



Policy D-1

ANNUAL BUDGET/RESOURCE PRIORITIES

Adoption Date: 04/20/92
Revision Date: 05/18/98
Revision Date: 08/26/08

Prairie State College shall adopt an annual budget prior to or within the first quarter of each fiscal year. Such budget shall be in full compliance with the appropriate provisions of the Illinois Public Community College Act and shall serve as a fiscal plan for executing the College's Mission, Vision Statements, and Strategic Agenda.

Priorities in providing resources to meet the educational purposes of the College shall be established. Resources shall be allocated in a manner within the budget in order to achieve maximum education and service benefits to the College community and consistent with the Strategic Agenda and operational plans of the College.

In recognition of its obligation and commitment to the public trust and sound fiscal management, the Board of Trustees expects the President to propose and implement an annual operating budget that balances the fiscal year's expenses with revenue.

The use of accumulated fund balance(s) is subject to the recommendation of the President and approval of the Board of Trustees.

The Board directs the faculty and staff of the College to develop and conduct programs, services, and operations to be fully responsive to sound fiscal management and to assure public trust and confidence.

The President shall be authorized to develop and establish administrative rules and procedures for the development and implementation of an annual budget which affirms resource priorities, sound fiscal management, and a positive year-end operating funds balance.



Policy D-2

WORKING CASH FUND TRANSFERS

Adoption Date: 09/17/90
Revision Date: 05/18/98
Review Date: 09/23/08

Annually the Board of Trustees shall adopt a resolution which authorizes the borrowing of working cash funds by the education and operations/ maintenance funds to accommodate cash shortfalls. Such resolution shall be in compliance with the requirements set forth in Section 103-33.6 of the Illinois Public Community College Act.



Policy D-3

ADMINISTRATIVE AUTHORITY FOR PAYMENT OF BILLS

Adoption Date: 09/17/90
Revision Date: 10/21/02
Revision Date: 08/26/08
Revision Date: 12/15/09
Revision Date: 09/27/11

The Administration of the College shall be authorized to pay obligations of the College for the goods and services as they come due, on approval of the Vice President of Finance and Administration in accordance with sound accounting systems and applicable regulations as may be prescribed by the Illinois Community College Board. Such payments shall be reported to and submitted for ratification by the Board of Trustees at the Board's next ensuing regular meeting. No payment shall be made under the authority of this paragraph except on documentation showing that the services or goods have been received, and that the invoice conforms to the terms of the transaction. Further, no payment shall be made under authority of this paragraph for invoices in excess of \$10,000 except for utilities expenses or unless purchase of the item(s) invoiced has previously been approved by a vote of the Board of Trustees or consulting or professional services contracts over \$7,500.

Policy D-4

Adoption Date: 10/19/92
Revision Date: 04/26/04
Revision Date: 09/23/08
Revision Date: 11/24/09
Revision Date: 04/26/11

PURCHASING AND BIDDING

The College President shall have authority to establish administrative rules and procedures for purchasing. Such procedures shall assure compliance with all applicable laws and sound business practices, in accordance with the following provisions:

- A. Every effort is to be made to purchase optimum quality for the least expenditure of funds.
- B. Purchasing practices are to be conducted within the scope of Board policy and state regulations as outlined in the Illinois Public Community College Act, Chapter 110, Sec. 805/3-27.1.
- C. All purchases or contracts, regardless of amount, are to conform to the rules and regulations of the Illinois Department of Human Rights.
- D. Purchasing categories are as follows:
 - 1. Purchases of less than \$1,000 may be made without competitive quotations or bids.
 - 2. Purchases of \$1,000 to \$1,999 may be made by securing a minimum of two (2) verbal quotations.
 - 3. Purchases of \$2,000 to \$9,999 may be made by securing a minimum of three (3) written quotations
 - 4. All purchases or contracts are to comply with state regulations as outlined in Chapter 110, Sec. 805/3-27.1 of the Illinois Community College Act, with the additional restriction that the expenditure in excess of amount is reduced to \$10,000 and exception (j) for renovation and construction projects is amended to reduce the "expenditure not to exceed" amount to \$15,000.

Where feasible, bids or quotations are to be obtained even though the purchase price may be less than the stipulated requirement shown above.

- E. In the event the lowest responsible bidder is unable to fulfill its obligation to the College, and consequently, the purpose of the purchase cannot be fulfilled before the Board of Trustees is able to meet again, then the President shall be authorized to award the bid to the next responsible bidder or to rebid the purchase. Under these circumstances the selected bidder will be brought to the Board of Trustees for pro forma approval.
- F. In compliance with 415 ILCS 20/3.1, the College seeks to purchase products with recycled content whenever such products have met the specifications and the standards of equivalent products which do not contain recycled content, i.e. whenever costs, specifications, standards and availability are comparable to products without recycled content.

PURCHASING AND BIDDING

The College shall take steps to invite the participation of minority-owned businesses, female-owned businesses, in-district businesses, and small businesses in the purchasing process.

The College shall notify contractors, sub-contractors, vendors, and suppliers of provisions of applicable federal and state equal opportunity rules. In addition, the equal opportunity statement of the College shall be incorporated into each invitation for bid and contract. Contractors shall be notified of the equal opportunity requirements which pertain to them and to their sub-contractors. Notice of applicable federal and state directives concerning equal opportunity for veterans, members of minority groups, and individuals with disabilities shall also be included in contracts and purchase orders.



Policy D-5

Adoption Date: 09/17/90
Revision Date: 10/21/02
Review Date: 08/26/08

SALE OF REAL AND PERSONAL PROPERTY

The disposition of property which is no longer needed for Prairie State College purposes shall rest with the Board of Trustees.

As agent of the Board, the College President or designee shall be authorized to offer for sale, public or private, any equipment which is no longer used by the College and constituting a cost of less than \$10,000. Real or personal property with an estimated sale price of \$10,000 or more shall be approved by the Board prior to sale. Personal property which has no appreciable resale value may be donated to a not-for-profit agency or discarded upon the approval of the President or designee.



Policy D-6

Adoption Date: 06/15/92
Revision Date: 05/18/98
Revision Date: 09/23/08

STUDENT FEES AND FEE SCHEDULE

The Board of Trustees shall establish a fee schedule including, but not limited to, registration fee tuition, laboratory and material fees, student activities and services fees, late registration fees, and others as recommended by the College President.



Policy D-7

TUITION AND FEE REFUNDS

Adoption Date: 06/15/92
Revision Date: 05/18/98
Revision Date: 08/26/08
Revision Date: 04/26/16

Prairie State College shall refund the tuition payments of those students who withdraw from all or a portion of the scheduled classes for which they have registered based on the following and as specifically outlined in the official refund table published each semester:

Credit Courses 8-16 weeks in duration:

Students who drop a course(s) on or prior to the 7th day after the start date of the course(s) will be granted a 100% refund; excludes Saturdays, Sundays and holidays.

Credit Courses less than 8 weeks in duration:

Students who drop a course(s) prior to the end of the next business day following the official starting date of the course(s) in question will be granted 100% refund; excludes Saturday, Sundays and holidays.

Laboratory fees and student services and activities fees charged for the specific course(s) of withdrawal will also be refunded per the schedule above. Registration, deferred payment, and other incidental fees will not be refunded.

No refunds will be granted after the first scheduled week of the course(s) in question. (Students who feel they have extenuating circumstances which give rise to further consideration may file a Tuition Appeal form.)



Policy D-8

TUITION CHARGEBACKS/COOPERATIVE AGREEMENTS

Adoption Date: 06/15/92
Revision Date: 05/18/98
Review Date: 08/26/08

Residents of Community College District No. 515 desiring to enroll in an educational program which is not available at Prairie State College may apply for a tuition chargeback/cooperative agreement authorization if they enroll in such a program at another public community college in Illinois. Evaluation of, and decisions, on such applications shall be made in accordance with State requirements.

Students from other community college districts may be eligible for either a chargeback from their home district for the out-of-district tuition or enrollment through a cooperative agreement approved by the Board of Trustees. Out-of-district tuition is calculated according to State law.

Policy D-9**TUITION WAIVER FOR SELECTED POPULATIONS**

Adoption Date: 06/15/92
Revision Date: 11/18/02
Review Date: 08/26/08
Revision Date: 03/27/12
Revision Date: 06/26/12

Tuition Waiver for Senior Citizens

All in-district students sixty-five (65) years of age or older shall be exempt from the payment of tuition, technology fee and student activities and services fees. Such students shall not, however, be exempt from payment of other fees, such as the registration fee, college's Course Repeat Fee, late fees and course specific fees.

This exemption shall only apply to credit courses which are numbered one hundred (100) or above and any necessary developmental courses. Any such courses must have sufficient paid enrollment to warrant their offering.

Eligibility shall be verified.

Tuition Waiver for Program Advisory Committee Members

All active community members of each Program Advisory Committee of Prairie State College shall be eligible for waiver of tuition, technology fee and student activities and services fees for one course per calendar year. This waiver will apply only to credit courses and to such courses which have sufficient paid enrollment to warrant offering.

Individuals who are eligible for this waiver shall not, however, be exempt from payment of other fees such as the registration fee, college's Course Repeat Fee, late fees and course specific fees.

The President's Office shall cause a directory to be maintained of the members of Program Advisory Committees who are eligible for this tuition waiver.

Tuition Waiver for Board Members

All past Board members of Community College District 515 shall be eligible for waiver of tuition, technology fee and student activities and services fees for one course per semester. This waiver will apply only to credit courses and to such courses which have sufficient paid enrollment to warrant offering.

Individuals who are eligible for this waiver shall not, however, be exempt from payment of other fees associated with a course, including application fee, laboratory and materials fees, and late registration fees such as the registration fee, college's Course Repeat Fee, late fees and course specific fees.

Tuition Waiver for District Teachers and Paraprofessionals

Teachers and paraprofessionals who either live or work in the Prairie State College district or teach full time in the district shall have the opportunity to enroll in one (1) course offered by Prairie State College and shall be exempt from payment of tuition, technology fee and the student activities and services fee. This waiver will apply only to credit courses and to such courses which have sufficient paid enrollment to warrant offering.

TUITION WAIVER FOR SELECTED POPULATIONS

Individuals who are eligible for this waiver shall not, however, be exempt from payment of other fees such as the registration fee, college's Course Repeat Fee, late fees and course specific fees.

Tuition Waiver for High Achievement High School Students

A high achieving senior high school student who resides within the district shall have the opportunity to enroll in any course offered by Prairie State College and shall be exempt from payment of tuition, technology fee and the student activities and services fee. This exemption shall be limited to credit courses (those numbered one hundred (100) or above). The waiver is applicable initially for one course taken during the high school student's senior year, including the summer term preceding the senior year.

To be eligible, the high school student must be currently enrolled in a public or non-public high school and be of high achievement as demonstrated by a GPA of 2.5 or higher the preceding semester and the written permission of the designated authority from the high school the student attends, as being an individual who can benefit from the opportunity.

The high school student who is eligible for this waiver shall not, however, be exempt from payment of other fees such as the registration fee, college's Course Repeat Fee, late fees and course specific fees. The high school student may be expected to meet with a College official(s) to discuss expectations prior to enrolling.



Policy D-10

STUDENT ACTIVITIES AND SERVICES FEE

Adoption Date: 03/16/92
Revision Date: 05/18/98
Review Date: 08/26/08

The Board of Trustees shall establish a student activities and services fee to be charged to students on a per-credit-hour basis and to provide direct support of those programs, services, activities, and events, including intercollegiate athletics, which directly benefit students of the College.

The College President shall be authorized to utilize the revenues generated through the student activities and services fee in the following manner: (1) 65% to apply towards programs and services which directly support and extend services to students; and (2) 35% to be allocated to the Student Government Association to fund activities, events, and programs to be established under proper authority of the Student Government Association.

Revenues spent through the budget adopted by the Student Government Association shall be consistent with and according to established College policies and procedures for proper accounting and controls.

The Board shall hereby authorize the College President to establish administrative rules and procedures to monitor the revenues generated and the budgets to be administered as a result of this fee.



Policy D-11

**WAIVER OF OUT-OF-DISTRICT/OUT-OF-STATE TUITION
FOR RESIDENTS EMPLOYED IN THE SERVICE DISTRICT**

Adoption Date: 10/21/91
Revision Date: 05/18/98
Review Date: 08/26/08

An individual who resides out-of-district or out-of-state shall be permitted to enroll in any credit course offered by Prairie State College at the in-district resident tuition charge provided that the individual is employed for at least thirty-five (35) hours per week within the service district.

An affidavit regarding residency and place of employment must be completed.

Policy D-12**INVESTMENT OF COLLEGE FUNDS**

Adoption Date: 10/19/92
Revision Date: 06/16/03
Review Date: 09/23/08

College funds which are deemed by the College treasurer or designee to be in excess of current operating cash needs shall be invested in a manner which utilizes prudent discretion in the stewardship of public funds. Such investments shall be in accordance with the Public Funds Investment Act of the State of Illinois and this policy.

Funds available for investment purposes must meet the following criteria:

- A. Funds may be invested in any of the following categories:
1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities which are either direct obligations of the United States of America or its agencies or are guaranteed by the full faith and credit of the United States of America as to principal and interest;
 2. Certificates of deposit, money market accounts, time deposits, or savings accounts only with banks or savings and loan associations which are insured by either the FDIC (Federal Deposit Insurance Corporation) or FSLIC (Federal Savings and Loan Insurance Corporation);
 3. Short-term obligations of corporations organized in the United States subject to the following requirements:
 - a. Assets of companies must exceed \$500,000,000;
 - b. The investment be rated at the time of purchase at one of the three highest classifications established by at least two standard rating services;
 - c. Investments must mature no later than one hundred eighty (180) days of the date of purchase;
 - d. Investments cannot exceed ten per cent (10%) of a corporation's outstanding obligations; and
 - e. Not more than one-third (1/3) of College-invested funds may be invested in such obligations; or

INVESTMENT OF COLLEGE FUNDS

4. Mutual funds that invest in investment grade or global government short term bonds. Such mutual funds must have assets of at least \$100 million, must be rated in one of the ten highest classifications established by a recognized rating service and must be in instruments identified in A-1 above. The fund must also be approved by the College's Board of Trustees. No more than 10% of the College's investment portfolio can be invested in such funds.

- B. Uninsured investments or those not guaranteed by the United States Government shall be collateralized with securities identified in Section A-1, above. Securities shall have a market value of not less than one hundred ten per cent (110%) of the amount of funds secured.

- C. The total of deposits at any one financial institution may not exceed seventy-five per cent (75%) of the capital stock and surplus of that institution.

- D. All in-district banks and savings and loan associations which are insured by the FDIC or FSLIC are designated as depositories by this policy. Out-of-district banks will be used only when separately designated by the Board of Trustees. College funds may also be invested with the Illinois Funds, the Illinois Liquid Asset Fund Plus, PMA Financial Network, Incorporated, Morgan Stanley Dean Witter and Ambac Services, Illinois Institution Investors Trust and Fixed Income Investment Program provided that they comply with the statutes governing the investment of public funds.

- E. The College treasurer or designee shall not:
 1. Have any interest directly or indirectly in any investment in which the College is authorized to invest;
 2. Have any interest directly or indirectly in the sellers, sponsors, or managers of those investments; or
 3. Receive in any manner compensation of any kind from any investments in which the College is authorized to invest.



Policy D-13

CHILD CARE CENTER FEES

Adoption Date: 05/24/95
Revision Date: 05/18/98
Review Date: 09/23/08

The Board of Trustees shall establish a fee for service structure for child care services which is consistent with the full-time and part-time fee structure for child care as established by the Illinois Department of Children and Family Services.