

TABLE OF CONTENTS

Section A - Board of Trustees

A-1.....	Authority of the Board of Trustees
A-2.....	Board Policies
A-3.....	Duties/Responsibilities of the Board of Trustees
A-4.....	Board Member Code of Ethics
A-5.....	Board Member Conflict of Interest and Impropriety
A-6.....	Term of Board Office
A-7.....	Student Trustee
A-8.....	Orientation of New Board Members
A-9.....	Board Compensation and Expenses
A-10.....	Board Vacancies
A-11.....	Board Organization
A-12.....	Board Qualifications/Election
A-13.....	Board Officers and Responsibilities of the Chair
A-14.....	Treasurer and Recorder of the Board
A-15.....	Board of Trustees Annual Goals
A-16.....	College Constituency Group Representation for Board Meetings
A-17.....	Board Meetings
A-18.....	Public Notice of Board Meetings
A-19.....	Public's Right to Record Open Board Meetings
A-20.....	Executive Sessions of the Board
A-21.....	Board Meeting Agenda
A-22.....	Presentation of Items to the Board
A-23.....	Board Quorum/Voting
A-24.....	Board Minutes
A-25.....	Public Participation at Board Meetings
A-26.....	Community Relations and the Board
A-27.....	Legal Counsel for the College and the Board
A-28.....	Standard of Excellence
A-29.....	Tax Abatement Requests to the Board
A-30.....	Travel for Board Members

Section B - President

B-1.....	Appointment of College President and Responsibilities of Position
B-2.....	Administrative Philosophy and General Organization
B-3.....	College Organizational Structure/Communication
B-4.....	Position Descriptions
B-5.....	Acceptance of Gifts and Donations
B-6.....	Grants/Sponsored Program Submissions
B-7.....	Citizens Advisory Committee
B-8.....	Affirmative Action/Equal Opportunity
B-9.....	Employee Hiring & Staffing
B-10.....	Public Use of College Facilities
B-11.....	Administrative Procedures

Section C - General Institution

C-1.....	College Philosophy and Mission
C-2.....	College Catalog
C-3.....	College Business Hours and Closure Days
C-4.....	Guest Speakers
C-5.....	Access to Public Records
C-6.....	Campus Emergencies and Emergency Closing
C-7.....	College Health and Wellness
C-8.....	Possession of Weapons
C-9.....	Sexual Harassment
C-10.....	Visitor Conduct
C-11.....	Clean Air/Smoke-Free Environment
C-12.....	Food and Beverages
C-13.....	Solicitation on Campus
C-14.....	Alcoholic Beverages on Campus
C-15.....	Chronic Infectious Disease
C-16.....	Prairie State College Foundation
C-17.....	College-Supported Inventions and Materials
C-18.....	Records Retention and Disposition
C-19.....	Crime Awareness and Campus Security and Safety
C-20.....	Commitment to Waste Reduction
C-21.....	Use of Information Resources Including World Wide Web and Internet
C-22.....	Community Instructional Center
C-23.....	Strategic Directions or Goals
C-24.....	State Gift Ban Act
C-25.....	Identify Theft Prevention

Section D - Finance

D-1.....	Annual Budget/Resource Priorities
D-2.....	Working Cash Fund Transfers
D-3.....	Administrative Authority for Payment of Bills
D-4.....	Purchasing and Bidding
D-5.....	Sale of Real and Personal Property
D-6.....	Student Fees and Fee Schedule
D-7.....	Tuition and Fees Refunds
D-8.....	Tuition Chargebacks/Cooperative Agreements
D-9.....	Tuition Waiver For Selected Populations
D-10.....	Student Activities and Services Fee
D-11... .	Waiver of Out-of-District/Out-of-State Tuition for Residents Employed in the Service District
D-12.....	Investment of College Funds
D-13.....	Child Care Center Fees

Section E - Instruction

E-1.....	Minimum Qualifications to Teach and Appendix E-1A
E-2.....	Degrees, Certificates, Courses, and Programs
E-3.....	Program Advisory Committees
E-4.....	Official Course Outline and Syllabus
E-5.....	Curriculum Development
E-6.....	Mid-Term Class List Certification
E-7.....	Statement of Academic Freedom
E-8.....	Guarantee of Educational Effectiveness
E-9.....	Global Education
E-10.....	Class Attendance

Section F - Student Services

F-1.	Admissions Requirements and Criteria
F-2.	Academic Skills Assessment and Placement
F-3.	Student Transcript Evaluation
F-4.	Grade Codes/Grade Point Average
F-5.	Course Repeat
F-6.	Grade Change
F-7.	Academic Probation/Dismissal
F-8.	Student Records and Directory Information
F-9.	Student Identification (ID) Cards
F-10.	Co-Curricular Programs and Activities
F-11.	Student Government Association
F-12.	Student Rights and Responsibilities
F-13.	Grievances/Complaints by Students
F-14.	Student Request for Policy Waiver
F-15.	Student Conduct
F-16.	Discipline of Students
F-17.	Student Due Process
F-18.	Dissemination of Information to Students
F-19.	Student Residency Status
F-20.	Student Financial Assistance and Employment Programs
F-21.	Academic Forgiveness
F-22.	Intercollegiate Athletics Program
F-23.	Mission of Child Care Services
F-24.	Americans with Disabilities Act: Student Accommodation
F-25.	Academic Code of Conduct

Section G - Human Resources

G-1.....	Employee Health Insurance Benefits
G-2.....	Employee Life Insurance Benefits
G-3.....	Employee Retirement and Early Retirement Benefits
G-4.....	Employee Long-Term Disability Insurance Benefits
G-5.....	Employee Workers' Compensation Benefits
G-6.....	Employee and Dependents Tuition and Fees Waiver/Reimbursement Benefits
G-7.....	Employee Paid Holiday Benefits
G-8.....	Employee Leaves of Absence
G-9.....	Tenure of Faculty
G-10.....	Faculty Proficiency in Oral English
G-11.....	Administrative Employee Positions, Appointments, and Contracts
G-12.....	Appointment of Full-Time, Temporary, and Adjunct Faculty
G-13.....	Classification/Reclassification of Support Staff
G-14.....	Employment of Confidential and Grant Funded Support Staff
G-15.....	Employment and Assignment of Adjunct Faculty
G-16.....	Performance Evaluation of Administrative Employees
G-17.....	Evaluation of Faculty
G-18.....	Performance Evaluation of Support Staff
G-19.....	Discipline of Administrative Employees
G-20.....	Discipline of Faculty
G-21.....	Discipline of Support Staff
G-22.....	Dismissal of Administrative Employees for Cause
G-23.....	Dismissal of Faculty
G-24.....	Reduction in Force of Administrative and/or Support Staff
G-25.....	Reduction in Force of Faculty
G-26.....	Employee Advancement
G-27.....	Nepotism in Employment
G-28.....	Release of Addresses/Telephone Numbers of Employees
G-29.....	Employee Official Personnel Files
G-30.....	Employee Health Examinations
G-31.....	Conduct and Appearance of Employees
G-32.....	Employee Conflict of Interest and Impropriety
G-33.....	Support Staff Work Week (Overtime/Compensatory Time)
G-34.....	Hourly Employee Salary Rate Schedule
G-35.....	Grievances/Complaints by College Employees
G-36.....	Employment of Hourly, Non-Benefitted Personnel
G-37.....	Employee Code(s) of Ethics and Professional Conduct
G-38.....	Employee Professional and Program Development
G-39.....	Americans with Disabilities Act Compliance
G-40.....	Drug-Free and Alcohol-Free Workplace
G-41.....	Employee Travel/Related Business Expenses
G-42.....	Confidential Reporting of Unethical or Illegal Behavior
