Our College Identity and Employee Resource Guide

Foreword

Our College Identity and Employee Resource Guide is intended to provide a more comprehensive understanding of Prairie State College than is often available in a single document. It includes our mission, priorities and goals, governance and legal authority, organizational structure, decision-making processes, councils and committees, and commitments. Because we are a dynamic organization, changes can occur after the preparation of this document.

This publication is aimed at those who work for the College. It lays out the organizational structure and opportunities for participation in collegial decision-making. Of course, the identity of the College is more than this aggregation of documents. Central to the culture of Prairie State College is a dedication to student success and to our Core Values: Learning, Excellence, Accessibility, Respect, and Integrity. The values, attitudes, and behavior of the people who work here grow out of that dedication.

Terri L. Winfree, Ph.D.
President

2019

Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The college embraces its diversity, nurtures lifelong learning, and supports community and economic development.
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I. Introduction

Community College District 515

Prairie State College was established in 1958 as a comprehensive public community college representing Illinois Community College District 515. The College serves 19 communities:

Beecher, Chicago Heights, Crete, Flossmoor, Ford Heights, Glenwood, Homewood, Matteson, Monee, Olympia Fields, Park Forest, Richton Park, Sauk Village, South Chicago Heights, Steger, University Park, and portions of Country Club Hills, Hazel Crest, Lynwood, and adjacent unincorporated areas of Cook and Will Counties.

II. Governance

Prairie State College is governed by a seven member Board of Trustees elected at-large from the district to serve six-year terms. An eighth member, a student trustee, is elected by the student body annually in the elections conducted by the Student Government Association and has an advisory vote on the Board.

Board Authority

The Prairie State College Board of Trustees derives its authority from the Illinois Public Community College Act approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

Reference: Board Policy, Section A-1, "Board Authority."

Board Policies

The Board of Trustees has the responsibility to consider and set policies that govern the operation of the College. The Board policies "are broad directives for discretionary action meant to control decisions within parameters or set limitations."

While the Board has the overall responsibility to ensure that Prairie State College serves the educational needs of the community, the Board believes that "all interested persons and groups should contribute to the process of policy formation and evaluation, and, to the extent feasible, unilateral decisions by the Board shall be avoided. Recognizing that the formation and evaluation of policy requires an atmosphere of trust and collaboration, free discussion of ideas will be encouraged."

These board policies may be amended or rescinded in whole or in part at any time by action of the Board of Trustees or by the President under the express authority of the Board.

Reference: Board Policy, Section A-2, "Board Policies."
Board Meetings and Actions

The Board of Trustees sets its own calendar with the dates, time and place of its meetings. All meetings of the Board are open to the public, and any faculty, staff or student may attend. Members of the public, students and employees of the College are afforded time, subject to reasonable constraints, to comment or ask questions of the Board. Closed Sessions of the Board may be held to deal with prescribed topics but are not open to the public. Actions taken by the Board of Trustees have the effect of policy. All items for consideration or action by the Board are presented upon recommendation of the President; Board members may also offer or present motions to propose actions.

The duties and responsibilities of Board members and officers, along with the Board Member Code of Ethics, terms and conditions of office, Board organization, and other related policies governing operations of the Board of Trustees are contained in Board Policy.

Reference: Board Policy, Section A-17, "Board Meetings," and Section A-22, "Presentation of Items to the Board."

Procedures

Procedures are regulations and guidelines which translate Board policy into appropriate action. Once the Board of Trustees has adopted a particular Board policy, it is the President's responsibility to cause procedures to be developed for implementation of the Board's official policy. The President may present particular procedures to the Board for consideration or information, and the Board retains the authority to review periodically each policy's implementation procedure.

Reference: Board Policy, Section B-11, "Administrative Procedures."

Standard Office Operating Protocols

Standard Office Operating Protocols (SOOPs) are a set of step-by-step instructions compiled by each department to assist employees in carrying out their office operations. Each department is responsible for developing their own protocols. Copies are kept in each vice presidents' office.

III. Our Purpose and Beliefs

Prairie State College operates according to formal statements of Our Mission, Core Values, and Vision Statement as presented below and as officially adopted by the Board of Trustees and contained in Board Policy:

Our Mission

Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The college embraces its diversity, nurtures lifelong learning, and supports community and economic development.
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Our Core Values

Learning

Excellence

Accessibility

Respect

Integrity

Our Vision

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.

Our Commitment to Service

Prairie State College focuses on service to our community by demonstrating these Service Standards:

Responsive: Remain approachable, resourceful, and assist when needed. Everyone should be acknowledged immediately. If a student or faculty, staff or community member must wait, they should be greeted and politely informed.

Courteous: Interpersonal interactions with our students, the community, and each other must be conducted in a pleasant, polite, and respectful manner. Interactions in which pleasantries are not possible, the staff is expected to act assertively and professionally. Confrontational or abusive interactions are not tolerated at the college or college-related functions.

Professional: PSC employees are responsible for maintaining a supportive and positive work environment.

Collaborative: PSC employees are expected to work effectively with one another to accomplish departmental and institutional goals. Everyone must support their co-workers and work together to provide great service, both internally and externally.

Proficient: PSC employees are expected to competently conduct their duties and responsibilities with efficiency, accuracy, dependability, and timeliness. Competence includes advancing and improving skills with the use of professional development opportunities or other means of additional training to expand knowledge to give a consistently high-quality job performance. Employees are expected to adapt to necessary changes.
Our Programs

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 General and Basic 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 adults 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.

Reference: Board Policy, Section C-1, "College Mission, Values, Vision, and Philosophy"
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IV. Our Structure

Organizational Structure for 2018

The Office of the President: The President serves as the Chief Executive Officer of the college and is directly responsible to the Board of Trustees for the overall operation and administration of the college as well as providing leadership to all areas of the College. Within the office of the President, the Administrative Director of President's Office and Board of Trustees; the Executive Director of Human Resources; Executive Director of Institutional Advancement and the Prairie State College Foundation; Manager of Public Relations; Manager of Marketing; and Manager of Printing and Support Services report to the President.

As per Board policy, the College is organized into four major administrative units with each unit under the direction of a Vice President reporting to the President:

Academic Affairs: Charged with the primary responsibility of assuring that the academic and educational support programs of the College are of highest quality, by continuously assessing student learning. The Vice President serves as the liaison between the President and the faculty and staff of Academic Affairs.

Finance and Administration: Charged with the primary responsibility of assuring that finance and business operations of the College are of highest quality. The Vice President serves as liaison between the President and the staff of Finance and Administration. This position shall be appointed as Treasurer.

Community and Economic Development: Charged with the primary responsibility of assuring that the adult, continuing education and community service programs of the College are of highest quality, and that the specialized and off-campus training needs of the community are addressed. The Vice President serves as liaison between the President and the faculty and staff of Community & Economic Development.

Student Affairs and Institutional Effectiveness: Charged with the primary responsibility of assuring that the student development and campus life programs and services of the College are of highest quality, and that there is campus-community understanding of ethnicity, gender, religious, and cultural diversity and consideration for multicultural perspectives. The Vice President serves as liaison between the President and the staff of Student Affairs and Institutional Effectiveness. The Vice President also serves as liaison between the President and students.

Reference: Board Policy, Section B-2, "Administrative Philosophy and General Organization."
Office of the President Structure

Administrative Director, President’s Office and Board of Trustees

The Administrative Director assists the Board Chair, Board Members and the President in all matters pertaining to Board meetings, Cabinet meetings, professional development and other College matters. The Administrative Director assists the President and Board members with the collection of information from varied sources to assist in decision-making.

Human Resources Department

Under the direction of the Executive Director, the Human Resources Department administers and coordinates the hiring process, interprets wage and salary agreements, advises and assists with employee benefit concerns, promotes good employee relations, and helps administer and interpret relevant Board policy and labor agreements. Responsibilities also include all aspects of payroll processing and distribution of payroll taxes and deferrals.

Position Descriptions

Position descriptions for each Administrative and Manager/Professional position and for all categories/classifications of faculty and support staff positions are developed and periodically updated as per Board policy.

The position descriptions are approved by the President upon review and recommendation by the unit executive officer and incorporated into the Position Descriptions file maintained by the Executive Director, Human Resources. An official copy is maintained in the Human Resources Office along with copies of historical changes in the recent past.

Reference: Board Policy, Section B-4, "Position Descriptions."

Welcome Center

The Welcome Center is available to students and visitors Monday through Thursday, 7 a.m. to 7 p.m., and Friday, 7 a.m. to 4:30 p.m. The Center serves as the one-stop information area for the College, maintaining information regarding events, cancelled classes, and directions. The Center also produces employee and student IDs and parking passes.

Police Department

The Police Department is dedicated to the protection of life and property and to the prevention of crime, fire and injuries on campus and in the community. Crime prevention and awareness information is made available to educate our college community so that we may all respond proactively to the prevention of campus crime. The Police Department also compiles information in compliance with The Student and Campus Security Act of 1990, which requires the College to provide information about campus safety
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policies and procedures and the actual number of crimes committed on the campus. Since FY 2015, the department has been fully staffed by sworn police officers for greater service to the college community.

PSC Foundation

The Prairie State College Foundation is a non-profit organization committed to excellence in education by promoting Prairie State College and enhancing the opportunities for students. A volunteer Board engages in a variety of fundraising and fundraising activities to increase public awareness of the College's central role in the well-being of our community and its citizens. The Foundation seeks financial support to fund student scholarships and learning opportunities, attract and retain able faculty and staff, and provide for the College's growth and development. Since 1973, the PSC Foundation has awarded need-based scholarships, assisting countless students annually.

The Foundation resides organizationally within the office of the President. It is administered by an Executive Director who reports directly to the President, but also has an indirect reporting relationship with the Chair of the Foundation Board of Directors.

Public Relations and Marketing Department

The Public Relations and Marketing Department promotes the College and its students, faculty, and staff through comprehensive and coordinated communications and marketing plans. The department creates a strong, positive, and consistent image for the College through its communication and marketing that includes producing College publications, including the catalog, credit and non-credit course schedules, viewbooks, and a wide variety of other marketing materials including brochures, flyers, posters, and videos. Public Relations and Marketing also writes press releases and handles media relations, and produces and places advertising in a variety of media.

Printing and Support Services

Printing and Support Services is an extension of all College offices. The area assists College departments with document production including forms, memos, letters, envelopes, quizzes, tests, handouts, reports program booklets, posters, banners, manages and updates the college's Web site, and general office support. This department also encompasses the duplication center which provides copying/duplicating, laminating, perforating, mounting, punching and other related services. The mailroom is also part of Printing and Support Services and provides all mail services to College personnel.
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Academic Affairs Structure

Listed on the following pages are the five divisions of Academic affairs and the departments/disciplines within each of the five divisions:

Division of Liberal Arts and Social Sciences
Division of Mathematics and Science
Division of Allied Health and Emergency Services
Division of Career and Technical Education
Division of Learning Resources and Assessment

In addition to the five academic divisions, Academic Affairs also has oversight for:

Curriculum and Articulation  Honors Societies
Counseling Services  Student Newspaper (The Pioneer)
Faculty Development  Health Promotions Programming

Division of Allied Health and Emergency Services

Advanced Bedside Provider  Dental Hygiene
Counseling  EMT
Criminal Justice  Nursing (RN)
First Responder  Surgical Technology
Fire Science and Technology  Nursing Assistant (CNA)
Personal Trainer

Division of Career and Technical Education

Automotive Technology  Information Technology
Business  IT Networking
CAD/Mechanical Design Technology  IT Programming
CNC Programming  IT Web
Early Childhood Education  Machinist
Graphic Communication  Manufacturing Technology
Heating, Ventilation and A/C  Music Production
Industrial Maintenance  Photography
Industrial Technology  Welding
Industrial Electrician

Division of Learning Resources and Assessment

Library  Testing
Online Learning  Tutoring
Student Learning Assessment  Writing Center
Student Success Center
Division of Liberal Arts and Social Sciences

- Anthropology
- Art
- Communication
- Economics
- Education
- English as an Additional Language
- English and Reading
- Geography
- History
- Theater
- Humanities and Philosophy
- Music
- Political Science
- Psychology
- Sociology
- Spanish
- Special Programs
- Forensics (Speech Team)
- Honors Program
- Learning Communities Program

Division of Mathematics and Natural Sciences

- Astronomy
- Biological Sciences
- Chemistry
- Engineering
- Mathematics
- Natural Sciences
- Physical Science / Earth Science / Geology
- Physics
- Pre-Dentistry
- Pre-Medicine
- Pre-Pharmacy

Health Promotions Programming

Consistent with its educational mission, Prairie State College is committed to providing education about the effects of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse. Health Promotions will provide periodic workshops and seminars about health risks and College disciplinary procedures as well as legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, Health Promotions will provide health promotions programming by displaying, and making available for distribution, materials in various locations in the College, with the intent of fully complying with current requirements, regulations or interpretations developed in relation to the federal Drug-Free Schools and Communities Act.

Finance and Administration Structure

The role of Finance and Administration at Prairie State College is to perform administrative functions that support the educational process. It administers financial, information technology and records functions, maintains the institutional database, and provides miscellaneous support services.

Department of Business Services

Provides for the accounting and processing of financial transactions, purchasing administration, maintenance of property records, cash management, budget development and control, property and liability insurance, oversight of the College Bookstore and food services (Pioneer Café) operations.
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Department of Information Technology Resources (ITR)

Maintains the institutional technological resources, provides in-house assistance to end users, operates and programs the centralized enterprise resource system managing all college data and digital records. Provides assistance and report design and preparation for faculty and staff.

Department of Facilities and Operations

Acts as liaison between the College and architects/contractors for remodeling projects and new construction. Schedules and performs maintenance of buildings, roads and grounds, regulates HVAC systems, provides for furniture set-ups for meetings and special events and oversees contracted housekeeping services.

Community and Economic Development Structure

The Community and Economic Development unit includes major functional areas of Corporate and Continuing Education; Adult Education and Literacy; Office of Apprenticeships; Student Career Services; Grant Services; and the Conference Center.

Department of Corporate and Continuing Education

The department is committed to lifelong learning by offering results-oriented training for workforce needs. The responsibilities include customized training and upskilling, job readiness assistance, minority enterprise assistance, and is the liaison to business and economic development agencies.

The area also oversees non-credit vocational training, Kids@College, lifelong learning, and continuing professional education (CEUs, CPDUs) programs.

Conference Center

This department operates the Conference Center which has a 486-seat auditorium and several meeting rooms, used by the College but also available, generally for a fee, to outside groups.

Department of Adult Education and Literacy

This department offers adult education classes free of charge to eligible individuals in need of basic education, preparation for the Illinois high school equivalency exam, English language proficiency, or one-on-one tutoring.

Student Career Services

The department assists students and alumni in their effort to develop career and life planning skills, acquire practical experience, master job search strategies, and explore pre and post-graduation opportunities.
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Office of Apprenticeships

The department develops relationships with businesses to implement apprenticeship programs beneficial to the industry and provide a systematic structure to improve employee's qualifications and commitment to the job.

Grant Services

The department provides a centralized point of contact for all departments of the college when applying for a grant and provides resources and guidance as needed ensuring accurate and consistent information is presented and facilitates the leadership approval process.

South Suburban Cook County American Job Center

PSC hosts this center in partnership with the Chicago Cook Workforce Partnership and is funded through a grant from the Federal Workforce Innovations and Opportunities Act.

Student Affairs and Institutional Effectiveness Structure

The prime objective of the Student Affairs and Institutional Effectiveness Division is to administer to the personal needs of each student. Those services supplement classroom programs and offer students the opportunity to develop themselves personally, socially, and intellectually. The Student Affairs and Institutional Effectiveness Division encourages academic, personal and career growth by providing comprehensive services and programs that enhance the overall maturation of our students. Multicultural programs are designed to address all areas of diversity and to provide social, cultural and educational activities and resources to the campus community.

Student Affairs and Institutional Effectiveness is inclusive of nine departments including the Student Development and Academic Advising Center; First Year Experience; Student Life; Enrollment Services; Financial Aid; Veterans Affairs; Athletics; Institutional Effectiveness, Planning and Accreditation; and Institutional Research.

These nine areas each have an individual commitment and obligation to students, as noted below. Student Affairs and Institutional Effectiveness also has oversight for student organizations including the Student Government Association, Student Clubs and Intercollegiate Student Athletics.

Student Development and Academic Advising

Academic Advising assists students to plan their educational needs. Services offered include, pre-enrollment advising and academic advising. The Dean of Student Development has oversight of student discipline, Advising, and responsibility for the TRIO grant programs.
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Federal TRiO Programs

The Federal TRiO Programs (TRiO) are federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. They are administered, funded, and implemented by the United States Department of Education and owe their existence to the federal Higher Education Act of 1965.

Upward Bound (UB)

The goal of Upward Bound is to provide certain categories of high school students better opportunities for attending college. The categories of greatest concern are those with low income, those with parents who did not attend college, and those living in rural areas.

Talent Search (TS)

Talent Search identifies junior high and high school students who might benefit from intervention strategies meant to increase the chances of the student pursuing a college education. At least two-thirds of the students in each local TS program must be from low-income economic backgrounds and from families where parents do not have a bachelor's degree. TS is a grant-funded program. Local programs are required to demonstrate that they meet federal requirements every four years in order to maintain funding.

Student Support Services (SSS)

The purpose of the SSS Program is to increase the number of disadvantaged low-income college students, first generation college students, and college students with disabilities who successfully complete a program of study at the postsecondary level. The support services provided are designed to increase the retention and graduation rates for these students, facilitate their transfer to four-year colleges and universities, and improve the financial and economic literacy of students.

Department of Financial Aid

Financial Aid assists students whose personal and family resources are not adequate to cover the expenses involved in attending the College. The office also provides counseling to students requiring assistance and information on other potential sources of financial assistance such as scholarships and campus employment. Available financial aid consists of grants, work-study employment, and loans. Funds for these aid programs come from the State of Illinois, the federal government, community businesses, the College Foundation, and the College.

Department of Athletics

The responsibilities of the Department Athletics include supervision and coordination of intramurals, intercollegiate athletics and related scholarship programs, and participation in the joint development of The Fitness Complex, a collaborative effort of Prairie State College, Chicago Heights Park District and Franciscan Health Network.
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Enrollment Services

The Enrollment Services Department assists students with all aspects of the registration process. The department is charged with maintaining academic records, including course grades. The staff also assist with obtaining transcripts and review graduation petitions and degree audits.

Department of Student Life

The Student Life department offers structured activities for professional development, opportunities for leadership development, and service learning. Co-curricular activities enhance formal classroom instruction and provide avenues for interaction among students, staff, and the community. Services are provided to all PSC students.

As part of the College's commitment to enhancing the quality of academic experiences of minority students, the office of Student Life serves as an advocate for the personal and academic issues of minority students. Student Life organizes cultural programs, multicultural student forums and social activities. It also serves as a referral service for programs and services that enrich the student's college and personal experiences.

The department is committed to helping students further their education. Efforts are dedicated to recruiting, retaining and promoting degree completion for students of color. Bilingual assistance (English/Spanish) is available as well.

In addition, Prairie State College is a member of the Illinois Skyway Collegiate Conference, which includes co-curricular activities and competitions in the areas of art, music (jazz fest), and academics (college bowl and writing). These activities are supported by Academic Affairs, and faculty members serve as coordinators.

Institutional Research

The Office of Institutional Research supports the College through the collection, analysis, and distribution of information for academic and administrative decision-making.

First Year Experience (FYE)

Provides services to support new students in their engagement to PSC. Summer orientation, academic advising, and year-long programs are provided to assist new students.

Institutional Effectiveness, Planning and Accreditation

This office serves to assist and ensure the College is aligned with the regional accreditation standards and is in compliance with federal standards established to ensure student consumer rights.
Student Leadership Organization and Structure

Student Government Association

The Student Government Association (SGA) is the representative constituency group for the student body, and it operates according to its own constitution. The objective of the Prairie State College Student Government Association is to provide students a forum for student issues, to offer the opportunity for individual leadership development, and to provide social, cultural, educational, and recreational activities for Prairie State College students. The SGA is accountable to the student body, student organizations, the College, and the Board of Trustees.

The SGA administers designated funds allocated from student activities fees. It develops its structure of government, including establishing budgetary and fiscal policies, an election code, and various other rules and regulations necessary for the establishment of student organizations or clubs at the College.

The Student Government includes the following elected offices, which comprise their Executive Board: President, Vice President, Secretary, Treasurer, Program Director, Director(s) of Public Relations, and the Student Trustee. The Student Trustee is an ex-officio member of the Student Government, and is elected by the students as a member of the Prairie State College Board of Trustees. These officers are elected in the spring semester. A minimum of two Senators are elected in the fall semester. The President of the SGA or his/her representative attends all Board of Trustee meetings.

Student Clubs

Student clubs and organizations that are presently active include:

- All Latin Alliance
- Alpha Beta Gamma
- Black Student Union
- Drama Club
- Filmmakers Club
- LGBTQ+
- HOPE Campus Ministries
- National Technical Honor Society
- Nursing Club
- Phi Theta Kappa
- Photo Society
- Political Science Club
- Psi Beta Honor Society
- STEM Club
- Student Government Association
- The Pioneer Newspaper
- TRIO Club
- Veterans Club

Intercollegiate Student Athletics

The Board of Trustees adopted policy in July 1995 to establish and maintain an intercollegiate athletics program that contributes to the educational growth and development of students as a vital part of campus and student life.

The College maintains the Pioneers Recreation and Sports Park on the north property of the campus including scoreboards, dugouts and fencing. The forty-acre development includes two NCAA regulation
society fields, one NCAA regulation baseball complex, one NCAA softball complex, and tennis courts.

The College is a member of the National Junior College Athletic Association and Region IV of the NJCAA, and the Illinois Skyway Collegiate Conference, and will field no more than 14 sports teams.

V. Our Plans/Priorities

Strategic Plan

The 2018-2022 Strategic Plan includes five goals and 20 strategies the College will implement to achieve our mission and support continued student success. The plan will guide resource allocation and drive key actions designed to move PSC forward during the next four years.

The College engaged in an integrated, participative, data-informed planning process. In Phase I, we collected internal and external data and solicited feedback from our constituents. We administered the Student Satisfaction Inventory survey to garner students’ perspectives. An employee survey and district employer survey also were conducted.

In Phase II, a Strategic Planning Team – with representation from faculty, administrators, staff, Board of Trustees, students, and Foundation – participated in four workshops. The team reviewed data and assessed institutional strengths and weaknesses, as well as external opportunities and threats. They also considered the goals of other planning efforts at the college, including Strategic Enrollment Management Planning and the Academic Affairs Strategic Plan. Based on these informed discussions, institutional priorities were identified.

In Phase III, the Planning and Quality Improvement Committee used the priorities to develop the 2018-2022 goals and strategies. Four open forums provided opportunity for additional feedback before the plan was finalized.

During Phase IV, the college is developing action plans under the guidance of committees that will oversee implementation of the 2018-2022 Strategic Plan.

Strategic Plan 2018-2022

1.) Foster Student Access, Engagement, and Success
   a) Create a student-centered environment to allow for ease in navigating college services and provide intentional opportunities for students to build meaningful connections on campus.
   b) Cultivate a campus community with strong cultural competence, where equity and respect for diversity in all its forms is reflected in decision-making.
   c) Enhance student academic planning, academic advising, and career advising services.
   d) Improve student outcomes in key indicators, including matriculation from non-credit and developmental coursework to college credit courses, success in courses, retention, and program completion.
   e) Expand recruitment efforts and increase enrollment.
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f) Strengthen partnerships with district high schools and four-year colleges, including minority-serving institutions, to facilitate student access to educational opportunities and career pathways for completion of education and career goals.
g) Seek additional resources to assist students with financial need while promoting the affordability of Prairie State College.

2.) **Strengthen Academic Excellence and Support for Teaching and Learning**
a) Develop new programs and revise existing programs, as warranted, to align with current and emerging student needs and labor market trends.
b) Support student learning, with a particular focus on non-traditional students and where achievement gaps demonstrate a need.
c) Support innovative technology to facilitate our connection with 21st century learners and our ability to meet students' educational needs.
d) Empower faculty by providing professional development and resources to support effective teaching, assessment, curricula development, and opportunities for research and collaboration.

3.) **Cultivate Community Engagement**
a) Strengthen Prairie State College's image and community awareness of our educational offerings, training opportunities, and value to the community.
b) Develop new relationships and strengthen current connections with community leaders, community-based organizations, and educational institutions to facilitate collaboration and positive change in our communities.
c) Partner with employers and the community to enhance academic programming and provide internship opportunities and apprenticeship pathways for students.

4.) **Strengthen College Effectiveness through Improved Communication and Collaboration**
a) Establish effective college-wide communication and processes to improve documentation, formal and informal information sharing, and collaboration among departments and divisions.
b) Develop and support an organizational culture and structures that promote accountability and shared governance.
c) Align data systems and processes to enhance institutional knowledge, data-informed decision-making, efficient internal and external reporting, and to foster effectiveness and continuous quality improvement.

5.) **Diversify Funding while Effectively Managing Financial, Physical, and Human Resources**
a) Aggressively pursue additional funding sources while maintaining prudent management and transparent and collaborative allocation of current resources.
b) Strengthen capacity planning and improve the condition and appearance of the campus.
c) Enhance employee recruitment, orientation, and professional development.
VI. Our Decision Making Processes

Prairie State College adheres to a collegial decision process that respects the contribution of each individual and constituency group. As a large, diverse organization with a comprehensive mission and multi-faceted purpose, and a commitment to collective bargaining with four major employee groups, Prairie State College has particular coordination and management challenges.

Prairie State College has an organizational structure, with reporting relationships and supervisory responsibilities. Decisions of a supervisory nature are accomplished through this traditional hierarchical authority system, with respect for the rights and responsibilities and with deference to each individual's designated authority and accountability. Prairie State College recognizes that trust, accountability and empowerment are the factors that must drive decision making within the hierarchical process.

The decision process is structured to bring broad perspective and constituency input into College-wide decision making. In addition, the structure seeks to place the decision making at the appropriate level where the action is rather than have all decisions reviewed at another level. Every effort must be made to analyze the decisions of the respective units, committees, councils, and bodies to identify those that can appropriately be made by consensus at that level or place. However, some decisions require review, affirmation by appropriate others, and/or confirmation and approvals by other entities or individuals with designated authority. Some decisions require confirmation by the respective executive officer; other matters are decided upon only through collective bargaining; some require action by the President and approval by the Board of Trustees; and still others necessitate acceptance by the Illinois Community College Board or other external entities.

Administrative Philosophy

The administrative philosophy of Prairie State College is based upon a commitment to the value of interrelated roles within a structure, a respect for discrete areas of authority, responsibility and accountability, and a balance between specialization and collaboration.

The administration of Prairie State College is concerned with creating, stimulating, maintaining and unifying those energies which comprise the educational endeavor and enable the realization of institutional goals and objectives. The administration seeks to synchronize and integrate the various efforts and contributions of all personnel in order to produce unity in purpose and effort.

The realization of the mission of Prairie State College depends upon the leadership exerted both by the appointed administrators and by all members of the faculty and staff. Objectives of the College are achieved through systematic efforts of collaborative interaction. The administration seeks to facilitate optimal functioning within this interaction.

Within the context of the formal organization, a considerable measure of flexibility and ongoing clarification is necessary to ensure effective communication. Major objectives of the College are more readily obtained when people work in concert. A direct impact on student learning is most likely achieved through cooperation and coordination. Those who retain the symbolic authority of the College are to possess an appreciation not only of the processes through which the administration can effectively serve the needs of
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Prairie State College, but also of the concerns of the people who comprise the College.

Administrative actions are to be directed in such a manner as to accomplish the purposes of the College and to protect the integrity of the people involved. Individual and group performance must withstand the test of evaluation according to predetermined institutional objectives. Understanding and support of individual and subgroup objectives are to be encouraged where possible.

Reference: Board Policy, Section B-2, "Administrative Philosophy and General Organization."

Assumptions of Responsibility and Authority

Each unit of Prairie State College, as per Board policy, is to provide for maximum access to and input in the decision-making processes of its operations(s). This premise is predicated on the following assumptions while respecting that the final responsibility and authority for decision making within the unit rests with the respective administrator:

Democratic Process: While the democratic process is time-consuming, often unwieldy and can result in little more than compromise, it is the optimum form of governance for increasing the likelihood of high morale and effective esprit de corps;

Worth and Dignity: Personnel have worth and dignity as individuals and have much to contribute to decisions being made which directly affect the implementation of their functional responsibilities;

Expertise: In areas of specific expertise, personnel whose training, education, and/or experience are pertinent shall be used to facilitate the unit's decisions and operations;

Involvements: Better decisions are usually made when more than one person is involved in the decision making process; and

Team Functioning: The unit adheres to the philosophy of team functioning, recognizing that shared responsibility and accountability strengthen the team-functioning concept.

Reference: Board Policy, Section B-2, "Administrative Philosophy and General Organization."

Decision Principles

Prairie State College adheres to and embraces several principles that guide decision making, as defined below. Decisions are reached that uphold and further these principles.

Academic Freedom and Responsibility: The College recognizes that faculty must have the freedom to promote learning in an educational environment free from unreasonable restraint.
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Community Relationships: The College recognizes the need for the development and maintenance of relationships with organizations, agencies, and associations at the national, state, and local levels selected to advance opportunities and improve programs and services.

Decision Support: Maximum opportunity must be provided to members of the College community to be involved in and contribute to the decision processes. However, the College recognizes that not everyone can or should participate in every decision even if directly affected by the consequences of a decision. The College respects that all individuals must support the decisions made, seek reconsideration by the appropriate means if deemed critical, but fully move forward to honor decisions reached.

Development and Improvement: The College recognizes the need for continuous improvement of programs, services, and human resources in order to provide an educational environment fully responsive to community needs and interests and to meet our mission. Decisions are reached that provide for the continuing development of new and improved programs and services, and which further professional development opportunities.

One-College: The College recognizes that a single philosophy governs institutional operations and the allocation of resources. The College is one institution, guided by a single mission and with a broad delivery system operating throughout multiple units.

Public Trust and Confidence: The College recognizes that it belongs to, and therefore exists, to serve the citizens who support it by taxation and public consent. The College’s mission and philosophy further constitute the need for significant and substantial focus upon public ownership, understanding, and support. Activities are conducted in a manner intended to earn public confidence, and an atmosphere is maintained that welcomes and nurtures public involvement and participation in College affairs.

Standards of Conduct and Ethics: The College recognizes that accomplishment of the College’s mission and goals necessitates the establishment of standards of ethics and professional conduct which faculty and staff are expected to uphold.

Standard of Creativity: The College recognizes the need for creativity and innovation. Faculty and staff are encouraged to explore creative and innovative solutions and alternatives, and to accomplish tasks in the most effective and productive manner, without fear of risk-taking.

Standard of Excellence: The College recognizes its commitment to the achievement of excellence in the fulfillment of its mission and goal, and strives for excellence in all endeavors. Decisions are reached according to a standard of excellence, which guides faculty and staff in the conduct of duties and the fulfillment of responsibilities.

Student Success: The College is committed to supporting individual and overall student success and to encouraging students to achieve their particular educational goals. Each area and each employee contributes to student success directly or indirectly.
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Decision Participants

The authority structure at the College is comprised of the following organizational groups that assume primary responsibility for applying the decision principles at Prairie State College.

Executive/Administrative

Board of Trustees

The Board of Trustees of Illinois Community College District No. 515 derives its authority from the Illinois Public Community College Act approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

The board of each community college district is a body politic and corporate by the name of "Board of Community College District No. 515, Counties of Cook and Will and State of Illinois," and by that name may sue and be sued in all courts and places where judicial proceedings are had.

Trustees have authority only when acting as the Board of Trustees legally in session. The Board of Trustees is not bound in any way by any action or statement on the part of any individual trustee or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees.


College President

The College President is the Board’s chief executive officer and is responsible for providing overall leadership and unity of effort and ensuring that maximum support for teaching and learning is provided by administrative personnel and staff. The President is responsible for the overall operation, general administration and the provision of educational leadership for the College. The President is the liaison between the Board of Trustees and all staff members and students of the College.

Reference: Board Policy, Section B-1, "Appointment of College President and Responsibilities of Position";

President’s Cabinet

The President, Vice President of Academic Affairs; Vice President of Finance and Administration; Vice President of Community and Economic Development; Vice President of Student Affairs and Institutional Effectiveness; and Executive Director of Human Resources form the President’s Cabinet. The Administrative Director of the President’s Office and Board of Trustees serves as a resource to Cabinet.
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The Cabinet generally meets weekly at the request of the President to consider Board agenda, major resource allocations, institutional policies, and procedural matters. Faculty, staff, students or service providers such as architects and attorneys, are invited to a Cabinet meeting from time-to-time to present and consider items.

Executive Officers

Each of the four Vice Presidents, as executive officers, assumes the full and proper authority, and the requisite accountability, for decisions made within one of the four major administrative units. Each is a chief executive officer for the assigned functional responsibility and in reporting to the President, initiates and directs actions that carry out Board policies, State Rules, administrative procedures and protocols, and executive decisions. However, each executive officer shares responsibility for the management of all other major units and works for the common advancement and good of the entire organization.

Executive Officer’s Team(s)

Each Vice President maintains an executive officer team under his/her leadership. The "teams" consist of the administrators, managers, and staff who report to the executive or who otherwise are designated to be a part of the respective team.

These four teams meet regularly, as called by their vice president, to consider items appropriate and specific to the day-to-day operations of the major administrative unit. In addition, each team serves as a means for communication of decisions and actions taken by the President's Cabinet and by other entities, and as feedback on proposed College actions and strategies. Various professional development activities also occur as part of each team's activities.

PSC Councils and Committees

College Council
The College seeks to achieve a reasonable balance between the needs for established procedures and for decentralized flexibility and empowerment. To some extent, this balance is achieved through the College Council. The College Council was established to provide each College constituency group the opportunity to actively participate in the decision-making process of the institution.

The College Council is charged with working with the President in the development, review and promulgation of College policy. The group also provides counsel to the President on college-wide issues.

Membership includes representatives from full time and adjunct faculty, administrators, managers, students, confidential staff, police, and support staff groups. A chairperson is elected by fellow members, and ad-hoc subcommittees are formed from members of the Council when appropriate. Outside resource persons may be employed as needed for service on the committees.
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College Leadership Team (CLT)
The College Leadership Team, consists of all Administrators and Managers. The President presides over the meetings of the CLT. Meetings are held every month in which a Board meeting occurs and consists of:
• Overview of the Board meeting held the evening before;
• Discussion of major issues and special projects;
• Professional development, training, and announcements.

Participants are expected to share the discussions with their employees. Administrators and Managers are not covered by collective bargaining agreements. Board Policies (especially the G Policies) specifically govern all aspects of their relationship with the College. The CLT is a general forum for clarification of Board Policies, procedures, and protocols related to Administrators and Managers.

Budget Council
The Budget Committee is a vehicle for two-way communications between the Administration and the faculty, staff and students during the budget process. Budget priorities and status of budget development are reported to the Committee periodically. The Committee provides insight and advice to the Administration throughout the budget process.

Responsibilities include:
• Considering larger annual budget requests for preparation of the College’s annual revenue and expenditures budget;
• Reviewing actual and projected revenues and expenditures of the budget in identified categories;
• Reviewing reports and information documents used for the management, analysis, and monitoring of the College’s budgets, and recommend changes.

Faculty Senate
The PSC Federation of Teachers has identified “the Faculty Senate as the academic committee of the Union, elected by the membership at large to represent faculty opinions and make recommendations to the college President on academic policies, curriculum matters, student welfare, registration, admission policies, and other educational standards.”

Reference: Article 1, Section 1.4 of the 2017-2020 Agreement of the Board of Trustees of Community College District No. 515 and Prairie State College Federation of Teachers, Local 3816, AFT, AFL-CIO.

Assessment Council
The Assessment Council serves as a clearinghouse, a think tank for all activities involving assessment at the College.

Committee responsibilities include:
• Support role (to support faculty coordinators and others who are actively engaged in assessment) o Plan and provide professional development on assessment
• Maintain resources for assessment, including tutorials
• Encourage faculty (employee) conversations and collaboration on assessment
• Serve as engaged, supportive readership at every stage of the assessment process.
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- Provide constructive and critical feedback for all engaged in assessment
- Leadership role (to establish a vision, standards, and goals for assessment at the College): Develop and promote a vision for assessment at Prairie State College
- Facilitate a collaborative culture of student learning outcome assessment by engaging students, faculty, staff and administration in assessment activities across the institution at the general education, program, course, and co-curricular levels
- Analyze and articulate trends revealed through assessment of student learning outcomes at the College
- Establish "good practices" for effective assessment
- Coordination role: Gather and review assessment plans and reports
- Establish working groups as appropriate
- Recommend changes and improvements in assessment efforts
- Ensure that assessment is completed at the course, program, co-curricular, and general education levels
- Provide opportunities to discuss assessment results, implications, and improvements.

Business Development Council
Brings together Prairie State College entities, who engage with local businesses, to realize what business partnerships currently exist and share resources as well as best practices, for overall growth.

Board of Trustees Scholarship Committee
Awards a full tuition paid scholarship to three qualifying students from 9 district high schools and 2 high school equivalency recipients based on academic performance.

Colleague Users Group
The main responsibility of the Colleague Users Group is to communicate/ manage/ discuss/ prepare for all Colleague support issues and updates. Colleague is the chosen ERP system for Prairie State College widely utilized to store and maintain Student, Financial, HR, and state reporting information.

Commencement Committee
Coordinates and executes all logistics for annual Commencement day.

Curriculum Committee
The Curriculum Committee is an elected group of full-time faculty members representing all of the academic divisions of the College: Liberal Arts and Social Science; Business, Mathematics and Science; Allied Health and Emergency Services; Library; Counseling; and Adult Education. It is a subcommittee of the Faculty Senate, which is the academic committee of our full-time faculty union. (Prairie State College Federation of Teachers, Local 3816, AFT, AFL-CIO).

Faculty Development Committee
Prairie State College’s Faculty Development Committee is dedicated to developing and supporting professional development opportunities for all full-time and adjunct faculty.
To achieve our charge, the Faculty Development Committee will:
- Assist faculty in their teaching and learning.
- Provide effective and efficient resources for faculty.
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- Develop monthly programs that discuss teaching approaches, practices, activities, and pedagogies, as well as digital technologies.
- Collaborate and coordinate programs with other departments across campus.

Food Service Committee
This committee serves in an advisory capacity with regard to the College’s food service. The committee serves as a conduit for the exchange of information and ideas between the vendor and faculty, staff, and students.

Information Technology Committee
The Information Technology Planning Committee is charged with providing guidance to the college for major Information Technology projects and expenditures. The committee draws upon the college strategic plan, key IT trends in higher education and industry, and a strategic analysis of current IT operations in order to properly align expenditures to meet educational and operational needs.

Instructional Technology Committee
The Instructional Technology Committee evaluates technology for instruction. It encourages faculty to improve teaching and learning through use of best and effective technology. It investigates and recommends to the Vice President of Academic Affairs various classroom related technology items that have institution wide application. The Committee serves as a forum for exploring emerging technologies for classroom use. The Committee works with the Instructional Designer and administration to promote the use of technology in instruction and plan for technology needs (hardware, software, training) and online class development, support, and assessment.

International Committee
The mission of the International Committee is to promote global understanding and multicultural awareness among members of our College community. This committee has evolved from a faculty-only committee to a collaboration between faculty and advisors with a connection to international students. Our focus is on the international dimensions of the teaching/learning experience.

Online Education Steering Committee
The purpose of the Online Education Steering Committee is to evaluate the state of online education at PSC, and to establish and sustain an online education infrastructure that ensures the quality of online teaching and learning at PSC. The OESC will update the Faculty Handbook for Online Education as needed and review new and existing online courses using an online course design rubric as a basis for providing constructive feedback to faculty volunteering their course for review.

Parking Appeals Committee
The Parking Appeals Committee is a five person board consisting of members from the various employment groups of the College. The Chief of Police or his designee serves as ex-officio and non-voting Chairperson. Five voting members present represent a quorum. Appeals that receive a majority vote from the Parking Appeals Committee will be granted and the citation will be dismissed. Tie votes result in the appeal being denied. Only one appeal is permitted per violation.
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Policy Committee
The Policy Committee is composed of the President; Executive Director, Human Resources; and, Administrative Director, President’s Office and Board of Trustees. The president presides over the Policy Council and meetings are held monthly and consist of:
• Discussion and recommendations for Board policy;
• Discussion and recommendations for procedures and protocols.

Planning and Quality Improvement (PQI) Committee
Committee members provide input and suggest recommendations to the President and Cabinet in support of the strategic planning process at Prairie State College. Committee involvement continues beyond the preparation of the strategic plan to support the implementation of the strategic initiatives and continuous quality improvement at PSC.

The committee is charged with the following responsibilities during development of the strategic plan:
• Reviews proposed Strategic Planning Process and Strategic Planning Team members
• Reviews/suggests internal and external research/data for consideration
• Participates in strategic planning workshops as members of the Strategic Planning Team
• Reviews and suggests revisions to the strategic plan drafts and final document
• Assists with communication to College constituents throughout the planning process

Additionally, the committee is active in the annual planning feedback loop:
• Co-chairs the Strategic Plan Implementation Committees
• Provides support for tying the strategic plan to the annual budget
• Assists in defining metrics for the strategic plan and related Key Performance Indicators (KPIs)
• Assesses continuous progress toward the accomplishment of planned objectives
• Reviews and suggests continuous revisions to the strategic plan as necessary

Resource Development Committee
The Resource Development Committee strategically identifies and pursues additional funding sources to advance the college’s mission and broaden the base of community support. Aggressively pursue additional funding sources while maintaining prudent management and transparent allocation of current resources.

Strategic Enrollment Management Committee
The SEM Committee is charged with developing a data-informed strategic plan of action that is consistent with our mission and vision, and allows PSC to proactively address enrollment and retention issues while supporting student success and institutional effectiveness.

Committee responsibilities include:
• Analyze, interpret and synthesize relevant data, trends, and information to gain an understanding of PSC’s recruitment and retention issues, including: enrollment, persistence, retention, transfer and completion trends;
• Local, regional, and state census data and population trends with regard to age, ethnicity, gender, and other demographic information;
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- local, regional, and state employment outlooks; and
- PSC’s programs and course offerings, including developmental, college-credit, and general studies.
- Develop related goals, action plans and measurable outcomes.
- Write SEM Plan, develop a process for implementation and evaluation of the plan that allows for continuous improvement.

Strategic Plan Implementation Committees
Each strategic plan implementation committee is co-chaired by members of the Planning and Quality Improvement (PQI) Committee. The Co-chairs will report, at a minimum, bi-annually to the PQI committee on progress and challenges.

The committees are charged with taking the lead in implementing the College’s strategic plan goal and the relevant strategies. Committee members, working with others at the College as appropriate, develop targeted initiatives that address the strategies and are directly involved in the implementation of these initiatives.

Additionally, the committees:
- develop metrics for the strategies, working with the IE and IR offices;
- complete new task forms and update tasks in the strategic plan database;
- follow-up on related actions identified in departmental action plans;
- write an annual summary accomplishment statement;
- prepare rationale and budget requests as needed for presentation to the Budget Council and/or Cabinet to request funds for implementation of plan goals.

Sustainability Committee
Coordinate sustainability-related efforts of the College.

Threat Assessment Team
The threat assessment team conducts threat assessments, addresses aberrant, dangerous, or threatening behavior on campus and provides guidance and best practices for preventing violence and providing support services. The threat assessment team uses fact-based assessment processes to investigate threats, actions, or conduct that may lead to targeted violence and determine situation-specific response action plans. The team also conducts post-incident assessments and evaluations of the effectiveness of the response(s) on a case-by-case and aggregate basis.

Title IX Committee
The Title IX Committee assists the College Title IX Coordinator with respect to the College’s Title IX compliance efforts and provides the University with advice on promoting a campus culture of respect and responsibility and in identifying and deploying effective measures to prevent and address sexual misconduct.

Tuition Appeals Committee
To address and render decisions for students appealing for Tuition refunds, balance waivers and late withdrawals without a refund request.
Ad Hoc Councils and Special Task Forces
From time-to-time, Prairie State College uses various ad hoc committees as well as special task forces. Ad hoc committees are formed at the college level upon recommendation to and action by the President, and serve for a designated period of time to review, provide thought and reflection, and/or act on identified issues and project areas. Special task forces are formed to focus on more narrowly identified projects.

Academic Advising Task Force
The Academic Advising Task Force is charged with developing recommendations for improving the services offered by the Academic Advising Office. The members will review information on advising office models and best practices. Members will also review internal data, including the Noel Levitz Student Satisfaction Survey (SSI) results, as well as the current advising office structures, staffing, and processes, in order to recommend improvements.

DACA Task Force
The DACA Task Force includes administrators, managers, staff, and faculty members of the College. The committee was created in response to President Donald Trump’s announcement to end the DACA program on September 5, 2017.

The Task Force is responsible for:
• Supporting and providing guidance to undocumented students
• Educating the staff, faculty, students and community members on what DACA is
• Providing training for students, staff, and faculty members on how to resolve issues and unravel difficulties in regard to DACA
• Providing resources to the students who need further guidance
• Providing updates and support to the undocumented students and community members (i.e., high school counselors), as well as the College’s faculty and staff.

Online Student Services Task Force
To increase our ability to provide support services to students taking online courses, the Online Student Services Task Force members will discuss communication to online students and review our internal processes for advising, registration, payment, etc. The task force will explore how the individual departments assist students with services such as disability services, tutoring, counseling support, veterans support, etc. The Task Force will also look at assessing student satisfaction and utilization with our services.

Service Standards Task Force
Service Standards Task Force is charged with identifying clear criteria that will serve as the college standards within which PSC employees are expected to assist our students, staff and the college community. The aim is to provide students, staff, faculty, and members of the Prairie State College community with outstanding service, accurate information and to create a welcoming environment for all. This Task Force results from the College’s commitment to ongoing renewal and enhancement of our policies, procedures, and behaviors.
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Recent initiatives are listed below:
- Service Standards Rubric
- Service standards training manual
- Phone and Email Etiquette Guide
- Contact List to Route Calls
- Performance Evaluation Rewrite
- Frequently Asked Questions
- Service Standards webpage
- Procedures for frontline employees
- New employee checklist

Work & Learn Task Force
To define and administer the Work & Learn tuition waiver program. This is a work-for-tuition program. The initiative assists students who do not qualify for traditional financial aid or others who need special help to persist in their studies. The program provides free tuition per credit hour in exchange for 16 hours of work in a College office through a semester. Priority is given to degree and certificate seeking students with at least one semester of College experience for in district students. The task force reviews all application for the program and forwards eligible applicants to hiring supervisors.

Other PSC Affiliated Organizations

Bargaining Units

Prairie State College recognizes four collective bargaining units which serve as the constituency review groups for the respective employee grouping with the College:

Faculty: Prairie State College Federation of Teachers, Local 3816, AFT
Supportive Staff: Prairie State College Federation of Supportive Staff, Local 1600, AFT-IFT
Police: Illinois Council of Police
Adjunct Faculty: Adjunct Instructors United, IEA-NEA

Each bargaining unit is recognized as the sole and exclusive bargaining agent on matters pertaining to wages and working conditions. All personnel matters covered in the respective negotiated agreements are developed, considered, and approved by recommendation of the President and action of the Board of Trustees through this negotiated process. Each bargaining unit also is a representative constituency group for matters of and directly affecting the work environment and of general institutional policy.

External Community Committees

Program Advisory Committees

Prairie State College maintains a Program Advisory Committee system to serve as a primary resource for advice and assistance to the College administration and the respective faculty responsible for a given program. Each Program Advisory Committee exists to serve the College, its students, as well as business
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and industry in the continuing efforts to keep instructional standards, curricular content, and equipment current with respect to student needs and requirements of the local job market.

Each career program has a designated program advisory committee. The same committee may serve more than one program, depending upon the relatedness of the programs and curricula. The membership rosters are updated and revised in the fall and presented as information to the Board of Trustees.

In addition to the required advisory committees described above, additional advisory committees may be established upon the approval of the College President to serve a specific educational or student support program.

Reference: Board Policy, Section E-3, "Program Advisory Committees."

Citizens Advisory Committees:

Citizens Advisory Committees are appointed from time-to-time by the Board of Trustees or by action of the President.

A Citizens Advisory Committee may be formed to help identify needs/interests within the community and to provide guidance on overall College mission, programs/services, physical matters, and other matters for which members of the community may be positioned to provide input. The membership rosters are updated and revised in the fall and presented as information to the Board of Trustees.

Reference: Board Policy, Section B-7, "Citizens Advisory Committee."

Statement of Affirmative Action and Equal Opportunity

In addition to the official Board policies, Prairie State College has adopted a Public Statement of Affirmative Action and Equal Opportunity, which has the effect of policy. This official statement, as provided below, is included in the College Catalog and in other publications such as class schedules:

Prairie State College does not discriminate on the basis of race, religion, color, age, gender, disability, ancestry, marital status, military discharge status, national origin, veteran status, sex, sexual orientation, or other non-merit factors in its educational programs, activities, or employment policies in conformance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Preventing Sexual Violence in Higher Education Act, and relevant sections of the Illinois Human Rights Act. This policy complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act, which mandate procedures to address sexual violence.
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Diversity Statement

The Board of Trustees has adopted a Diversity Statement. This resolution affirms the College's efforts to foster an atmosphere on campus where diversity is acknowledged, accepted, and encouraged.

*Prairie State College recognizes the diversity of students, faculty, staff and community as an integral part of lifelong learning. We are committed to building and maintaining an inclusive, accessible and supportive environment on campus. Prairie State College embraces the diversity of individual beliefs and opinions, and supports diversity in religion, gender, ethnicity, race, sexual orientation, physical and mental ability, age and socioeconomic status. The College will adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect every individual deserves.*

Board Policies

All employees of the College are required to read and abide by all the Board Policies. In particular, the following Policies should be reviewed on a regular basis in order to assure full compliance and responsible activity:

- B-8 Affirmative Action/Equal Opportunity Statement
- C-9 Sexual Harassment Prevention
- C-19 Campus Safety
- C-21 Use of Internet
- C-24 State Gift Ban Act
- F-8 Student Records
- G-1 through 42 Human Resources related policies