As a publicly-supported, comprehensive community college of Illinois governed by a local Board of Trustees and mandated to promote and provide educational opportunities to meet the particular educational needs of its district residents, Prairie State College provides the following:

A. **University-Parallel Education**: Programs and course work for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue general studies in the liberal arts and sciences;

B. **College-Level Technical, Occupational, and Vocational Education**: Programs and course work for students who plan to prepare for entry into employment or upgrade their career, professional skills, and work performance;

C. **Adult Basic and General Education**: Courses and services for adults who desire to complete a high school equivalency examination or to improve their adult basic education and literacy skills;

D. **Community Educational Services**: Courses and services of College credit and non-credit for district residents who desire to expand their learning experiences;

E. **Developmental Education Studies**: Courses and services for students who are in need of further development of academic and basic skills preparation for acceptance into a curriculum and to succeed in College programs;

F. **Special Training and Economic Development Education**: Courses and services of a specific nature where employment opportunities are available and in cooperation with employers and economic development agencies; and

G. **Community Development**: Activities, services, and special projects in response to cultural and educational needs and interests and for the expansion, enrichment, and development of the communities served.

**Mission Statement**

Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The College embraces its diversity, nurtures life-long learning, and supports community and economic development.
Values
Learning
Excellence
Accessibility
Respect
Integrity

Vision Statement
Prairie State College will offer rigorous academic programs, meet the needs of the local workforce, cultivate the values of sustainability, and demonstrate an awareness of its responsibilities in a global society.

College Philosophy
To best serve the district residents, Prairie State College is committed to: (1) providing a broad range of high-quality educational opportunities and support services matched to local educational needs and interests; and to (2) helping individuals develop by providing an environment dedicated to learning. The College believes in the worth and dignity of each individual and the importance of education in a democratic society. Thereupon, Prairie State College focuses on excellence in the educational environment through:

A. Academic Content: Prairie State College monitors program content to respond to the results of our college-wide assessment of student learning; to ensure continuing relevance to pre-baccalaureate transfer and emerging occupations; to integrate the basic skills and advanced training components of programs; to actively support the development of excellent teaching skills among faculty; and to provide for the freedoms of teaching, learning, and inquiry.

B. Student Educational and Personal Development: Prairie State College promotes student development by assisting students in exploring life and career goals; providing support for students with special needs such as single parents, returning adults, qualified disabled students, unemployed, economically-disadvantaged and educationally-disadvantaged; and maximizing opportunities for student involvement in campus and community life.

C. Student Access: Prairie State College improves student access by extending programs and services into the community at locations convenient to district residents; working regionally to provide comprehensive training programs; and providing a variety of delivery methods and times for courses.

D. Organization and Administration: Prairie State College strengthens its internal organization through strategic and operational planning, programs for personal and professional development, and visible and positive executive leadership.
<table>
<thead>
<tr>
<th>Policy C-2</th>
<th>COLLEGE CATALOG</th>
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<tbody>
<tr>
<td>Adoption Date: 03/16/92</td>
<td>The College Catalog shall be an official publication of Prairie State College.</td>
</tr>
<tr>
<td>Revision Date: 05/18/98</td>
<td>The purpose of the catalog shall be to apprise students and the public of the</td>
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<tr>
<td>Review Date: 08/26/08</td>
<td>philosophy of the College and how it is implemented by including descriptive</td>
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<td></td>
<td>statements and policy references regarding course and certificate</td>
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<tr>
<td></td>
<td>requirements, program and course content, special program admissions</td>
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<tr>
<td></td>
<td>requirements, and other pertinent information</td>
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</tbody>
</table>
Unless amended by Board action, the business hours of Prairie State College for fall, winter, spring, and summer shall be 8:00 a.m. to 4:30 p.m. (Monday through Friday). Select business and student support offices may maintain business hours beyond 4:30 p.m. to accommodate student and public needs.

During the following days, the College shall be closed to all public business: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Spring Break Day, and Memorial Day.

The College is also closed between Christmas Eve Day and New Year's Day.
GUEST SPEAKERS

Guest speakers who can contribute to the educational and social interests of the College's constituents may be invited to the campus by or through a member of the faculty or staff who shall serve as the College sponsor. Guest speakers may be invited by a College sponsor when their presence does not interfere with the regular programs and operations of the College and space/facilities are available.

The President's Office shall serve as the coordinating/referral agent for orchestrating the visitation and appearance of a guest speaker who is not otherwise endorsed/scheduled through an administrative unit.

The fees and expenses for a guest speaker shall be borne by the College sponsor of such functions except in appropriate instructional and student activity situations as approved by the respective executive officer or President.
ACCESS TO PUBLIC RECORDS

In accordance with the provisions of the Freedom of Information Act, members of the public shall be provided in a timely fashion, and upon presentation of a formal request, the opportunity to inspect and/or obtain copies of the public records of Prairie State College provided said records remain protected from damage or disorganization. Student records, personnel records, and other records protected by law shall be specifically excluded from this provision.

A reasonable charge may be assessed for the reproduction and certification of public records, upon approval by the Vice President of Business & Information Services or by the President.

The President shall establish administrative rules and procedures to implement this policy.
<table>
<thead>
<tr>
<th>Policy C-6</th>
<th>CAMPUS EMERGENCIES AND EMERGENCY CLOSING</th>
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<tbody>
<tr>
<td>Adoption Date: 03/16/92</td>
<td>Prairie State College shall seek to provide basic protection and assistance for the life and health of persons on campus through the dissemination of information covering established emergency procedures. The College has adopted the National Incident Management System (&quot;NIMS&quot;) as the foundation of its emergency planning and response program.</td>
</tr>
<tr>
<td>Revision Date: 05/18/98</td>
<td>In the event of circumstances which may seriously impair the fulfillment of the College's daily activities and/or may prove hazardous to College employees, students, or the public, the College may close operations. Such closing shall be upon the specific direction of the College President or other officials as designated by the President.</td>
</tr>
<tr>
<td>Revision Date: 08/26/08</td>
<td>Information regarding an emergency closing is to be made available via the media and PSC Alert.</td>
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<tr>
<td>Revision Date: 02/25/14</td>
<td>The President shall be authorized to establish administrative procedures regarding emergency/crisis to provide for the safety and security of College facilities, employees, students, and the public.</td>
</tr>
</tbody>
</table>
With a commitment to provide optimal educational and work environments, Prairie State College shall provide services and activities which increase awareness and promote sound health and wellness practices among the service community.

Such services and activities may include the following:

A. A wellness committee, composed of broad constituency representation, to review, recommend, and evaluate the College's physical/social environment and procedures in relation to their potential health-risk factors (e.g., asbestos, smoking, alcohol abuse, drugs, steroids, air/ventilation, lighting, noise, infectious disease, personal/institutional hygiene).

B. Educational opportunities through seminars, workshops, and brochures developed and implemented by the wellness committee, Student Affairs, and/or appropriate instructional areas. These opportunities will focus on the nature, dangers, prevention, and recovery variables and institutional policy regarding healthy lifestyles.

C. Identifying and securing appropriate external resources such as medical personnel, local health department authorities, legal counsel, and food service personnel to serve as consultants as appropriate.

D. Implementation of professional association guidelines and standards of safety and hygiene as such are available and determined to be appropriate. As with all matters pertaining to particular content specialties, the College expects that its faculty and staff are current, well-informed, and professionally accountable in performing their duties in accord with applicable guidelines and standards.
Except as provided for in paragraph 4 of this policy, in Policy C-8.1 and pursuant to the Firearm Concealed Carry Act, 430 ILCS 66, no person shall possess, on the Prairie State College campus or in any other location hosting College-sponsored activities, any dangerous or deadly weapon as enumerated in Article 24, Section 24-1 of the Illinois Criminal Code of 2012, 720 ILCS 5/24-1. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion.

Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

The prohibition set forth in this policy does not apply to current or retired sworn peace officers with proper credentials, College personnel who are required as a condition of employment to carry a weapon, or anyone who obtains express written approval in advance from the College President.
Policy C-8.1  FIREARM CONCEALED CARRY

Adoption Date: 12/17/13

Introduction and Statement of Purpose
The Illinois General Assembly has adopted Public Act 98-0063, “The Firearm Concealed Carry Act” (the “Act”), 430 ILCS 66. Subject to the overall supervision and regulation of the Illinois State Police, the Act authorizes qualified individuals to carry a concealed firearm. For purposes of this policy, a “concealed firearm” is a loaded or unloaded “handgun” carried on or about that person completely or mostly concealed from view of the public, or is within a vehicle owned by that person. For purposes of this policy, a “handgun” means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. "Handgun" does not include: (1) a stun gun or taser; (2) a machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; (3) a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Illinois Criminal Code of 2012; or (4) any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.

This Policy has the following purposes:

A. To reaffirm the Board’s position that the presence of firearms on campus, in any of the College buildings, or in any of the College’s facilities, or on the College’s campuses in general is dangerous and contrary to the mission of the College.

B. To recognize that the Act affords certain limited rights to individuals possessing a valid license to carry a concealed firearm (such qualified individual is referred to in this Policy as a “Licensee”).

C. To clearly delineate the rights and responsibilities of Licensees on College property.

D. To set forth consequences and penalties for a violation of this Policy on the part of Licensees and non-Licensees alike.

Reaffirmation of Prohibition
Except as provided elsewhere in this Policy, no individual shall possess, carry, or have control of a firearm either on his or her person, or in his or her vehicle, on any property owned, leased, or otherwise controlled by the College. This prohibition includes the College’s main campus in Chicago Heights, as well as the Matteson Area Center in Matteson. This prohibition includes, without limitation, the following areas:
Policy C-8.1

FIREARM CONCEALED CARRY

A. Any building or portion of a building, whether leased or owned, under the control of the College.

B. Anywhere on the grounds of the College.

C. Anywhere on the College’s parking areas, sidewalks, and common areas.

D. Any property on campus where the College grants permission for a public gathering, such as Jazz Concerts and meetings held on campus.

Special Regulations Applicable to College Employees

A. Accept as provided elsewhere in this Policy, no firearm may be carried or transported in any motor vehicle owned by the College.

B. Sworn members of the College Police Department are authorized to carry firearms in accordance with the state law and department regulation and may do so in vehicles owned by the College.

C. Subject to Board pre-approval, firearm use or possession may be permitted where such use or possession is part of the instruction and course curriculum of official recognized programs, including but not limited to military science and law enforcement training programs.

Special Regulations for Licensees

A. Licensee carrying a firearm who enters the College’s Chicago Heights or the Matteson campus in a motor vehicle must:

1. Upon parking his or her vehicle in any of the College’s designated parking spaces, the Licensee must immediately either (a) store his or her firearm and ammunition in a secure case or locked container (that completely encloses the firearm and ammunition) placed out of plain view within the vehicle, or (b) store the firearm within the vehicle’s trunk. If the Licensee stores a firearm in the trunk of his or her vehicle, the Licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle only for the limited purpose of storing or retrieving a firearm within the vehicle’s trunk, provided that the Licensee ensures that the firearm is unloaded at the time the Licensee exits the vehicle; and

2. At the Chicago Heights campus, park in Lots A, B, C, D, E, or F, unless the Chief of Police has posted signage temporarily prohibiting the storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus, i.e., commencement, sporting event… Licensees are strictly prohibited from parking in the Child Care Parking Lot at the Chicago Heights campus. At the Matteson campus, park in any parking space on the Matteson Campus, unless the Chief of Police has posted signage temporarily prohibiting the
<table>
<thead>
<tr>
<th><strong>Policy C-8.1</strong></th>
<th><strong>FIREARM CONCEALED CARRY</strong></th>
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<tbody>
<tr>
<td>storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus.</td>
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<tr>
<td>3. Keep on his or her person a valid state I.D. and/or Valid Driver’s License, valid Firearms Owner Identification Card (“F.O.I.D.”) and valid Illinois Concealed Carry Licenses.</td>
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<tr>
<td>B. If the Licensee is stopped in his or her vehicle prior to safe storage of his or her firearm on the College property by a College Police Officer, it is the responsibility of the Licensee under the training received under the Illinois Concealed Carry Act to inform Law Enforcement that he or she has a concealed firearm on or about his or her person.</td>
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</table>

**Penalties for Violation**
Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law.

In addition:

A. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.

B. Any College employee found to be in violation of this Policy is subject to suspension or termination of employment.

C. Any third person (meaning, an individual who is neither an employee nor a student) found to be in violation of this Policy is subject to exclusion from any College property or facility for a period of not less than one (1) calendar year.

**Posting**

A. In accordance with the Act, the College shall post at its entrances the standard 4 inch by 6 inch No Firearm signage designed by the Illinois State Police.

B. The College shall post signage prohibiting the storage of firearms in all vehicles parked in the Child Care Parking Lot on the Chicago Heights campus.

C. The College shall post signage temporarily prohibiting the storage of firearms in vehicles parked in a parking lot due to the College hosting a special event on campus, i.e., commencement, sporting event, when the College deems, in its sole discretion, allowing the storage of firearms in vehicles parked in certain parking lots would present unacceptable risks based on the type of and attendance at a special event hosted by the College on campus.
Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is, therefore, unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of an unwelcome, sexual nature shall constitute sexual harassment. Typically, sexual harassment occurs when such conduct would be deemed hostile or abusive by a reasonable person, and/or when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student;

C. Such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or

D. Such conduct creates an intimidating, hostile, or offensive employment, educational or living environment.

A violation of this policy may result in discipline up to, and including, discharge, suspension or expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, suspension or expulsion.

The College President shall be responsible for causing administrative procedures to be developed by which an employee or student may file a complaint based upon perceived sexual harassment conduct; such practices shall be developed to protect the confidentiality of complaints and responses pending disciplinary action.

Information and communication of this policy shall be made a part of the orientation materials for employees and students and shall be published in appropriate College documents for the information of employees and students. Furthermore, the President shall be authorized to initiate the development of employee codes of conduct, the inclusion of sexual harassment policy statements in negotiated agreements and grants, and the further dissemination of the policy through appropriate student and employee awareness programs.
Visitors to the campus or at College-sponsored events shall be expected to observe the guidelines outlined by the Board of Trustees in the Board policy addressing student conduct and, by their attendance, imply consent to do so. Violations of the policy may result in directions to leave the campus or event and loss of future privileges; violations of law are subject to civil and/or criminal penalties.
Prairie State College shall contribute to a healthy environment for its students, employees, and the public by fully complying with, or exceeding, the Smoke Free Campus Act, effective July 1, 2015.

To eliminate air contamination and the harmful effects and unsanitary conditions caused by smoking and smokeless tobacco products, the College shall establish and maintain a “Clean-Air/Smoke-Free” environment and shall be 100% tobacco free prohibiting the use of traditional cigarettes, pipes, electronic or “e” cigarettes, spit tobacco, snus, other “smokeless” products and hookahs from all college buildings, on college grounds and in college vehicles. Use of tobacco-related products in personal vehicles is permitted.

Open flames create a serious fire and personal injury hazard. This policy restricts the use of open flame sources in College facilities.

1. The use of candles and the burning of incense in Prairie State College facilities, including all offices, classrooms and public assembly areas, is prohibited.

2. The use of open flame sources for instructional purposes – e.g., Bunsen burners or torches for welding or soldering – is permitted in laboratories and other instructional spaces where appropriate safety precautions have been implemented.

3. Open flame food warming sources used by personnel of the Pioneer Café must be placed on a non-combustible surface.

Persons in violation of this policy shall be subject to the appropriate disciplinary policies relating to employees, students, and visitors.

Primary enforcement shall be the responsibility of the Office of Police and Campus Safety.

Further, the College shall offer tobacco-use cessation assistance to its employees and students through appropriate programs and services. Visitors to the campus or at College-sponsored events shall be expected to observe the guidelines outlined by the Board of Trustees in the Board policy addressing student conduct and, by their attendance, imply consent to do so. Violations of policy may result in directions to leave the campus or event and loss of future privileges; violations of law are subject to civil and/or criminal penalties.
<table>
<thead>
<tr>
<th>Policy C-12</th>
<th>FOOD AND BEVERAGES</th>
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<tbody>
<tr>
<td>Adoption Date: 03/16/92</td>
<td>In the interest of maintaining a clean and healthful building environment and to help preserve property, food and beverage consumption shall be confined to the Pioneer Cafe, Atrium, staff lounge(s), Prairie Center, designated meeting and conference rooms, and private offices. Food and beverages (except water) shall be prohibited in classrooms, hallways, restrooms, elevators, and other general public areas. Persons in violation shall be subject to the appropriate disciplinary policies relating to employees, students, and visitors.</td>
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<tr>
<td>Revision Date: 05/18/98</td>
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<tr>
<td>Revision Date: 08/26/08</td>
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Policy C-13

DISTRIBUTION OF LITERATURE AND SOLICITATION ON CAMPUS

Adoption Date: 10/19/92
Revision Date: 05/18/08
Revision Date: 09/23/08
Revision Date: 09/27/11

Individuals, organizations and College students may engage in non-commercial solicitation and/or literature distribution on the College’s campus in accordance with appropriate administration approval as set forth in procedures established by the President. Commercial solicitations and distributions on the College’s campus are prohibited, except when authorized according to College procedures. The College does not endorse and assumes no liability for the content of any material approved for distribution or solicitation.

The College reserves its right to prescribe reasonable time, place, and manner restrictions on solicitations and distributions. Activities taken in violation of any College rule, regulation or policy or any federal, state or local law are expressly prohibited.
<table>
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<tr>
<th>Policy C-14</th>
<th>ALCOHOLIC BEVERAGES ON COLLEGE PROPERTY</th>
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<tbody>
<tr>
<td>Adoption Date: 09/17/90</td>
<td>Prairie State College shall prohibit the sale and/or consumption of alcoholic beverages on College property.</td>
</tr>
<tr>
<td>Revision Date: 05/18/08</td>
<td>Exceptions to this prohibition must be consistent with the provisions of the Illinois Dram Shop Act (Chapter 43, Section 130) as they relate to community colleges and shall be approved in advance by the College President.</td>
</tr>
<tr>
<td>Review Date: 09/23/08</td>
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### Prairie State College
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<tr>
<th><strong>Policy C-15</strong></th>
<th><strong>CHRONIC INFECTIOUS DISEASE</strong></th>
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<tbody>
<tr>
<td><strong>Adoption Date:</strong> 08/17/92</td>
<td><strong>At the time of reported case(s) of chronic infectious disease, Prairie State College shall minimize the risk of transmission to others or further injury to the individual and to respect individual and institutional rights and obligations.</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong> 05/18/98</td>
<td><strong>The College President shall then designate one (1) health official to respond to public inquiry regarding health promotion processes and cases of health risk and to coordinate the College's infectious disease response. This designated health official shall adhere to the following in coordinating the College's infectious disease response:</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong> 08/26/08</td>
<td><strong>A. Follow directives of the Illinois Department of Public Health with regard to the reporting of infectious disease;</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>B. Facilitate the provision of health education and health counseling regarding infectious disease;</strong></td>
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<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>C. Provide information to appropriate offices regarding the maintenance of hygiene procedures;</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>D. Evaluate and monitor reported cases of infectious diseases;</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>E. Serve as the advocate for the infected individual(s) and respect/protect individual rights to privacy and confidentiality;</strong></td>
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<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>F. Act as the liaison between the College and the infected individual(s):</strong></td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
<td><strong>G. Keep abreast of relevant and timely information provided by health and social service agencies, governmental entities, educational institutions/organizations, and legal counsel and recommend modification of the College's policies and procedures regarding infectious diseases as may be necessary;</strong></td>
</tr>
</tbody>
</table>
| **Revision Date:** | **H. Respond to individual situations on a case-by-case basis in the interests of the College and the individuals.**
The Board of Trustees shall encourage and support the continued operation of the Prairie State College Foundation to aid and assist in general the cause of education at Prairie State College. “The Operating Contract between Prairie State College and Prairie State College Foundation” establishes the rights and responsibilities of this relationship.

The Prairie State College Foundation shall be established as a not-for-profit organization to foster and support excellence in education through generating and securing additional financial resources from private and corporate sources. Funds donated to the Foundation and, as specified by the Foundation, shall be used to support and fund various programs and services and for student financial assistance.

Gifts or donations may be accepted or refused by the Foundation, according to the guidelines established by the Foundation and consistent with the policies of the Board of Trustees.

**Naming Opportunities and Recognition of Contributions**

The Board of Trustees shall support and advocate the efforts of the Prairie State College Foundation to identify and recognize the contributions of donors and benefactors.

Such recognition may be in the form of a naming opportunity by which an identified room, physical space, or campus location would be named or renamed after the benefactor or according to the desires of the benefactor. The Board of Trustees retains its authority to designate and name any or all buildings, or parts thereof, structures, facilities, grounds, or other real property belonging to the College.

The Board of Trustees will receive and act upon recommendations of the Prairie State College Foundation to designate and name a given room, physical space, or campus location for, or on behalf of, a benefactor. Such naming recommendation shall normally be associated with the receipt of a significant monetary or property contribution, but the Board will also consider a combination of direct financial contribution and significant and selfless contributions of time, leadership or service in making the naming recognition.

The Board of Trustees reserves the right and authority to rename or redesignate a given room, physical space, or campus location if warranted and justified.
A. Definitions: As used in this policy, the following terms have the meaning indicated:

1. **Inventions.** All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented, or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

2. **Written Materials.** All instructional, literary, dramatic, and musical materials or works, and all other materials or works, published in either written or digital form or unpublished, copyrighted or copyrightable at any time under the Federal Copyright Act as now existing or hereafter amended or supplemented.

3. **Recorded Materials.** All sound, visual, audio-visual, and television films or tapes, videotapes, kinescopes, or other recordings or transcriptions, published or unpublished, whether or not copyrightable at any time under the Federal Copyright Act as now existing or hereafter amended or supplemented.

4. **Materials.** Written materials and recorded materials.

5. **College Personnel.** Part-time and full-time members of the faculty, staff, all other agents and employees.

B. **Professional Rights of Faculty:** Except as otherwise provided herein, faculty members shall retain all rights relating to classroom use and to publication or distribution of materials which they have prepared. In those cases where the College acquired a proprietary interest in any such materials, the professional interest of the faculty member and the reputation of the College require that there be adequate mutual control over the use of such materials. The extent of such control and the mutual rights with respect to the revision and withdrawal of such materials, the limitations of their use, and provisions with respect to the termination of use, shall be set forth in a separate contract between the College and the faculty member.

C. **Principle of College Ownership**

1. **General.** Except as otherwise provided by separate written agreement or waiver heretofore or hereafter executed by duly authorized officers of the College, the College shall own all domestic and foreign rights in and to any and all inventions and materials made or developed by College personnel either:

   a. In the course of employment by the College; or,
Policy C-17

COLLEGE-SUPPORTED INVENTIONS AND MATERIALS

b. Substantially through the use of facilities or funds provided by or through the College. The rights owned by the College include all economic and property rights as well as the right to patent inventions and to copyright materials.

2. Course of Employment

   a. Written Materials and Recorded Materials -- Materials shall be considered as having been made in the course of employment in those cases where (1) the individual was employed by the College for the specific purpose of preparing or producing the materials or (2) where materials were prepared or produced as part of the individual's general employment duties.

   b. Consulting Work -- College personnel desiring to perform consulting work for outside organizations are required to obtain the prior approval of the President of the College. Inventions and materials made or developed solely in the course of consulting work performed for outside organizations for which the approval of the President of the College has been obtained shall not be considered as having been made or developed in the course of College employment unless otherwise provided in the President's approval. Accordingly, all rights to such inventions and materials, other than those involving the substantial use of College funds or facilities, shall remain with the individual, provided, however, that College personnel engaged in consulting work shall not execute any agreement with any organization covering rights in inventions and materials unless such agreement has been approved by the President of the College.

   c. Upon Termination of Employment -- Upon termination of employment with Prairie State College, the College may make an offer to the employee to purchase that employee's interest in the materials or rights. If that employee does not accept such offer, the employee may make a counter-offer to such offer or may make an offer to purchase the College's interests or rights to such materials.

3. Substantial Use of College Facilities or Funds. Funds and facilities provided by governmental, commercial, industrial or the public or private organizations which are administered and controlled by the College shall be considered to be funds and facilities provided by or through the College for the purpose of this policy. All rights in and to inventions and materials made or developed through the substantial use of such funds and facilities shall belong to the College as between the College and College personnel. College personnel will be required to execute such assignments, waivers or other agreements as the College may require, but no such agreements shall be
made by college personnel directly with a sponsoring organization without the approval of the President of the College. If there is no contractual agreement the College, after obtaining a release from the author, reserves the sole right to make agreements with sponsoring organizations and to include therein such provisions regarding the ownership as it deems to be in the interest of the College and the public.

D. Equities of Participating Parties

1. General Policy. It is the policy of Prairie State College to encourage and recognize the creative efforts of College personnel and, insofar as the Board of Trustees of the College deem it consistent with the public interest, to share the financial awards of such efforts on an equitable basis. This general policy may be rescinded or amended at any time by the College, and it is not intended to and does not create any legally enforceable rights whatsoever in any College personnel in respect to any present or future invention, written material or recorded material.

The rights of College personnel in and to any inventions and materials belonging to the College will be created and exist only by virtue of written agreements between the College and the individuals concerned, as provided below.

2. Determination of Equities

a. Determination by the Committee on Patents and Copyrights -- The Committee on Patents and Copyrights (the committee) shall determine:

1) When the rights in and to inventions and materials belong to the College under the provisions of this policy, whether College personnel shall be entitled to share in the net proceeds of such inventions and materials; and if so,

2) What the respective equities of the College and of the College personnel shall be.

b. General Principle of Division -- The committee shall, as a general principle, but subject to all relevant provisions of this policy (including, but not limited to, those relating to sponsored programs), award a one-half (1/2) interest to the College and a one-half (1/2) interest to College personnel in the net proceeds derived from inventions and materials belonging to the College. The committee may make a different determination of the equities of the respective parties depending upon the circumstances of each individual case, and may waive or release any or all of the rights of the College in appropriate cases. The committee shall consider in
Policy C-17  

COLLEGE-SUPPORTED INVENTIONS AND MATERIALS

each case the extent, if any, to which the invention or material was made or developed partially outside the course of employment by the College; the extent, if any, to which the College's funds or facilities contributed to the discovery or development; and such other factors as the committee considers relevant and material.

c. **Division of Equities Among College Personnel** -- If the committee determines that more than one individual is entitled to an equity in any invention or any materials, the committee shall determine the manner in which the equity award to College personnel as a group shall be divided among the individuals constituting the group, provided, however, that if such individuals shall have agreed among themselves, such agreement shall be conclusive.

d. **Agreement Concerning Equities** -- Not any determination by the committee, or any other provision of this policy, neither the College nor College personnel shall have equities or rights whatsoever in inventions and materials belonging to the College unless and until a written agreement has been executed by the College and the College personnel consistent with the determination of the committee.

e. **Net Proceeds** -- The net proceeds derived from inventions and materials shall mean the gross receipts therefrom (including, but not limited to, rents, royalties, dividends, earnings, gains and sales proceeds), less all costs, expenses and losses paid or incurred by the College in connection with (including, but not limited to, all direct costs and expenses, indirect costs and expenses as allocated and determined by the College, costs and expenses of obtaining and securing patents or copyrights and all attorney's fees).

f. **Sponsored Research** -- In cases of inventions and materials made or developed in the course of sponsored research, the determinations of the committee shall necessarily be subject to and limited by the provisions of any contracts to which the College or College personnel are parties, provided any such contracts of College personnel are authorized as provided elsewhere in this policy.

g. **College's Right to Dispose of Inventions and Materials** - Notwithstanding any determination made by the committee, or any other provision of this policy, the College reserves the sole right to negotiate and enter into contracts for the excise, sale, or other disposition of any and all rights in inventions and materials belonging to the College on such terms and conditions
and for such consideration, if any, as the College shall determine, and College personnel shall have no right with respect thereto except the right to receive such shared of the net proceeds, if any, as the committee determines, provided, however, that in the case of materials, all such agreements by the College shall contain appropriate provisions agreeable to the College and College personnel involved pertaining to the use and re-use of the materials within and without the College, the length of time in which the materials may be used or re-used and the revision or withdrawal of the materials.
<table>
<thead>
<tr>
<th>Policy C-18</th>
<th>RECORDS RETENTION AND DISPOSITION</th>
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</thead>
<tbody>
<tr>
<td>Adoption Date: 11/16/92</td>
<td></td>
</tr>
<tr>
<td>Revision Date: 05/18/98</td>
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<tr>
<td>Review Date: 08/26/08</td>
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Prairie State College shall develop and maintain administrative rules and procedures for the retention and disposition of public records according to an official records retention schedule approved by the College President and incorporated into the procedures.

The President shall designate an administrator to serve as the Records Retention and Disposition Officer. The officer shall have responsibility to direct and coordinate adherence to the procedures and completion of appropriate schedules and forms which relate to the disposition of the College’s public records.
Campus Safety and Security

*Prairie State College shall protect and secure College property, facilities, employees, students and the public through establishing essential security and safety programs and provisions.

These efforts shall be designed to work cooperatively with employees, students, and the public, to interface with law enforcement and other public agencies, and to assure adherence to all Board of Trustees’ policies and to all other applicable statutes and regulations. Primary emphasis shall be upon problem-solving, respect for the dignity and worth of all people, positive intervention and collaborative solutions, and protection of Constitutional rights. The primary focus shall be enforcement of conduct codes through socialization into the College’s norms and expectations for campus life.

In efforts to assure a safe and secure environment, “community” shall be considered not only as the service district but also as the climate and condition to be created on and within the campus. Every effort shall be made by those assigned to uphold exemplary standards of professional conduct and ethics in the performance of duties.

Crime Awareness and Reporting

In compliance with the Federal Crime Awareness and Campus Security Act of 1990, Prairie State College shall develop programs to enhance campus security and crime awareness and shall publish and distribute procedures which appropriately address crime awareness and campus safety and security.

Procedures shall be issued to include:

A. Reporting of criminal activities;
B. Security and access to campus facilities;
C. Availability and authority of Campus and Public Safety personnel;
D. Availability of informational programs on campus safety and crime prevention;
E. Recording of crime through local police and state agencies; and
E. Possession, use, and sale of alcohol and drugs.
The College shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crime and the number of related arrests consistent with the Act requirements. These procedures and statistical reports shall be published and made available to students and employees, as well as prospective students and the higher education community, upon request.
<table>
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<tr>
<th><strong>Policy C-20</strong></th>
<th><strong>COMMITMENT TO WASTE REDUCTION</strong></th>
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<tbody>
<tr>
<td>Adoption Date: 03/21/94</td>
<td>The Board of Trustees recognizes the importance of conserving natural resources and that the proper disposal of waste in Illinois and across the country has become a serious problem given diminishing landfills. Therefore, and in compliance with Illinois Public Act 86-1363, the Board of Trustees hereby supports the development and implementation of a Waste Reduction Program for Prairie State College.</td>
</tr>
<tr>
<td>Revision Date: 05/18/08</td>
<td>The Waste Reduction Program shall include source reduction, recycling, and the purchasing of products with a recycled content. Ongoing education of faculty, staff, students and the community, with regard to waste reduction, shall also be included in the College's program.</td>
</tr>
<tr>
<td>Review Date: 09/23/08</td>
<td>In adopting a waste reduction policy, the Board hereby commits Prairie State College to act with heightened environmental responsibility. Faculty, staff and students of the College shall be expected to comply with the waste reduction program.</td>
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<td></td>
<td>The Board authorizes the College President to oversee the development of a waste reduction program, understanding that a resource commitment will be necessary by the institution. The Board authorizes the President to implement the program, and to provide periodic reports to the Board of Trustees inclusive of costs and benefits. The President shall also be responsible for causing the development of related administrative rules and procedures.</td>
</tr>
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</table>
Information Resources
In pursuit of its mission, Prairie State College shall provide access to information technology facilities and resources for students, faculty, staff and other authorized users consistent with institutional policies and within its financial resources. Information technology facilities and resources include all College computing resources and facilities, including the Internet and electronic mail. The College’s information resources are not a public forum for general use. Access to the College’s information technology facilities and resources shall be considered a privilege granted to PSC students, faculty, staff, and other authorized users. All users are responsible for using these resources in an effective, ethical and lawful manner. Abuse of this privilege and nonobservance of this policy will subject violators to appropriate disciplinary action.

The privilege of use of the College’s information resources is not transferrable and may not be extended by members of the College community to nonmembers, without prior authorization of the College President.

Authorized individuals may use the College’s information resources for activities related to the College’s curriculum and co-curricular organizations and activities sponsored by the College, for research consistent with the College’s educational objectives, and for administrative record keeping.

The College reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. As a condition to access to College information resources, Prairie State College reserves the right to oversee its computing resources, including E-mail and Internet use, to protect the integrity of its computing systems, workstations, and lab facilities.

Information resources shall not be used for any personal, commercial, or private business purposes, including personal financial or commercial gain, or non-College related activities, without written authorization from the President. Any use of information resources, including the network, for personal and private business is prohibited.

The College’s information resources shall not be used for any illegal activities, including but not limited to, copyright violations and unauthorized access to or unauthorized use of data bases.

Access to information technology resources without proper authorization, unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of information technology resources shall be considered direct violations of the College’s standards of conduct.

Designated College officials are authorized to make determinations on whether specific uses of the network are authorized and/or consistent with acceptable use practice.
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USE OF INFORMATION RESOURCES INCLUDING WORLD WIDE WEB AND INTERNET

This policy does not preclude further action resulting from the application of pertinent laws and regulations, as a consequence of unauthorized and/or illegal or otherwise unacceptable use of the College's information resources. By adopting this policy, the Board of Trustees recognizes that all members of the College are also bound by local, state and federal laws relating to copyrights, security, and other statutes regarding electronic media.

World Wide Web and Internet Use

Prairie State College recognizes that the World Wide Web (WWW) is an important electronic publication medium. This policy is adopted to promote appropriate use of this medium. The WWW allows the College to promote its programs and services to prospective students, businesses and agencies, alumni, and members of the public. The College’s presence on the WWW is intended to promote a positive image of the College.

Prairie State College recognizes the value and potential of publishing on the Internet and encourages the development of electronically published information. The College shall maintain an official WWW home page in order to connect visitors to pertinent information.

There shall be only one officially authorized and recognized Prairie State College WWW home page located at www.prairiestate.edu. Any other WWW home page shall be considered as counterfeit and subject to appropriate legal sanctions by the College. The home page may include references or links to pages created and supported by campus units but not to individual home pages.

The Prairie State College WWW web site and all pages within the College’s web site shall be recognized as official publications of the College, and thereby will be subject to the College’s established publication policies and guidelines.

Students, faculty and staff are not allowed to create individual home pages as part of the College’s home page and Website, and the College will not provide direct support for developing individual home pages. College resources shall not be used to create WWW home pages primarily used for personal, commercial, or private business, including personal, financial or commercial gain. Official college information may not be included on individual home pages.

Any recognized student organization may create its own home page. However, the organization’s home page will not be part of, or linked with, the College’s home page or Website. The following statement shall appear on all pages of the organization’s home page:

“The views and opinions expressed in this page are strictly those of the author(s). The contents have not been reviewed or approved by Prairie State College.”

The College shall reserve the right to disable and/or remove, after
appropriate review and warning, the web page links and publishing capability of college-managed servers of any person or unit which uses the Internet in violation of College policy; which conducts or promotes activities which are illegal or in violation of contractual obligations; or which negatively impacts the College or imposes excessive use of computing or network resources.

The College President shall cause standards and guidelines to be prepared for the development of the College’s WWW home pages.

Use of Electronic Mail Communication
Electronic mail communication shall not be used to create, communicate, repeat or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely to constitute harassment of a College student or staff member or any other individual, likely to cause disruption in the College, or is otherwise inconsistent with the College’s curriculum and educational mission.

Electronic mail users shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

Consequences of Improper or Prohibited Use of Prairie State College Information Resources
Improper or prohibited use of the College’s information resources and/or nonobservance of this policy will result in disciplinary measures imposed. Criminal conduct will be referred to the appropriate law enforcement authorities.

This policy is not intended, nor should it be used, to abridge academic freedom or constitutional guarantees of free speech.
The Board of Trustees does hereby recognize the following Mission Statement for the Conference Center:

**Mission Statement**

The Conference Center of Prairie State College serves the educational, civic, business, and community needs of Community College District 515 and the Chicago Southland. Planned and designed as an educational facility, the Conference Center seeks to host a wide range of programs, activities, and events for the benefit and enrichment of our student population and the community.

The Conference Center shall be dedicated primarily to the processes of teaching and learning. Use of the Conference Center for performing arts and other cultural or special use events is permitted, but such use may be encouraged only to the extent that the intended use does not interfere with the primary use as a teaching/learning facility.

The Conference Center is a place where people gather to explore issues, discuss events, learn from each other, and increase understandings of the world.

**Use of the Facility**

The Conference Center shall be operated as a revenue producing cost center. All scheduling for use of the Conference Center facility will be done by an official(s) designated by the President in adherence with this Mission Statement. The College reserves the right of refusal pursuant to reasonable time, place and manner restrictions, and to reschedule and set priorities for use of the facility.

Public use of the Conference Center is governed by Prairie State College Board Policy B-10, *Public Use of College Facilities*.

The President shall be responsible for the development of related administrative rules and procedures, which shall be made available to persons or groups requesting use.
Consistent with the College Philosophy and Mission, and to provide more specificity and purpose to the Mission, Prairie State College shall develop, for recommendation by the College President and approval by the Board of Trustees, a set of annual collegewide strategic directions or goals. The goals shall provide direction and focus to the College.

In addition, the College shall develop vision statements or long-range goals which shall be reviewed at least every five (5) years and presented to the Board of Trustees for consideration and approval.

The vision statements or long-range goals of Prairie State College shall be incorporated in the College Catalog, strategic plan and other appropriate documents available to employees, students, and the public.

The strategic directions, vision statements or goals shall be considered in preparation and development of the annual budget and other resource allocations and priorities.
STATE GIFT BAN ACT

All full-time and part-time employees, as well as all members of the Board of Trustees, shall be expected to comply with the requirements of the State Gift Ban Act.

Ethics Commission
The Board of Trustees shall create the Ethics Commission of Prairie State College. The Ethics Commission shall consist of three (3) members: the Chair of the Board of Trustees, who shall serve as Chairman; another member of the Board; and a resident of the College district who is not a member of the Board of Trustees, but who may be an employee, student, or volunteer. Appointments of the two members, other than the chairman, shall be made upon recommendation of the Board Chair and by approval of the full Board. Appointments shall be made annually for one-year terms within 30 days after the Board’s annual organizational meeting.

When the Ethics Commissioner considers a complaint against the Board Chair or the Board Chair is unable to attend Ethics Commission meetings, the Vice Chair of the Board of Trustees shall serve as Ethics Commission Chairman instead of the Board Chair. When the Ethics Commission considers a complaint against the other Trustee appointed to the Commission or the other Trustee appointed to the Commission is unable to attend Ethics Commission meetings, the Board Chair shall appoint another Trustee as a temporary replacement member to the Ethics Commission. When the Ethics Commission considers a complaint against the appointed member of the Commission who is not a Trustee or the appointed member of the Commission who is not a Trustee is unable to attend Ethics Commission meetings, the Board Chair shall appoint a temporary replacement member to the Ethics Commission who is not a Trustee. Commission members shall serve without compensation, but may receive reimbursements for the reasonable expenses actually incurred to the performance of their duties.

The Ethics Commission shall consider complaints of violations of this Board Policy and shall have all the other powers and duties provided by the law for the Ethics Commissions created by the State Gift Ban Act, including the power to promulgate rules governing the performance of its duties and the exercise of its powers. College employees shall, upon designation, serve as the staff of the Ethics Commission under the direction of the Chairman.

Ethics Officer
The Ethics Officer shall be the individual holding the position of Executive Director of Human Resources & Employee Relations, unless specifically designated otherwise by the Board of Trustees. The Ethics Officer’s duties shall include:

1. Providing upon request guidance to any College employee or members of the Board of Trustees in the preparation of statement of economic interest and disclosure forms prior to filing with the County Clerk; and
2. Providing guidance to College employees and members of the Board of Trustees in the interpretation and implementation of the *State Gift Ban Act*.

**Enforcement**

Violations of this Board policy may result in appropriate discipline, including but not limited to the following: reprimand or notice to remedy; a directive to cease and desist the offensive action; a directive to return an item, refund money, provide restitution for services, or make a donation to charity of an amount equal to the gift; dismissal or suspension from employment; and notification to appropriate law enforcement officials.

The Board of Trustees shall appoint an Identity Theft Prevention Program Administrator (Administrator) who shall be authorized and directed to design, implement, and maintain an Identity Theft Prevention Program in accordance with the Federal Trade Commission’s Red Flag Rules (16 C.F.R. §681.1 et seq.) and the Fair and Accurate Credit Transactions (FACT) Act of 2003 (Pub.L. 108-159, 15 U.S.C. § 1681 et seq.). The Administrator shall be selected from among the following members of senior management in the College:

A. Vice President of Business and Information Services
B. Executive Director of Management Information Systems and Services
C. Executive Director of Human Resources and Employee Relations
D. Chief of Police and Director of Campus and Public Safety
E. Controller and Director of Business Services

The Identity Theft Prevention Program shall apply to all Confidential and Sensitive Identifying Information in Covered Accounts that is collected, processed, transmitted, transferred, stored, or disposed of that puts the College’s students, faculty, staff, vendors, or community members at risk for Identity Theft.

The Administrator may establish an Identity Theft Prevention Program Committee to assist in the development, implementation, and maintenance of the Identity Theft Prevention Program.

The Administrator shall report to the Board on the status of the Identity Theft Prevention Program annually or whenever significant changes have been made to the program.