as family members, significant others, etc.
- j. Personal items such as child care costs, toiletries
- k. Room service, generally discouraged unless extenuating circumstances

E. Other Travel Rules and Guidelines

1. Travel Authorization Forms must be signed and dated. By signing the forms, you are representing to the College that the expenses incurred are in accordance with this policy.
2. No policy can anticipate every situation that might give rise to legitimate business expenses. Each employee and supervisor must use his/her best professional judgment in determining if an expense not specifically covered in this policy is reimbursable.
3. Expense advances are limited to College sponsored athletic, academic and other group travel with students. Any excess advanced funds should be returned to the College within 2 weeks of the completed travel. Your signature on the Travel Authorization Form authorizes the College to initiate a payroll deduction for excess travel advances not returned to the College.
4. Expenses for family members and significant others should not be included in documentation or receipts for reimbursement.
5. Travel Authorization Forms requesting reimbursements of \$5 or less will not be reimbursed.
6. The Business Office may request additional information from the employee as appropriate.
7. Any reimbursements that are not in compliance with IRS guidelines will be added to the employee's W-2 as taxable income.
8. Student activities travel should be turned in on one Travel Authorization Form that will be filled out and submitted by the student group sponsor. Field trip release forms are required. See the Student Activities Handbook for more details.
9. Travel Authorization Forms for group trips should be submitted together.
10. For employees covered by a collective bargaining agreement, that agreement supersedes this policy, in case of a conflict.

Approval History: Replaces Travel and Expense Reimbursement Procedure 2.9P approved 12/14/2015, 12/19/2016

TRUSTEE EMERITUS BYLAW

Board Bylaw: 1.2400
Subject Area: Board of Trustees Bylaws
Adopted: 06/23/2005
Revised: 09/25/2017

To recognize the valued service and contributions of former members of the Kaskaskia College Board of Trustees, the title of "Trustee Emeritus" may be conferred by majority vote of the Board of Trustees upon any retiring/retired Trustee who is in good standing and who has served at least two full elected terms, pursuant to the Illinois Public Community College Act.

The conferring of Trustee Emeritus status shall be done at a public Board meeting by resolution, and Trustee Emeritus status shall encompass all privileges with regard to College services and functions accorded to active trustees.

Approval History: September 25, 2017 and June 23, 2005

TRUSTEE TRAVEL AND EXPENSE REIMBURSEMENT BYLAW

Board Bylaw: 1.9900
Subject Area: Board of Trustees Bylaws
Adopted: 02/17/2005
Revised: 09/16/2004

Board members will be reimbursed for appropriate College-related travel and associated expenses, pursuant to established procedures. This bylaw applies to routine travel and related expenses that are part of Board members' regular duties, in addition to professional development and training, conferences, and conventions.

This bylaw does not include commuting expenses to and from board meetings and other College-hosted events. All travel expenses shall be reimbursed in accordance with the Illinois Local Government Travel Expense Control Act, 50 Illinois Compiled Statutes Chapter 150/1. (Public Act 99-0604).

Approval History: Replaces Travel and Expense Reimbursement BT-14P, Approved February 17, 2005 and March 26, 2018

TRUSTEE TRAVEL AND EXPENSE REIMBURSEMENT PROCEDURE

Board Bylaw: 1.9900
Subject Area: Board of Trustees Bylaws
Adopted: 07/24/2017
Revised: 09/16/2004

All Board members who are engaging in travel covered by this procedure are required to complete a Travel Authorization Form, which must be approved in advance of the travel, regardless of whether such Trustee incurred any travel expenses or is seeking any reimbursement payments.

Reimbursement Guidelines

It is the policy of the college to reimburse Trustees for ordinary, necessary, and reasonable expenses incurred during the conduct of College business. The reimbursements will be made in accordance with this bylaw, and also in compliance with the Internal Revenue Code and any applicable Internal Revenue Service rules and regulations, the Local Government Travel Expense Control Act (50 Illinois Compiled Statutes Chapter 150/1), and other relevant publications. In order to receive reimbursement:

- The President's Office will initiate a Travel and Expense Reimbursement Authorization Form (Travel Authorization Form) on behalf of the Trustee prior to making travel arrangements.
- Trustees must submit actual expenses to the President's Office within sixty (60) days after the travel has been completed. The President's Office will then complete the same Travel Authorization Form on behalf of the Trustee and submit the form to the Business Office.
- Receipts and appropriate documentation must accompany the Travel Authorization Form. In the rare situations that a receipt is not available, the Trustee should submit a signed written statement outlining the actual expenses.
- Substantiation must include information relating to amount, time, place, and business purpose of expenditure.

Trustees submitting expenses that are not in compliance with this bylaw risk delayed, partial, or forfeited reimbursement. Trustees should make every effort to keep travel and related costs to a minimum. Trustees are responsible for knowing the contents of this bylaw and must comply with its terms if they intend to travel.

Responsibility

The President's Office is responsible for assuring on behalf of the Board:

- Budgeted funds are available to meet all travel or business-related commitments
- Proper authorization for travel is obtained before any commitments are made
- The potential benefits of the trip justify its time and expense after considering more cost effective alternatives
- All expenditures are reasonable and follow appropriate College bylaws, policies, and procedures as well as any additional restrictions required by any grant or contract authorities, if applicable.

Travel Authorization

Any Trustee who is traveling on College business must have an approved Travel Authorization Form in place prior to making travel arrangements, including:

- Dates and times of travel
- Location and business purpose of travel
- Estimated cost of transportation, meals, lodging, registration fees, and other expenses
- Conference schedule, agenda or similar documentation, if applicable
- Signature of the President
- The Travel Authorization Form must provide a realistic estimate of travel costs.
 - Actual expenses that vary by more than 15% of original estimate must be explained and are subject to additional examination and approval.
 - A roll call vote of the Board will be required for all Trustee travel expenses to be approved, pursuant to the Local Government Travel Expense Control Act (Public Act 99-0604).
 - Expenses that are not reasonable, lack proper approvals or otherwise do not adhere to this bylaw, or Internal Revenue Service guidelines may be denied or determined not reimbursable.

Travel and Expense Guidelines

Transportation - For eligible travel, trustees will be reimbursed for airfare, train tickets, taxi fare, car rental, parking expenses, tolls, and personal use of their vehicle depending on the mode of travel that is used. Business mileage will be paid at the Internal Revenue Service reimbursement rate that is in effect at the time of travel.

- The Internal Revenue Service mileage reimbursement is calculated to cover all vehicle expenses including gas, insurance, repairs and maintenance, and depreciation.
- Every day commuting between home and board meetings or College- hosted events is not classified as travel and is not eligible for reimbursement per Internal Revenue Service guidelines.
- Transportation costs will not be reimbursed for amounts exceeding a more cost effective mode of transportation (such as mileage versus air or train travel), unless the most cost effective mode of transportation presents an undue hardship.

Meals - will only be reimbursed when Trustees are traveling away from home on trips that include an overnight stay.

- There will be no reimbursement for meals in transit to and from meetings and conferences within the College district.
- There will be no reimbursement for meals that are included as part of a conference or registration fee.
- If meals for individuals, other than the Trustee, are included on the reimbursement request, supporting documentation should include the affiliation, persons involved, and business discussed.
- A fully itemized, detailed receipt is required for each meal. If itemized receipts are not provided, reimbursements may be delayed

or denied.

- No charges for alcoholic beverages will be reimbursed and should not appear on documentation submitted to the College.
- Gratuities should not exceed 20% of the bill. Gratuities beyond 20% will not be reimbursed.
- If the Trustee's family members or other personal guests incur meal charges, the Trustee is responsible for paying those costs and they should not appear on College documentation. A separate bill should be requested.
- Reimbursement for meals that are deemed excessive or extravagant will be reduced without Trustee consent.

Lodging - Reasonable costs for lodging, appropriate for the geographical location, will be reimbursed when overnight stays are necessary. Hotel receipts are to be submitted.

- Overnight stays are necessary when an event is occurring over multiple days, or when same day travel is not practical due to the time of the event, i.e., a conference begins early in the morning or ends late afternoon or evening.
- Overnight stays solely for convenience of the Trustee will not be reimbursed.

Registration and Conference Fees - All registrations are to be submitted in time for any applicable early registration discounts. Registration or other related fees must be paid by the President's Office or the Business Office.

- The Travel Authorization Form should include information regarding these fees and be submitted with adequate advanced notice.
- No reimbursement will be made for registration or other related fees that are paid in advance by the Trustee. If a situation arises where time does not allow for the College to pay the above fees in advance, the President's Office should make appropriate arrangements.
- An effort should be made to limit the number of Trustees attending the same conference. Multiple attendees may be necessary when numerous sessions are presented at the same time. Trustees who participate in conferences are expected to share knowledge they have obtained with other interested parties.

Other Travel Expenses

The cost of business-related special expenses, if reasonable, may be reimbursed based. A fully itemized receipt is required.

Non-Reimbursable Expenses

The following list is not comprehensive but outlines some of the expenses that are not considered reasonable and will not be reimbursed:

- Entertainment
- Fees for extra baggage
- Fees for overweight baggage
- Seat upgrades
- Mini bar charges
- Motor vehicle tickets and fines
- Flight changes for personal convenience
- Alcoholic beverages
- Expenses for non-College employees or students who travel on the same trip such as family members, significant others, etc.
- Personal items such as child care costs, toiletries, etc.
- Room service, generally discouraged unless extenuating circumstances

Other Travel Rules and Guidelines

- The submission of receipts to the President's Office by the Trustee will serve as representation to the College that the expenses incurred are in accordance with this bylaw.
- No policy can anticipate every situation that might give rise to legitimate business expenses. Each Trustee must use his or her best professional judgment in determining if an expense not specifically covered in this bylaw is reimbursable.
- Expense advances will not be provided. However, hotel reservations may be made in advance using the College credit card and registration fees must be paid by the College.
- Expenses for family members and significant others should not be included in documentation or receipts for reimbursement.
- Travel Authorization Forms requesting reimbursements of \$5 or less will not be reimbursed.
- The Business Office may request additional information from the President's Office on behalf of the Trustee, as appropriate.
- Travel Authorization Forms for group trips should be submitted together.

Approval History: Replaces Travel and Expense Reimbursement BT-14P, Approved February 17, 2005 and March 26, 2018

TRUSTEES BYLAW

Board Bylaw: 1.2000

Subject Area: Board of Trustees Bylaws

Adopted: 01/25/2021

Revised: 01/25/2021

QUALIFICATIONS

Pursuant to the Illinois Public Community College Act, on the date of his/her election, each non-student member of the Board of Trustees shall be a citizen of the United States, at least 18 years of age, and a resident of the State of Illinois and Community College District No. 501 for at least one year immediately preceding his/her election.

In the event that an individual who is a member of a common school board is elected or appointed to the Kaskaskia College Board of Trustees, the Trustee will be permitted to serve the remainder of his/her term of office as a member of the common school board. Upon the expiration of the common school board term, the Trustee will not be eligible for election or appointment to a common school board during the term of office with the Kaskaskia College Board of Trustees.

NUMBER AND SELECTION

In accordance with applicable laws, the Board of Trustees will consist of seven (7) members elected at large by the voters of Community College District No. 501 and a student member selected by the student body, who will have an advisory, non-binding vote and who will have the other rights and privileges as set forth in the Illinois Public Community College Act.

Each non-student member of the Board shall be elected to a six-year term. The election of Board members shall be held at the time and in the manner provided by law.

The student board member shall be elected by student referendum to a one-year term, pursuant to applicable law.

VACANCIES

Vacancies on the Board of Trustees shall be filled in accordance with applicable law.

RENUMERATION

No member of the Board of Trustees may receive compensation for any services rendered to the District. This provision shall not be construed to prevent the reimbursement of a Board member's authorized expenses incurred in carrying out the duties and functions of a Trustee.

Approval History: Replaces Qualifications of Trustees 1.15 Approved July 27, 2016 and April 21, 2005; Number and Selection of Trustees 1.10 Approved May 19, 2005; Vacancies 1.20 Approved April 21, 2005; Remuneration 1.30

TUITION AND FEES POLICY

Policy Number: 3.8000
Subject Area: Business Services and Finances
Adopted: 01/01/1999
Revised: 01/01/1999

The Board of Trustees shall establish a schedule of tuition and fees for resident and non-resident students who are enrolled in Kaskaskia College.

Approval History: Replaces Tuition and Fees 4.35

TYPES OF APPOINTMENTS POLICY

Policy Number: 4.200
Subject Area: Personnel
Adopted: 01/01/1999
Revised: 01/01/1999

College employees shall be appointed to one of the following job classifications.

Approval History: Replaces Types of Appointments Policy NA

USE AND DISPOSAL OF COLLEGE PROPERTY POLICY

Policy Number: 2.6001
Subject Area: General College Policies/Administration
Adopted: 01/17/2002

Revised: 01/17/2002

This policy applies to all personal property owned by the College, including, but not limited to, equipment and furniture. Use of College facilities is addressed in a separate policy.

Property owned or leased by the College shall be used only by College employees in the performance of assigned job responsibilities and duties. College property may not be used by employees for private use or personal profit.

College property may be used by outside organizations with prior approval of the College administration and within established guidelines and procedures.

Property that is determined to be obsolete for College use and declared by the Board of Trustees to be "no longer needed for College purposes" shall be disposed of in accordance with applicable law and according to established procedures. When College property is sold or otherwise distributed to other organizations, in-district organizations will receive first priority.

Approval History:

Replaces Use and Disposal of College Property 6.3, approved January 17, 2020

USE AND DISPOSAL OF COLLEGE PROPERTY PROCEDURE

Policy Number: 2.6001

Subject Area: General College Policies/Administration

Adopted: 01/17/2002

Revised: 01/17/2002

The following procedures apply to any College property that has been inventoried and to which a College identification tag has been affixed.

Use of Equipment by Outside Organizations

All requests for outside organizations to use College property should be forwarded to the Office of the Vice President of Administrative Services.

The Vice President for Administrative Services will consult with the appropriate departments in determining whether the request will be honored, and will notify the outside organization. Where appropriate, the outside organization will be required to complete a written agreement outlining the terms of the use of the equipment.

Disposal of College Property

When College departments determine that College property is obsolete, broken, or is no longer needed for departmental purposes, the immediate supervisor of the area should compile a list of such equipment and forward it to the appropriate Dean and Vice President for approval. The list should include the identification number, a short description of the property and the current physical location of the property.

After the Dean and Vice President have approved the list of property, notification should be made to the rest of the campus that the property is available for other departments' use.

If the property is not claimed by other College personnel, a list of the remaining equipment should be forwarded to the Vice President of Administrative Services. The Vice President, along with other appropriate personnel will determine the appropriate disposition of such property and make necessary adjustments to the inventory.

The Vice President of Administrative Services will prepare a Board of Trustees resolution declaring the property "no longer needed for College purposes" and outlining the method of sale or disposal. Once such a resolution is passed by the Board of Trustees, the Vice President's office will make appropriate arrangements for the property to be destroyed or sold or distributed to other organizations either by auction, lottery, or other fair manner.

Approval History:

Replaces Use and Disposal of College Property Procedure 6.3, Approved January 17, 2002

USE OF COLLEGE EQUIPMENT POLICY

Policy Number: 2.6002

Subject Area: General College Policies/Administration

Adopted: 01/01/1999
Revised: 01/01/1999

Equipment owned or leased by the College may be used only by employees of Kaskaskia College in the performance of assigned job responsibilities or duties. College equipment may not be used by employees for private use or personal profit or gratuity.

College equipment may be used by appropriate outside organizations within the guidelines established by the administration. Equipment no longer needed by the College shall be disposed of in accordance with the law.

Approval History: Replaces Use of College Equipment Policy 4.60

USE OF STUDENT PROMOTIONAL INFORMATION POLICY

Policy Number: 5.1009
Subject Area: Student Services
Adopted: 04/24/2003
Revised: 04/24/2003

The Office of Development and Community Relations Office takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, athletic events, etc.

Kaskaskia College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at the College do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity. Students may request that this information not be released, consistent with the College's policy on Directory Information. This policy shall be implemented in accordance with all applicable laws.

Approval History:
April 24, 2003

VACATION LEAVE FOR GRANT-FUNDED EMPLOYEES POLICY

Policy Number: 4.3105
Subject Area: Personnel
Adopted: 07/01/2005
Revised: 07/01/2005

Vacations for grant-funded College employees will be provided as described below, unless otherwise stated in current applicable collective bargaining agreements or other contractual agreements.

Grant-funded Professional/Managerial employees and Executive/Managerial employees who are employed on a twelve-month basis shall earn 1.833 days per month to a maximum of 22 days per fiscal year. Employees in the above classifications, who are employed on less than a twelve-month basis, and are eligible, will earn vacation at a rate of 1.833 days per month for the months worked or pro-rated in accordance with assigned work schedules.

Grant-funded support staff employees employed on a twelve-month basis shall earn vacation time at the rate of one (1) day each month. Each year thereafter, beginning on July 1, support staff vacation earned shall be increased by one (1) day per year (a rate of .0833 days per month) to a maximum of twenty-two (22) work days. Grant-funded part-time support staff, regularly working 30 hours or more each week, who are eligible for benefits, will earn vacation on a pro-rata basis at 80% of a full-time employee.

While employees are encouraged to use vacation time whenever possible, vacations must be planned to fit in with the flow of work and must be approved by the employee's supervisor, in advance, except in case of emergency. Employees should submit vacation requests on official leave forms, which will be provided by the Human Resources office.

Due to the uncertain nature of grant funding, grant-funded employees shall not carry vacation days forward from one fiscal year to the next or from one grant period to the next, if the grant runs over a different period. All vacation earned over the course of a fiscal year or grant year must be used by June 30th of that year or by the last day of the grant year. Grant funded employees will

be allowed to use vacation leave in advance of actually earning it, up to the maximum yearly accrual, provided that employees agree to reimburse the College if they leave the employment of the College prior to earning the full amount of vacation time used for the year. Any vacation days not used by June 30th of the fiscal year or by the last day of the grant year may be converted into sick leave or will be forfeited. Grant-funded employees will not receive any compensation for unused vacation days.

Grant funded employees, who, as of June 30, 2005, have a balance of accrued vacation leave shall use the accrued leave prior to separation from the College or may request that the balance be transferred to sick leave. Each employee will be required to make such designation to the Human Resources office upon passage of this policy. The balance of accrued vacation leave for grant-funded employees earned prior to July 1, 2005 will be recorded and maintained by the Payroll office and shall be used after all accrued vacation from the current grant year is exhausted.

If such funding is allowed by the grant, and the funds are available, grant funded employees leaving the employment of the College, who still have remaining accrued vacation time that was earned prior to July 1, 2005, will receive a lump sum cash payment for those vacation days upon separation from the College. This payment will be made at the salary rate that was in effect as of June 30, 2005.

In the case that grant funds are not available upon the employee's separation from the College, then such accrued vacation balance may be converted to sick leave and applied for SURS service credit or will be forfeited. The College is not responsible for funding any vacation pay for grant-funded employees.

Approval History: Replacement for Vacation Leave for Grant-funded Employees 2.3105 Approved 7/1/2005

VACATION LEAVE FOR NON-GRANT-FUNDED EMPLOYEES POLICY

Policy Number: 4.3106
Subject Area: Personnel
Adopted: 07/01/2005
Revised: 07/01/2005

Vacations for non-grant-funded College employees will be provided as described below, unless otherwise stated in current applicable collective bargaining agreements or other contractual agreements.

Professional/Managerial and Executive/Managerial employees who are employed on a twelve-month basis shall earn 1.833 days per month to a maximum of 22 days per fiscal year. Employees in the above classifications who are employed on less than a twelve-month basis, and who are eligible, will earn vacation at a rate of 1.833 days per month for the months worked or prorated in accordance with assigned work schedules.

Each fiscal year, employees in the above classifications who earn twenty-two (22) days of vacation must use a minimum of ten (10) days of accumulated vacation during the fiscal year.

Members of the college support staff employed on a twelve-month basis shall earn vacation time at the rate of one (1) day each month. Each year thereafter, beginning on July 1, support staff vacation earned shall be increased by one (1) day per year (a rate of .0833 days per month) to a maximum of twenty-two (22) work days. Part-time support employees regularly working 30 hours or more each week, who are eligible, shall earn vacation on a pro-rata basis at 80% of a full-time employee.

Each fiscal year, support staff who earn at least ten (10) days of vacation must use a minimum of five (5) days accumulated vacation during the fiscal year.

While employees are encouraged to use vacation time whenever possible, vacations must be planned to fit in with the flow of work and must be approved by the employee's supervisor, in advance, except in case of emergency. Employees should submit vacation requests on official leave forms, which will be provided by the Human Resources office.

Unused vacation days up to a maximum of sixty (60) days may be carried forward from one fiscal year to the next. However, employees who have exceeded the maximum of sixty (60) days as of June 30, 1996, will carry the maximum they have accrued as of that date. As of June 30th, of each year, if the maximum vacation leave accrual has been accumulated, up to 12 days of unused vacation leave earned during the current fiscal year will be converted to sick days. Requests for additional days of vacation or leave (without pay) beyond those allowed must be made in writing to the appropriate supervising administrator and such request shall not be taken without the approval of the College President.

An employee leaving the employment of the college will receive a lump sum cash payment for unused vacation days, up to the maximum accrual as described above. No payment will be made for accumulated leave beyond the employee's maximum accrual as described above.

During the last year of employment with the college prior to retirement under the State Universities Retirement System, an employee may choose to receive a lump sum Cash payment for those unused vacation days (up to 60 days) or may choose to have up to 60 days of vacation pay distributed in equal payments, at regular pay dates, from the time the retirement is tendered and accepted until the employee's beginning retirement date, in lieu of taking a lump sum payment for any unused vacation days.

Any lump sum cash payments shall be calculated on the basis of 1/240th of the employee's current annual salary for each day of unused vacation.

VETERANS SERVICES POLICY

Policy Number: 5.1010
Subject Area: Student Services
Adopted: 03/26/2018
Revised: 03/26/2018

Kaskaskia College is committed to providing quality services to veterans, active military personnel, and their families pursuing educational advancement at the College through centralized support and advising, assistance with financial benefits, recognition of military and educational experience, peer social interactions, support while transitioning to civilian and student life, and career services support. Additionally, the College promotes these benefits and services through national recognition opportunities.

The College has established position of Coordinator of Veterans Services who shall function as an ombudsperson to serve the specific needs of student veterans, active military personnel, and their families. The Coordinator of Veterans Services is a centralized source providing education and guidance to student veterans, active military personnel, and their families on all benefit services and programs for which they are eligible, and assisting in the procurement of those benefits.

The College, through the Coordinator, will actively promote veteran and military programs and available services utilizing the College website, social media, promotional mailings and the student application process. Further promotion of veteran services is accomplished, through interdepartmental coordination, collaboration with peer institutions, and the implementation and support of Veterans Student Organization.

The College shall participate in ongoing program assessment and national military affiliated recognition opportunities to consistently improve services provided to military and veteran students and their families. For continuing improvement college wide, veterans and military students participate in student satisfaction surveys on a regular basis.

Moreover, the College will make the best effort to determine how online curricula can be expanded or modified to best serve the needs of veterans and deployed military personnel. As required by 110 Illinois Compiled Statutes Chapter 49, the College will provide reports on Veteran Services programs as directed in accordance with submission parameters.

Approval History:
March 26, 2018

VETERANS SERVICES PROCEDURE

Policy Number: 5.1010
Subject Area: Student Services
Adopted: 01/01/0001
Revised: 03/26/2018

I. Kaskaskia College is committed to providing quality services to all veterans, active military personnel, and their families and fulfills this commitment through:

- A. Employment of a Veterans Services Coordinator
- B. Dissemination of Information Regarding Services to Veterans
- C. Promotion of Veterans Services Office
- D. Maintaining Compliance with Program Reporting Requirements

II. Veterans Services Coordinator

The Coordinator of Veterans' Services acts as an ombudsperson serving the specific needs of student veterans, active military personnel, and their families; serves as a one-stop shop.

A. Advises students on military educational benefits options to allow for training and advancement during active service periods.

1. Provides a guidebook to veterans, military personnel, and their families during personal orientation meetings

- a. Checklist with a systematic process so they feel less overwhelmed when starting classes
 - b. Assists with benefits outside of the educational branch
2. Assist students with the application process for their Federal and State Veteran Educational benefits.
- B. Follows updates to all regulations at the federal and state level as well as required reporting deadlines.
- C. Monitors and maintains information regarding federal and State Veteran Educational benefits.
- 1. State Level
 - a. Illinois Veterans Grant
 - b. Illinois National Grant
 - c. MIA/POW Scholarship
 - d. State Tuition Assistance for Active Duty Service Members
 - 2. Federal level
 - a. Post 9-11 GI Bill
 - b. Montgomery GI Bill
 - c. Selected Reserve Educational Assistance Program
 - d. Dependents Educational Assistance,
 - e. Federal Tuition Assistance for Active Duty Service Members
 - f. Military Spouse Career Advancement Account (My C.A.A.) for spouses for active military service members
- D. Processes tuition and fee payments for the Post 9-11 GI Bill
- 1. Payments are applied to students' accounts
 - 2. Overpayments are sent directly back to the Department of Veteran Affairs to prevent a debt for student veteran
- E. Coordinates residency and tuition support
- 1. Illinois In-District tuition and fee rates will be allowed for all military personnel and their dependents who are citizens of the United States, while stationed and present in the College District in connection with that service.
 - 2. Military personnel who are subsequently assigned to temporary duty outside the College District shall continue to qualify as Illinois In-District for tuition and fee classification. In instances when military personnel are transferred to another location, this special arrangement to pay Illinois In-District rates shall terminate for the military personnel and their dependents at the end of the semester in which the student is enrolled.
 - 3. In accordance with Illinois State University Law (110 ILCS 67/-20-135, PA 94-587, effective 8-15-05), students called to active military service, upon provision of military orders, shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course. The student's record shall reflect that withdrawal was due to active military service. The student must be given priority over other students in reenrolling in the course or courses.
- F. Assists students in completing additional financial aid such as the Free Application for Federal Student Aid, scholarships, and student loans.
- G. Provide academic advising so they are taking the classes aligned with career choice, which moves them towards graduation.
- H. Promote veteran support services on campus
- 1. Employment opportunities through Veterans Affairs Work Study program
 - 2. Career Services assistance with resume writing, mock interviews, and job searches within the College district
 - 3. Tutoring, testing, academic monitoring, and academic workshops through the Academic Center for Excellence
 - 4. Volunteer and support enrichment opportunities on and off campus through the Student Veteran's Club
- I. Collaborates with other departments promoting available programs and services
- 1. Coordinate with Disability Services and provide guidance on Service Animals
 - 2. Coordinate with Public Relations and Marketing to promote awareness and military-affiliated events
 - 3. Promote military friendly campus and recognition of that status
- III. Program Assessment
- A. Conduct ongoing assessment of services and programs provided to veterans, active military personnel, and their families by completion of formal and informal student surveys, ongoing data collection, and participation in national recognition

opportunities

- B. Report survey findings
 - 1. College homepage
 - 2. Complete required reporting
 - a. Higher Learning Commission
 - b. Department of Veteran Affairs
 - c. Illinois Community College Board
- C. Participation in national recognition opportunities
 - 1. Best for Vets
 - 2. Military Friendly Schools by Victory Media

IV. Promote Veterans Services Office

- A. Coordination with Office of Admissions, Registration, and Records and Academic Center for Excellence
 - 1. Evaluate prior military credits.
 - a. Acceptance based on Academic Center for Excellence recommendations, DD214's, military transcripts, and additional military training certification programs
 - 2. Prior learning credit are also evaluated for credit.
- B. Coordination with Department of Unemployment veteran representatives to provide a work skills course for state employment
- C. Career and college fairs targeted toward veteran populations
- D. Coordination with Illinois Department of Veteran Affairs as a recourse for non- educational benefits such as medical claims and home loans.
- E. Partnership with Veterans Affairs Suicide Prevention Team providing student connection with trained professionals to assist with mental health issues.
- F. Coordinator serves on the Student Wellness Intervention and Facilitation Team that responds to behavioral incidents and concerns, provides education and preventative intervention strategies on campus, and facilitates access to off campus resources.
- G. Email communications to current and alumni veterans, active military personnel, and their families regarding upcoming events, deadlines, and general information.
- H. Facebook page and social media utilization to communicate and promote Veteran Services through the Student Veterans Club Facebook page

V. Program Reporting Requirements

- A. Submit required documentation yearly to the Illinois Department of Veterans Affairs State Approving Agency for continuation for facility and program approval at the state and federal level
- B. Annually report to Illinois Student Assistance Commission
 - 1. Award periods
 - 2. Cost of attendance

Approval History:
March 26, 2018

VOLUNTARY SEPARATION OF EMPLOYMENT POLICY

Policy Number: 4.5200
Subject Area: Personnel
Adopted: 03/20/1997
Revised: 03/20/1997

Employees of the College can voluntarily separate from employment at any time provided a written notice of the intent to separate is submitted to the College President at least two weeks prior to the employee's last day of employment with the College. The employment relationship between the College and the employee will terminate at 5:00 p.m. on the final day of employment as noted in the separation notice and agreed upon by the College. After that time, accrual of all benefits and rights and privileges afforded an employee of the College will end.

Payment of wages owed will be made on the next regularly scheduled pay date. Any unused earned vacation will be paid in accordance with 2.310 or applicable collective bargaining agreement.

Approval History: Replaces Voluntary Separation of Employment Policy 2.52 approved 03/20/1997

WAIVER AND SCHOLARSHIP AWARDS POLICY

Policy Number: 5.8001
Subject Area: Student Services
Adopted: 08/24/2015
Revised: 11/05/2019

Waivers and scholarships will be awarded to recruit students to Kaskaskia College, pursuant to established procedures. The awards will be provided for recognition of academic achievement, recognition of service to community and country, and recognition of skills and talents; which will be utilized and developed in the College's performance and competition programs. The College has the sole discretion to adjust the number of scholarships and waivers given each year, according to College needs.

The categories of institutional scholarships provided by Kaskaskia College include: Board of Trustees, Activity scholarships, and Adult Education scholarships. Activity scholarships include Instrumental Music, Vocal Music, Theater, Students in Recruitment, Dairy Judging Team, and Collegiate FFA and Athletic scholarships. The Athletic scholarships provided by the College include student athletes for Men's Baseball, Men's Basketball, Women's Basketball, Cheerleading, Men's Cross Country, Women's Cross Country, Women's Soccer Women's Softball, Men's Tennis, Women's Tennis, and Women's Volleyball.

Procedures will be developed for the implementation of institutional scholarships that are consistent and provide emphasis regarding the privilege of being an institutional scholarship recipient. Institutional scholarship awards cover tuition and mandatory activity fees only. Fees associated with individual courses are excluded from any waiver. Prerequisite documentation for application and initiation of institutional scholarships is required for students to be considered for the award. Specific regulations regarding this aspect of institutional scholarships have been outlined for students in the Institutional Scholarship Manual. Scholarships shall remain in effect provided that the recipients have made satisfactory academic progress, consistently fulfills participation requirements, and fulfill the requirements of the Standards of Academic Achievement Policy as established by Kaskaskia College.

Approval History:
November 5, 2019
August 24, 2015

WAIVER AND SCHOLARSHIP AWARDS PROCEDURE

Policy Number: 5.8001
Subject Area: Student Services
Adopted: 11/25/2019
Revised: 11/25/2019

This procedure includes processes for implementing Board of Trustees, Activity and Adult Education scholarships in a consistent and reasonable manner. The procedure serves in combination with the Institutional Scholarship manual.

Board of Trustee Scholarships

This scholarship shall be for four (4) semesters and one (1) summer of continuous study beginning the fall semester after graduation from high school, unless special permission is otherwise granted. The academic award will be made to each in-district high school for the two students with the highest GPA in the graduating class or to the next highest ranking in-district high school student(s) who attends KC. In the event of a tie, both students will be awarded a waiver. The highest-ranking student shall be in the upper 25% of their graduating class. An annual total of 34 (unless there is a tie and then this total will be adjusted

accordingly) waivers could be awarded if Woodlawn High School students living in the KC College district attend KC and are eligible recipients.

Students awarded the Board of Trustees scholarship waiver will receive tuition and mandatory fees up to 18 hours per student each fall and spring semester and 6 hours each summer. Students are required to pay course fees and online fees.

Students awarded the Board of Trustees scholarship are required to complete leadership course work and serve as an intern or community volunteer throughout the semesters they are utilizing the scholarship.

Activity Waivers

Activity waivers are awarded up to four (4) semesters and one (1) summer of continuous study. Waivers may be awarded for activities including Instrumental Music, Vocal Music, Theater, Collegiate FFA, Dairy Judging and Students in Recruitment (Athletic waivers described below).

Notwithstanding the activity areas listed above, the Administration reserves the right to restrict the number of waivers for any given activity on a semester-by-semester basis. The Administration also reserves the right to provide waivers for new activities that may be added. Such waivers would be awarded in a manner consistent with the activity waivers that are in place at the time this policy is approved.

Guidelines for use of waivers per activity will be established by a campus-wide scholarship committee, which will be coordinated by the Vice President of Student Services. Such guidelines will address application process, participation requirements, and activity-specific rules for securing and maintaining waivers.

Summary of Current Student Activities Waivers

18 waivers for eligible Instrumental Music students

9 waivers for eligible Vocal Music students

9 waivers for eligible Theater students

4 awards for winning first and 4 awards for second place in competitions of Collegiate FFA

8 waivers for eligible Dairy Judging students

5 waivers for eligible Students in Recruitment students

Athletic Waivers

Athletic waivers for NJCAA sanctioned teams shall be for up to four (4) semesters and one (1) summer of continuous study. Waivers may be awarded as follows:

21.6 waivers for eligible Men's Baseball students

13.5 waivers for eligible Men's Basketball students

13.5 waivers for eligible Women's Basketball students

6 waivers for eligible Cheerleading students

7.2 waivers for eligible Men's Cross Country students

7.2 waivers for eligible Women's Cross Country students

16.2 waivers for eligible Women's Soccer students

18 waivers for eligible Women's Softball students

7.2 waivers for eligible Men's Tennis students

7.2 waivers for eligible Women's Tennis students

12.6 waivers for eligible Women's Volleyball students

Housing Scholarships

To position the College's Division 1 teams competitively in our region, housing scholarships are provided to student athletes at the following level:

8 scholarships for eligible Men's Basketball students

8 scholarships for eligible Women's Basketball students

10 scholarships for eligible Men's Baseball students

6 scholarships for eligible Women's Volleyball students

8 scholarships for eligible Women's Softball students

Adult Education Scholarships

A waiver equaling 24 credit hours will be provided to students who successfully complete their high school equivalency exam after at least 45 hours of coursework through the Kaskaskia College Adult Education Division. Guidelines will include GPA requirements, limitations of length of time prior to scholarship utilization and activity requirements.

Student Recruitment and Presidential Waivers

Other waivers of tuition may be established to promote student recruitment. This includes high school academic and/or program specific competitions held in the district or on the College campus. Examples of the waivers include but are not limited to Future Farmers of America (FFA) competition winners, county fair queens, ROTC students, volunteer firefighters, WYSE competition winners, and junior high school science fair winners.

Collegiate FFA waivers are provided to the winners of four competitions. First place finishers are awarded 18 credit hours and 2nd place winners are provided 6 credit hour waivers.

Presidential waivers may be awarded at the discretion of Administration and on a case-by-case basis to assist students in their educational endeavors.

Staff and Dependent Tuition Waiver

A tuition waiver for full time and 30-hour employees is a benefit of employment at the College and are provided according to the policy covering employee and dependent tuition waivers.

Application Process for Institutional Scholarships

All students wishing to receive an Institutional Scholarship of any kind must submit an application through the online scholarship portal found at <https://kaskaskia.smapply.io>. Students will use this portal to initially apply for their desired scholarship and if they are chosen as a recipient, they use the same portal to provide additional documentation and complete required forms prior to the placement of the scholarship on their student account. This portal is also used by college staff to manage the scholarship process from initial offer of a scholarship to a student all the way through the posting of the award on the student's financial account.

Verification for Scholarship and Waivers

Only worthy students who fulfill the requirements and expectations of waiver sponsors and/or coaches may be recipients of the above awards. Each sponsor or coach along with the Vice President of Student Services shall monitor scholarship pertaining to his/her area of responsibility at the end of each semester. Based on such reviews, the College has the absolute discretion to remove a scholarship and/or waiver from a student who does not meet the requirements or expectations for receiving the award. Unused portions of a scholarship may be awarded to another student.

The College reserves the right to reduce or increase the number of scholarships and/or waivers proved on a year-by-year basis.
