



**GOVERNORS STATE
UNIVERSITY**

Board of Trustees Meeting

August 19, 2024

Engbretson Hall

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TAB 1

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE
AND
BOARD OF TRUSTEE MEETING
Engbretson Hall**

**August 19, 2024 – Committee of the Whole at 9:00 AM
and
August 19, 2024 – Board Meeting [Retreat] Immediately Following**

*As of May 11, 2023, there is no longer an emergency option for meeting attendance previously permitted by Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/7; however, the meeting may be viewed virtually.**

**August 19 – Committee of the Whole
Chair Angela Sebastian**

9:00 am**	I.	CALL TO ORDER AND ROLL CALL	Tab #'s
9:01 am	II.	PUBLIC COMMENT*** Consistent with Public Act 91-0715 and reasonable constraints determined by the Board of Trustees, at each regular or special meetings of the Board or its committees that is open to the public, members of the public may request a brief time on the approved agenda of the meeting to address the Board on relevant matters within its jurisdiction.	
9:07 am	III.	CHAIR'S COMMENTS <i>Chair Angela Sebastian – Introduction of Student Trustee</i>	
9:10 am	IV.	APPROVE PROPOSED AGENDA FOR AUGUST 19, 2024, COMMITTEE OF THE WHOLE MEETING	1
9:12 am	V.	APPROVE MEETING MINUTES FOR THE COMMITTEE OF THE WHOLE, BOARD OF TRUSTEE MEETING AND CLOSED SESSION FROM JUNE 17, 2024	2
9:15 am	VI.	INFORMATION ITEMS <ul style="list-style-type: none"> Faculty Senate President, Dr. Stephen Wagner 	3

		<ul style="list-style-type: none"> • Report by Digital Learning Master Planning Task Force • Global Brigade 10-Year Overview, Dr. Nicole Bing • President's Annual Review Timeline • Calendar Year Meeting Date Recommendations <p><i>See Board Book for written informational reports not presented:</i></p> <ul style="list-style-type: none"> • Investment Quarterly Report as of 06/30/24 • Report on Income Generating Contracts – YTD 06/30/24 • Report on Contributions – YTD 06/30/24 	
10:00 am		BREAK	
10:15 am	VII.	<p>PROPOSED ACTION ITEMS</p> <p><i>Presentation and discussion of action items proposed for Board of Trustees Meeting immediately following.</i></p> <ol style="list-style-type: none"> 1. Resolution 25-01: Election of Officers <i>Presenter: Ms. Therese King Nohos, Vice President, General Counsel</i> 1. Resolution 25-02: Waive Initial Reading of, and Publish Proposed Board Regulation Amendments, Including to Section II (Employees) and proposed Section VIII (Ethics and Compliance) <i>Presenter: Ms. Therese King Nohos, Vice President, General Counsel</i> 	<p>4</p> <p>5</p>
10:20 am	VIII.	CLOSED MEETING	
		<p>According to Section 2(c) of the Illinois Open Meetings Act, 5 ILCS 120, the Board may meet in closed session to consider certain topics, including but not limited to:</p> <ul style="list-style-type: none"> • The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) 	
11:00 am	IX.	BACK IN SESSION FOLLOWING CLOSED MEETING	
11:05 am	X.	ADJOURN THE COMMITTEE OF THE WHOLE MEETING	

Notice to GSU Community and Members of the Public: Committee of the Whole

1) If you require accommodations to participate fully in the meeting, please contact Dr. Janelle Crowley (contact info below) to request them.

2) *If you wish to watch the meeting remotely via Zoom, a link is provided below for your use. The Chair kindly asks anyone who is attending virtually to log on, and into the meeting ten (10) minutes prior to the meeting, to minimize disruption once the meeting is in session.

2) ***If you wish to make a public comment, please register in advance by contacting Dr. Janelle Crowley by 5 pm on Wednesday August 14, 2024.

You are invited to a Zoom webinar.

Committee of the Whole: Friday, August 19, 2024, at 9:00 AM [Central Time – US and Canada]
Please click on the General Invitation link below to join the Committee of the Whole webinar:

<https://us02web.zoom.us/j/89678355340?pwd=18ZaXZhPEL4NPZOqW8fTejflKDRUKD.1>

Passcode: 147511

Webinar ID: 896 7835 5340

Contact Information: Dr. Janelle Crowley; jcrowley3@govst.edu; [708] 235-6807.

*Illinois Open Meetings Act – Virtual Option

**All times are approximate and subject to change.

***Public Comment

August 19, 2024 – Board of Trustees Meeting and Annual Retreat**Chair Angela Sebastian**

12:15 pm**	I.	CALL TO ORDER AND ROLL CALL	Tab #'s
12:17 am	II.	PUBLIC COMMENT*** Consistent with Public Act 91-0715 and reasonable constraints determined by the Board of Trustees, at each regular or special meetings of the Board or its committees that is open to the public, members of the public may request a brief time on the approved agenda of the meeting to address the Board on relevant matters within its jurisdiction.	
12:20 am	III.	CHAIR'S COMMENTS <i>Chair Angela Sebastian</i>	
12:25 am	IV.	PRESIDENT'S REPORT <i>Dr. Cheryl Green</i>	
12:45 pm	V.	ACTION ITEMS FOR VOTE 1. Approval of Board of Trustee Agenda, August 19, 2024. 2. Resolution 25:01: Annually the Board is to elect their officers for various roles – Chair, Vice Chair and Secretary. <i>Presenter: Therese King Nohos, Vice President, General Counsel</i> 3. Resolution 25:02: Waive Initial Reading of, and Publish Proposed Board Regulation Amendments, Including to Section II (Employees) and proposed Section VIII (Ethics and Compliance). <i>Presenter: Therese King Nohos, Vice President, General Counsel</i>	 1 4 5
1:00 pm	VI.	BOARD DIALOGUE AND DISCUSSION ITEMS – SERVES AS RETREAT 1. State of the University Address 2. Retrospective Analysis of Becoming a Four-Year Comprehensive Institution 3. Shared Governance Engagement 4. Committee of the Whole, Liaisons, etc. 5. Dashboard, Dr. Robert Stanley	

*Illinois Open Meetings Act – Virtual Option

**All times are approximate and subject to change.

***Public Comment

		6. AGB Highlights, Trustee Kvedaras	
3:00 pm	VII	OLD BUSINESS/NEW BUSINESS	
3:10 pm	VIII	ADJOURN	

NOTE: Social Justice Building Ribbon-Cutting Ceremony is Scheduled for September 5, 2024, following Convocation and Ice Cream Celebration.

Notice to GSU Community and Members of the Public: Board of Trustee Meeting

- 1) If you require accommodations to participate fully in the meeting, please contact Therese King Nohos (contact info below) to request them.
- 2) *If you wish to watch the meeting remotely via Zoom, a link is provided below for your use. The Chair kindly asks anyone who is attending virtually to log on, and into the meeting, 10 minutes prior to the meeting, to minimize disruption once the meeting is in session.
- 2) ***If you wish to make a public comment, please register in advance by contacting Dr. Janelle Crowley by 5 pm on Wednesday, August 14, 2024.

You are invited to a Zoom webinar.

Board of Trustees Meeting: Monday, August 19, 2024, immediately following the Committee of the Whole meeting [Central Time - US and Canada]

Please click the General Invitation link below to join the webinar:

<https://us02web.zoom.us/j/88422071518?pwd=LzIQiQhMmLDW7ssw7Ke7SyhMoHEvce.1>

Passcode: 719003

Webinar ID: 884 2207 1518

Contact Information: Dr. Janelle Crowley, [708] 235-6807.

TAB 2

**MINUTES OF
THE BOARD OF TRUSTEES OF GOVERNORS STATE UNIVERSITY
QUARTERLY MEETING OF THE COMMITTEE OF THE WHOLE**

A regular meeting of the Committee of the Whole of the Board of Trustees of Governors State University (the “Board” and “GSU,” respectively), an Illinois body politic and corporate, was held in person and via audio-videoconference at GSU’s University Park Campus in Engbretson Hall on June 17, 2024 beginning at approximately 9:20 am. The purpose of the meeting was to conduct the business described in the agenda posted for public notice before 9:00 am on June 17, 2024 in accordance with Section 2.02 of the Illinois Open Meetings Act. 5 ILCS 120/ *et seq.* Before the meeting, each Trustee received books with materials corresponding to the action items, a copy of which is maintained with the Board records.

I. MEETING DETAILS

Meeting Chair: Angela M. Sebastian

Minutes Recorded By: Therese King Nohos, General Counsel

II. ATTENDEES

Chair Sebastian confirmed a quorum was present given the presence of the following Trustees in attendance in person at the start of the meeting unless otherwise noted:

- Angela M. Sebastian, Trustee and Chair
- Stacy Crook, Trustee;
- Karen Nunn, Trustee;
- Anibal Taboas, Trustee (via teleconference); and
- Kevin Brookins, Trustee and Vice Chair

President Cheryl Green, Ph.D., *ex-officio* Board member and chief executive officer of GSU, was present, as were the following members of the President’s Cabinet who appeared in person:

- Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources;

- Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance;
- Janelle A. Crowley, PhD, Chief of Staff, President's Office;
- William Davis, Vice President, External Affairs;
- Maureen Kelly, Executive Director, Government Relations;
- Paul McGuinness, MA, Vice President for Student Affairs and Enrollment Management;
- Therese King Nohos, JD, Vice President, General Counsel;
- Patricia O'Neal, Executive Assistant to the President;
- Joi F. Patterson, PhD, Chief Diversity Officer; and
- Beverly Schneller, PhD, Vice President, Provost and Chief Academic Officer.

Senate President, Stephen Wagner, PhD (Faculty Senate) and Susie Morris (Civil Service Vice President) were present as well.

III. ABSENCES

Lluvia Hernandez-Aguirre, Student Trustee and James Kvedaras, Trustee, were absent.

IV. CALL TO ORDER

The meeting was called to order by Chair Sebastian at approximately 9:20 am.

V. PUBLIC COMMENTS

No public comments were made.

VI. CHAIR COMMENTS/APPROVAL OF AGENDA

Chair Sebastian welcomed everyone and called the Committee of the Whole to order. Dr. Crowley called the roll. Trustee Taboas joined at 9:30 am virtually. Chair Sebastian noted that, there is a vacancy on the board. Trustee Brudnak is no longer a sitting Trustee of Governors State University after serving a full six year term. The Chair thanked him for his efforts on behalf of the University.

VII. APPROVAL OF PROPOSED AGENDA AND MEETING MINUTES

Chair Sebastian asked for a motion to approve the proposed agenda as presented for today's meeting. Trustee Brookins so moved and Trustee Nunn seconded the motion. The motion passed unanimously. Chair Sebastian then asked for a motion to approve the meeting minutes as presented from February 26, 2024. Trustee Brookins so moved, seconded by Trustee Nunn. The motion passed unanimously.

VIII. INFORMATION ITEMS

As set forth in the Agenda, the following information items were presented for discussion:

- Faculty Senate Report by Dr. Wagner;
- Civil Service Report by Senate Vice President Susie Morris;
- Facilities Master Plan Update by Dr. Bradford, John Potempa and Brailsford & Dunlavy;
- Strategy 2025 report on historical and current activities by Dr. Schneller;
- New programs proposed through the Academic Master Planning Committee by Dr. Schneller;
- Advance Smart Logistics (ASL) overview by Dr. Sonia Dalmia, Reggie Greenwood.

Between the reports, there was extensive discussion and question/answer regarding the Governors State Housing Advisory Services Project Update; the Strategy 2025 report on historical and current activities; and the Advance Smart Logistics (ASL) overview. The Board adjourned for a break at 10:31 am and resumed session at 10:41 am.

IX. ACTION ITEMS

As otherwise set forth in the Agenda, the following action items were presented for discussion:

- Resolution 24-13, approval of Metropolitan Alliance of Police Union Contract for the Department of Public Safety, was presented by Vice President Allen;
- Resolution 24-21, approval of Change to Collective Bargaining Agreement with Teamsters 743 Labor Union, was presented by Vice President Allen;
- Resolution 24-22, approval of tenure for the twelve presented candidates who meet the criteria of the UPI agreement, was presented by Dr. Schneller;
- Resolution 24-23, approval of Emerita Status for Dr. Linda Samson, College of Health, and Human Services, was presented by Dr. Schneller;
- Resolution 24-24, approval of Summary Report Academic Program Review AY 23-24 to be presented to the Illinois Board of Higher Education, was presented by Dr. Schneller;
- Resolution 24-25, Approval of preliminary budget for fiscal year 2025, was presented by Dr. Bradford; and
- Resolution 24-26, Approval of Student Trustee Resolution for Lluvia Hernandez-Aguirre, was presented by Chair Sebastian.

X. CLOSED SESSION

Chair Sebastian recommended that the Board go into closed session pursuant to Section 2(c)(11) and (29) of the Illinois Open Meetings Act, 5 ILCS 120/ *et seq.* Trustee Crooks so moved, and Trustee Taboas seconded. The motion passed unanimously upon a roll call vote. The open session of the meeting adjourned at approximately 11:00 am.

XI. OLD/NEW BUSINESS

The open session of the meeting resumed at approximately 11:20 am. Chair Sebastian noted that there was no action taken in closed session. There being no other new or old business, Chair Sebastian then asked for a motion to adjourn. Trustee Crooks so moved, and Trustee Nunn seconded. The motion passed unanimously. The meeting adjourned at approximately 11:20 am.

Approved this 19th day of August 2024

Angela M. Sebastian, Chair

James Kvedaras, Secretary

**MINUTES OF
THE BOARD OF TRUSTEES OF GOVERNORS STATE UNIVERSITY
REGULAR MEETING**

A regularly scheduled meeting of the Board of Trustees of Governors State University (the “Board” and “GSU,” respectively), an Illinois body politic and corporate, was held in person and via audio-videoconference at GSU’s University Park Campus in Engbretson Hall on June 17, 2024 beginning at approximately 12:30 pm. The purpose of the meeting was to conduct the business described in the Agenda posted for public notice before 9:00 am on June 17, 2024 in accordance with Section 120/2.02 of the Illinois Open Meetings Act. 5 ILCS 120/ *et seq.* Before the meeting, each Trustee received books with materials corresponding to the action items, a copy of which is maintained with the Board records.

I. MEETING DETAILS

Meeting Chair: Angela M. Sebastian

Minutes Recorded By: Therese King Nohos, General Counsel

II. ATTENDEES

Chair Sebastian confirmed a quorum was present given the presence of the following Trustees in attendance in person at the start of the meeting unless otherwise noted:

- Angela M. Sebastian, Trustee and Chair
- Stacy Crook, Trustee;
- Karen Nunn, Trustee;
- Anibal Taboas, Trustee (via teleconference); and
- Kevin Brookins, Trustee and Vice Chair.

President Cheryl Green, Ph.D., *ex-officio* Board member and chief executive officer of GSU, was present, as were the following members of the President’s Cabinet who appeared in person:

- Joshua R. Allen, MPS, SHRM-SCP, Vice President of Human Resources;

- Corey S. Bradford, Sr., Ph.D., Vice President for Administration and Finance;
- Janelle A. Crowley, PhD, Chief of Staff, President's Office;
- William Davis, Vice President, External Affairs;
- Maureen Kelly, Executive Director, Government Relations;
- Paul McGuinness, MA, Vice President for Student Affairs and Enrollment Management;
- Therese King Nohos, JD, Vice President, General Counsel;
- Patricia O'Neal, Executive Assistant to the President;
- Joi F. Patterson, PhD, Chief Diversity Officer; and
- Beverly Schneller, PhD, Vice President, Provost and Chief Academic Officer.

Senate President, Stephen Wagner, PhD (Faculty Senate) and Susie Morris (Civil Service Vice President) were present as well.

III. ABSENCES

Lluvia Hernandez-Aguirre, Student Trustee and James Kvedaras, Trustee were absent.

IV. CALL TO ORDER

The meeting was called to order by Chair Sebastian at approximately 12:30 pm.

V. PUBLIC COMMENTS

None were made.

VI. CHAIR COMMENTS/APPROVAL OF AGENDA

Chair Sebastian started by thanking everyone for preparing our students for commencement and preparing for the ceremony. She noted most of the Trustees were in attendance. She also congratulated and thanked everyone engaged in the accreditation process. Chair Sebastian also noted that, Trustee Nunn and Trustee Crooks were recently at the College of Business Distinguish Alumni event, and Trustee Nunn was recognized as a distinguished alum from the College of Business. Trustee Kvedaras attended the AGB Conference, and she noted he will be speaking on that at the August retreat. There will be an election of officers at the next meeting which is August 19, 2024. Chair Sebastian invited the trustees to consider nominations. She noted that Trustee Brookins will work with Trustee Nunn who has agreed to take over the responsibility of gathering nominations and presenting a slate of four votes at the August 19, 2024, meeting.

VII. PRESIDENTS REPORT

President Green noted that she too would like to commend the Trustees for their participation in the May 18th commencement. She noted that, under the leadership of Dr. Janelle Crowley, we made changes to the commencement process yielding a savings of over \$50,000. President Green noted that GovState bond rating which has been reaffirmed as BBB. Governors State University received a distinction from the U.S. Department of Education Office of Post Secondary Education as a predominantly black institution. President Green noted that Governors State is a MSI and HSI and now officially hold the distinction of being a PBI. This designation means that GovState qualifies for new grants opportunities.

President Green noted that when it comes to the Higher Learning Commission accreditation, Governors State University has consistently been accredited by HLC since 1975. The University has successfully completed its four-year mid cycle review and the commission's site team affirmed that Governors State University has met all the criteria for accreditation.

The U.S Department of Health and Human Services in April visited the campus under the leadership of the U.S Department of Health and Human Services, Assistant Secretary for Administration Sheryl Campbell and the Great Lakes Regional Director. President Green noted that they reached out to GovState as a minority serving institution to discuss an ongoing partnership. This team met with senior administrators and students on campus to talk about government internships, fellowships and

career opportunities. Governors State University is scheduled to have a formal MOU signing with the U.S. Department of Health and Human Services on July 31st, 2024, to solidify our agreement and our collaboration.

President Green announced that Governors State University and the University of Insubria, Como Italy have formed a partnership. She received a special invitation to attend a formal reception on Wednesday May 22nd, hosted by the Italian Consulate to formally strengthen the bonds between both universities.

June 10, 2024 marked one year since the beginning of the Self-help Legal Clinic by the Social Justice Initiative. The lawyers who volunteer have provided legal services and education to more than 310 community members, which includes people from Cook, Will and Kankakee Counties.

President Green congratulated Dr. David Rhea, who is now officially the new Dean of the Honors College. Additionally, President Green announced Dr. Mary Carrington as the new Dean of the College of Graduate Studies.

Governors State University served as the host site for the 2024 induction to the Illinois Black Hall of Fame's fourth anniversary and celebratory event for Juneteenth on Saturday June 15, 2024. The Center for Performing Arts was packed with legislators, community leaders, educators and business executives. At this year's event, Governors State University celebrated the distinguished careers of United States Representative Danny Davis, United States Representative Robin Kelly, Brigadier Tomika Seaberry and the 12th Judicial Circuit Court's the honorable Judge Vincent Cornelius.

VIII. ACTION ITEMS

No items were removed from the consent agenda. Chair Sebastian moved towards a vote. As otherwise set forth in the Agenda, the following action items were presented and passed by unanimous vote:

- Resolution 24-13, approve Metropolitan Alliance of Police Union Contract for the Department of Public Safety;
- Resolution 24-21, approve the change to Collective Bargaining Agreement with Teamster 743 Labor Union;

- Resolution 24-22, approve Tenure for the twelve faculty candidates who meet the criteria;
- Resolution 24-23, approve Emerita Status for Dr. Linda Samson, College of Health and Human Services;
- Resolution 24-24, approve Summary Report of the Academic Program Review AY 23-24 to be presented to the Illinois Board of Higher Education;
- Resolution 24-25, approve Preliminary Budget for Fiscal Year 2025, and;
- Resolution 24-26, approve the Student Trustee Resolution for Lluvia Hernandez- Aguirre.

IX. OLD/NEW BUSINESS

Chair Sebastian noted that this year marks 10 years since GovState became a four-year institution. She stated that she would like to have a conversation about how that is working. She requested a financial analysis of the resources and the impact on the University to be the main part of the August retreat agenda. In addition, she would like to discuss the following at the August board retreat:

- The Governance Structure;
- An updated on Trustee Kvedaras' attendance at the AGB Conference;
- A Bylaw review by General Counsel Nohos; and
- A status report on the Dashboard she has requested.

X. ADJOURNMENT

Chair Sebastian then asked for a motion to adjourn. Trustee Crooks so moved, and Trustee Nunn seconded. The motion passed unanimously. The meeting adjourned at approximately 1:00 pm.

Approved this 19th day of August 2024

Angela M. Sebastian, Chair

James Kvedaras, Secretary

TAB 3

Faculty Senate Report to Board of Trustees
August 19, 2024
Dr. Stephen Wagner, President

Chair Sebastian, Honorable Trustees, Dr. Green, Members of the President's Cabinet, Ms. Morris, Mr. Thompson and faculty and staff colleagues, I am honored to have the opportunity to report on behalf of the esteemed faculty at GSU.

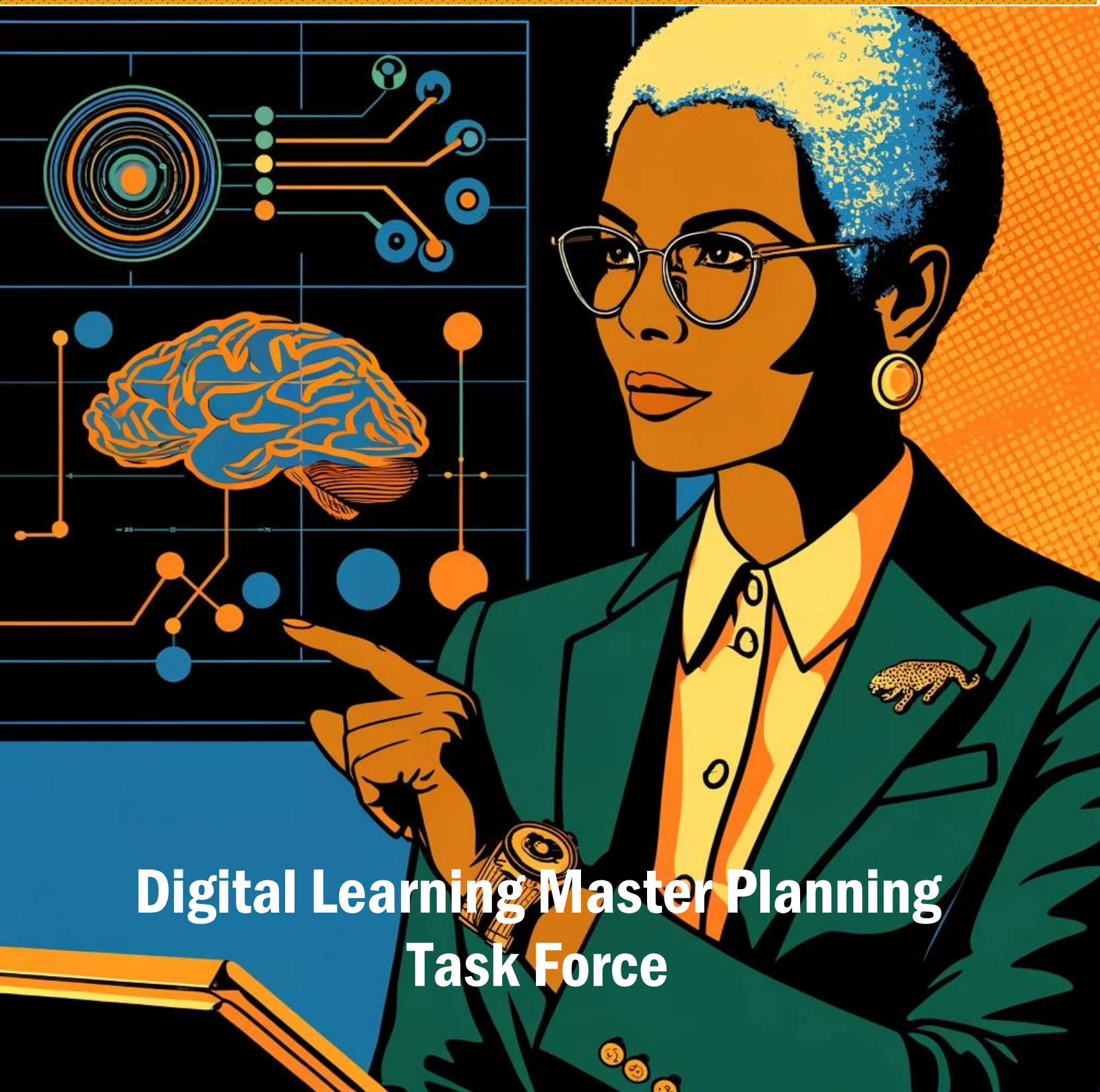
At the beginning of the 2023-2024 academic year, GSU's President, Provost, and Faculty Senate initiated a Digital Learning Master Planning (DLMP) Task Force to develop a plan for digital learning that could be integrated into the university's overall planning efforts, including curriculum development and management, academic policies, infrastructure decisions, and existing academic master planning and budget processes. The task force's journey began last year with a steering committee of academic leaders identifying key technology-related issues for GSU to explore. Subsequently, three working teams of faculty and staff were formed to tackle issues related to infrastructure, curriculum, and policy. The report of this task force is included with your materials for this meeting and it documents the work of this task force.

The Policy Working Team developed a new academic policy for the Use of Artificial Intelligence (AI). Central to this proposed policy were considerations of academic freedom and responsibility as well as the pursuit of excellence and integrity in our academic programs. Further concerns included potential for bias in AI, protecting data privacy, and ensuring the veracity of AI results. After initial development by this working group, the proposed policy was reviewed through the established shared governance processes and signed by President Green and is now established as GSU's Policy 94. Implications of AI for other GSU policies were reviewed by the DLMP Policy Working Team and also updated through GSU's shared governance processes, including our policies for Academic Honesty (Policy 24) and Student Conduct (Policy 4).

The Curriculum Working Team established new syllabus language for the use of AI that is consistent with relevant policy updates. This included additions to our syllabus templates that provide examples of language for a variety of different course policies to structure the appropriate use of AI or even prohibit the use of AI. These efforts were coordinated with the GSU's Library and their development of web resources for the appropriate use of AI. The curriculum working team also conducted research to better understand digital learning at GSU. They examined 10 years of archival data comparing different course modalities (online, hybrid, face-to-face) at GSU and conducted surveys with both faculty and students to examine their course modality preferences and attitudes about AI and other technological developments associated with higher education.

The Infrastructure Working Team completed needs analysis for digital learning resources. This included identifying current infrastructure resources and the needs associated with changing demands for digital learning and developments such as AI. Special consideration was given to Open Education Resources. Recommendations about infrastructure for digital learning needs were made by this working group that have important implications for future planning efforts for GSU's strategy and budget.

The 'Overview of the DLMP Task Force' at the beginning of the report identifies all members of the faculty and staff that were part of this effort. Members of the task force would be happy to engage the Board of Trustees further, and address any questions you may have. Continued communication of the DLMP efforts is planned for the Administration-Faculty Senate Retreat on August 20th, fall faculty development day, and in continuing development efforts for GSU's Strategy 2030.



Digital Learning Master Planning Task Force



Governors State
UNIVERSITY

Digital Learning Master Planning (DLMP) Task Force

Report on Policy, Curriculum, & Infrastructure

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*Note. Cover image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Last edit: 7/28/24

Overview the DLMP Task Force

Governors State University (GovState) is committed to utilizing current and future technology, including Artificial Intelligence (AI), in the pursuit of its mission of offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

The President, Provost, and Faculty Senate initiated a joint task force for Digital Learning Master Planning (DLMP) in AY23/24. The objective of this task force was to develop a plan for digital learning at GovState that can be integrated into planning endeavors throughout the institution, including curriculum development and management, academic policies, decisions about infrastructure, and existing academic master planning and budget proposal processes. The DLMP Task Force worked to guide GovState in leveraging digital technologies, including AI, to enhance teaching and learning, improve student engagement, and ensure academic integrity and excellence.

A steering committee of GovState leaders was convened to develop a list of pertinent issues associated with digital learning. These issues were grouped into 3 areas: Policy, Curriculum, and Infrastructure. (see Appendix A). Next, three working teams (focused on Policy, Curriculum, or Infrastructure) were developed to define and pursue goals towards understanding and addressing these issues within AY23/24. Both faculty and staff were recruited for these teams and leaders of relevant shared governance standing committees and administrative functions were involved to expedite efforts toward institutional change. A Blackboard Organization was created to provide shared resources (e.g., articles, videos) on digital learning (see Appendix B for examples) and tools to interact and learn from one another. Charters were developed to guide the work of these teams by identifying resources, setting goals, and establishing clear expectations for the time frame of their work (see Appendix C).

DLMP Steering Committee

The DLMP Steering Committee consisted of GovState leaders who formulated questions about digital learning that are strategically relevant to GovState to be investigated and examined by the task force working teams. The steering committee received updates and provided formative feedback on work being conducted by the DLMP working teams.

Members of the DLMP Steering Committee included: Dr. Tim Harrington (Associate Provost & AVP of Academic Affairs), Dr. Catherine Balthazar (Dean of the College of Health & Human Services), Dr. Jason Zingsheim (Dean of the College of Arts & Sciences), Dr. Sonia Dalmia (Dean of the College of Business), Dr. Shannon Dermer (Dean of the College of Education and Human Development), Dr. Mary Carrington (Dean of the College of Graduate Studies), Dr. David Rhea (Dean of the Honors College), Dr. Jan Figa, (Dean of the University Library), Dr. Robert Stanley, (Director of Institutional Research), Mr. Craig Schmidt, (Director of Continuing Education), Ms. Nikki LaGrone, (Director of the Center for Teaching & Learning), and Mr. Chuck Pustz, (Chief Information Officer).

Overview the DLMP Task Force

Policy Working Team

Members included: Lisa Helm (Director of Transfer and Persistence Initiatives), Dr. Walter Henne (Professor of Chemistry), Dr. Ujvala Rajadhyksha, (Associate Dean, College of Business), Dr. Jim Vining, Associate (Professor of Communications, Chair of Institutional Policy Committee), Dr. Stephen Wagner, (Professor of Management, Faculty Senate President, & team lead)

Goals

- Develop a proposed AI Policy to be forwarded through GovState's shared governance processes for policies.
- Analyze implications of the proposed AI policy for other GovState Policies, including Academy Honesty Policy (Policy 24), Student Conduct Policy (Policy 4), Fair Use of Copyrighted Works for Education and Research (Policy 62), Research and Scholarship (Policy 55), and other GovState policies.

Curriculum Working Team

Members included: Dr. David Green, (Division Chair for Accounting, Finance, MIS, Economics), Dr. Chris Greiner (University Lecturer in English & Interdisciplinary Studies), Ms. Lisa Helm (Director of Transfer and Persistence Initiatives), Dr. Li-Wei Peng (Associate Professor of Education, Coordinator of Online Teaching & Learning Certificate Program), Dr. Brad Smith (Professor of English, Director of First Year Writing), Dr. Katherine Carl (Assistant Professor of Business Analytics & team lead).

Goals

- Research GovState's use of different course modalities using archival enrollment data and survey data of faculty and students.
- Develop syllabus statement(s) on generative AI that are Informed by University AI Policy and go through review of the University Curriculum Committee

Infrastructure Working Team

Members included: Dr. Frank Czuba (Assistant Professor of Occupational Therapy), Dr. Carlos Ferran (Professor of Accounting/MIS), Dr. Jan Figa (Dean, University Libraries), Mr. Steve Hyzny (Senior Lecturer of Computer Science), Dr. Isaac Lee (Assistant Professor of Education, co-chair of Faculty Professional Development Committee), Mr. Chuck Pustz (Chief Information Officer), Ms. Nikki LaGrone (Director of Center for Teaching & Learning, & team lead)

Goals

- Analyze GovState infrastructure resources and needs to match demands for digital learning and developments in digital learning, such as Artificial Intelligence
- Make recommendations about infrastructure for digital learning needs to help inform budget planning.

Developing a New Policy on the Use of Generative AI

The DLMP Policy Working Team developed a Policy on the Use of Generative AI and submitted it to the shared governance review process for academic policies, including. This policy was reviewed by the Institutional Policy Committee and recommended to the Faculty Senate. The Faculty Senate voted to approve of this policy and it was subsequently signed by the University President. Highlights of the policy (Policy 94) are described below and the full policy appears in Appendix D.

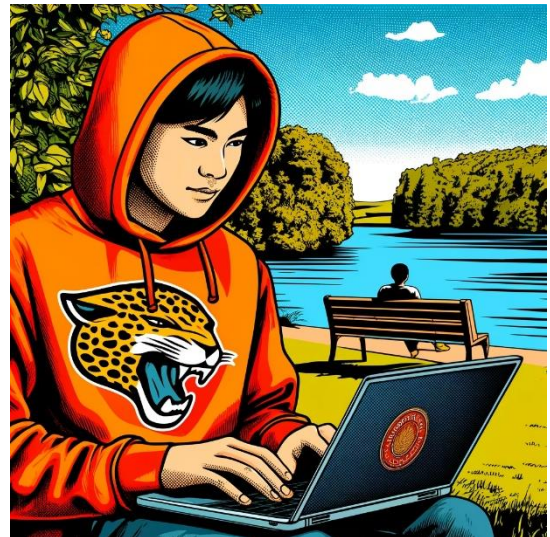
Overview of Policy on the Use of Generative AI

AI has implications for the university's community standards pertaining to academic pursuits. This policy is meant to describe how decisions about the use of generative AI should be made and provide guidelines on the appropriate and inappropriate uses of generative AI.

Policy Scope

This policy is specifically designed for decisions of using generative AI in academic pursuits, such as fulfilling academic requirements and scholarship/creative endeavors.

There are many non-academic pursuits for which generative AI may be used, including personal communications, internal business communications, and works not intended for fulfilling academic requirements or academic publication or presentation. Such non-academic pursuits are beyond the scope of this policy.



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Sanctions

Any sanctions for inappropriate use of generative AI will be determined by the application of existing policies associated with specific aspects of misconduct in academic pursuits, including: Student Conduct (Policy 4), Academic Honesty (Policy 24), Anti-Discrimination, Harassment, and Retaliation Policy (Policy 52), Research and Scholarship (Policy 55), Fair Use of Copyrighted Works for Education and Research (Policy 62), and Responding to Allegations of Research Misconduct (Policy 71).

Developing a New Policy on the Use of Generative AI

Faculty Academic Freedom and Responsibility

As the use of generative AI proliferates within various academic domains faculty have the obligation to guide its use in educational pursuits in accordance with the standards within their respective disciplines.

Technological advances, like generative AI, need to be accessible to faculty and students so that they may apply them to their respective disciplines. As generative AI is integrated into processes of inquiry and creative expression within various disciplines, considerations of its appropriate and inappropriate use must be guided by disciplinary expertise and the pursuit of excellence and integrity for instruction and scholarship/creative endeavors.

Academic Honesty



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Academic Honesty which “pertains to all methods of fulfilling academic requirements at Governors State University” (See Policy 24), including the use of generative AI. In accordance with these standards, it should not be stated or implied that the output of generative AI is a person’s own work.

Direct quotation of material from generative AI should be enclosed in quotation marks or otherwise set off, the generative AI source should be acknowledged. Paraphrasing of material from generative AI should also acknowledge the generative AI source used. Use of generative AI should seek to identify primary sources used in the content it provides and confirm the accuracy of these citations.

Developing a New Policy on the Use of Generative AI

Research Integrity

This policy states that aspects of academic misconduct pertinent to the use of generative AI include, but are not limited to fabrication or falsification of data with generative AI; confidential data, including non-public research data, may not be submitted to generative AI tools when such submission could expose sensitive, private, or proprietary information; and unacknowledged appropriation of the work of others with generative AI, including plagiarism.

Managing Risks Associated with the Use of Generative AI

This policy identifies various risks associated with the use of Generative AI and provides guidelines for managing those risks. Issues associated with using Generative AI addressed in this policy include:

- Ensuring the Veracity of Generative AI Output
- Data Privacy Risks
- Data Bias Risks
- Copyrighted Works and Generative AI



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Updating Related Existing Policies

Academic Honesty

Aspects of academic honesty pertinent to the use of generative AI were updated in GovState's Academic Honesty Policy (Policy 24) to ensure consistency with the new Policy on the Use of Generative AI.

Student Conduct

Aspects of student conduct relevant to academic honesty were updated in GovState's Student Conduct Policy (Policy 4).



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Developing New Syllabus Language Relevant to Use of Generative AI

New Language on All Syllabi

“University Statement on the Use of Generative AI

At Governors State University, we acknowledge the growing impact of artificial intelligence (AI) on education and strive to create a learning environment that **promotes innovation, academic integrity, and responsible use of technology.**

It is important to recognize that the **AI policy may not be uniform across all Governors State University courses**; students are obligated to comply with the **specific rules governing each course** they are enrolled in.

More information on appropriate use of generative AI is located on the GovState Library website: [GovState Library Resources on Using Generative AI](#) .”

New Optional Syllabus Language Provided with GovState Syllabus Guidelines

“Example of Syllabus Language Restricting the Use of AI:

Use of Generative AI is **Restricted** in this Class

For this course, **ALL** assessment submissions must be **students’ original work**, except for approved collaborative efforts, which must accurately reflect the efforts of all contributors.

Students are **NOT allowed to use any generative AI technology** (ChatGPT, Gemini, etc.) to assist with assessments. Such violations will be treated as academic dishonesty.

Example of Syllabus Language Permitting the Use of AI

Appropriate Use of Generative AI is **Encouraged** in this Class:

In this course, the use of generative AI tools (ChatGPT, Gemini, etc.) for completing assessments **is supported**, provided that such use is **duly recognized and cited**.

Citations should follow the most up-to-date guidelines for the citation style (APA, MLA, etc.).

Students are responsible for ensuring that the generative AI contributions are pertinent and accurate before submission. “

(See Appendix E for more examples provided)

Developing New Library Resources on the Use of Generative AI



LIBRARY

Governors State University / LibGuides / Artificial Intelligence (AI) / AI and Academic Integrity at GovState

Artificial Intelligence (AI): AI and Academic Integrity at GovState

GovState University Library's AI Resource Pages

Search this Guide

Search

AI Home

AI and Academic Integrity at GovState

Grant Funding and Review

Explore Generative AI

Additional Resources

GovState AI Summit 2024

AI and Academic Integrity at GovState

The GovState Policy on AI empowers instructors to determine how, if at all, the use of generative AI is permitted in any particular course. Always check with your instructor before using any AI tool while completing assignments or other academic work.

Before using any generative AI tool, be sure to:

1. Check that the use is ethical.
2. Fact check for accuracy and reliability.
3. Cite or acknowledge your use properly.

(Adapted from UC-San Diego)

AI Hallucinations

An AI hallucination occurs when a tool generates inaccurate information. The resulting material may be offensive or even harmful. Hallucination rates vary, but their existence requires users to be especially vigilant when using generative AI. More on AI hallucinations [here](#).

How to Cite AI

Generative AI is still very new and how to cite will vary widely among styles. Some styles may not yet have established guidelines. The following examples are illustrative, but you should confirm correctness before submitting any academic work that cites AI. All styles insist on documenting use of generative AI in some form. Similarly, all styles reject AI tools as authors since they cannot take responsibility for the work. Please contact a [Faculty Librarian](#) or the [Writing Center](#) for further assistance. Resources on a host of ethical and legal issues concerning AI can be found on the [Additional Resources](#) tab.

APA

The APA has adopted a very nuanced description of how and why authors should cite various generative AI applications. APA users are strongly encouraged to review the organization's "[How to cite ChatGPT](#)" website.

References Example:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

In-Text Citation Examples:

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)

MLA

The MLA has adopted a very nuanced description of how and why authors should cite various generative AI applications. MLA users are strongly encouraged to review the organization's "[How do I cite generative AI in MLA Style](#)" website.

Works Cited Example:

"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald" prompt.
ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023. chat.openai.com/chat.

Chicago

Like APA and MLA, Chicago has adopted a nuanced approach to citing AI. Chicago users are encouraged to review the organization's [FAQs](#) for more information. Chicago recommends mentioning use of generative AI in the text of your paper, but should you require a formal citation for your assignment or publication, they suggest the following as a numbered footnote or endnote.

Note Example (if you've included prompt in your text)

1. Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>.

Note Example (prompt not in text)

1. ChatGPT, response to "Explain how to make pizza dough from common household ingredients," OpenAI, March 7, 2023.

Author-Date Example

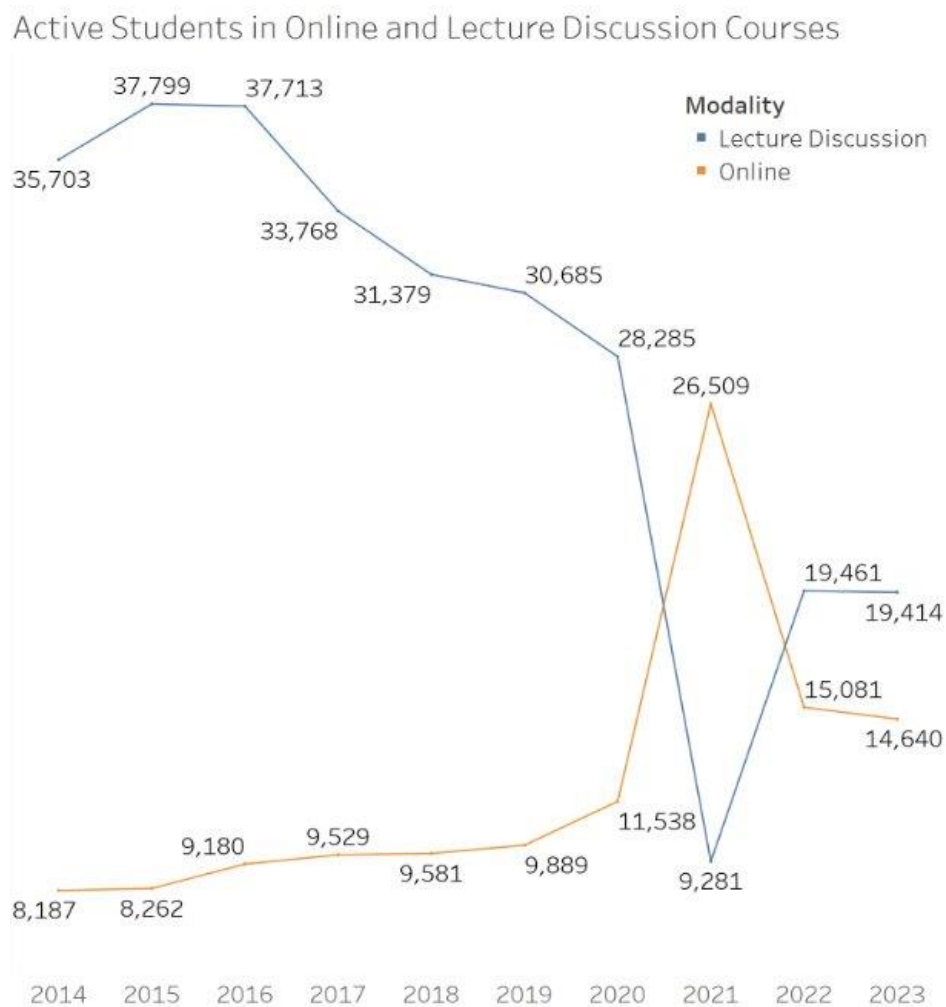
(ChatGPT, March 7, 2023).

Chicago advises users NOT to include generative AI in References/Bibliographies unless citations include publicly available links.

Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

Total Number of L/D and Online Courses at GovState, 2013-2023

The number of online courses steadily increased prior to the pandemic and are substantially higher than that baseline after the pandemic. The number of LD courses was steadily decreasing in the years prior to the pandemic and have remained substantially lower than that baseline after the pandemic.

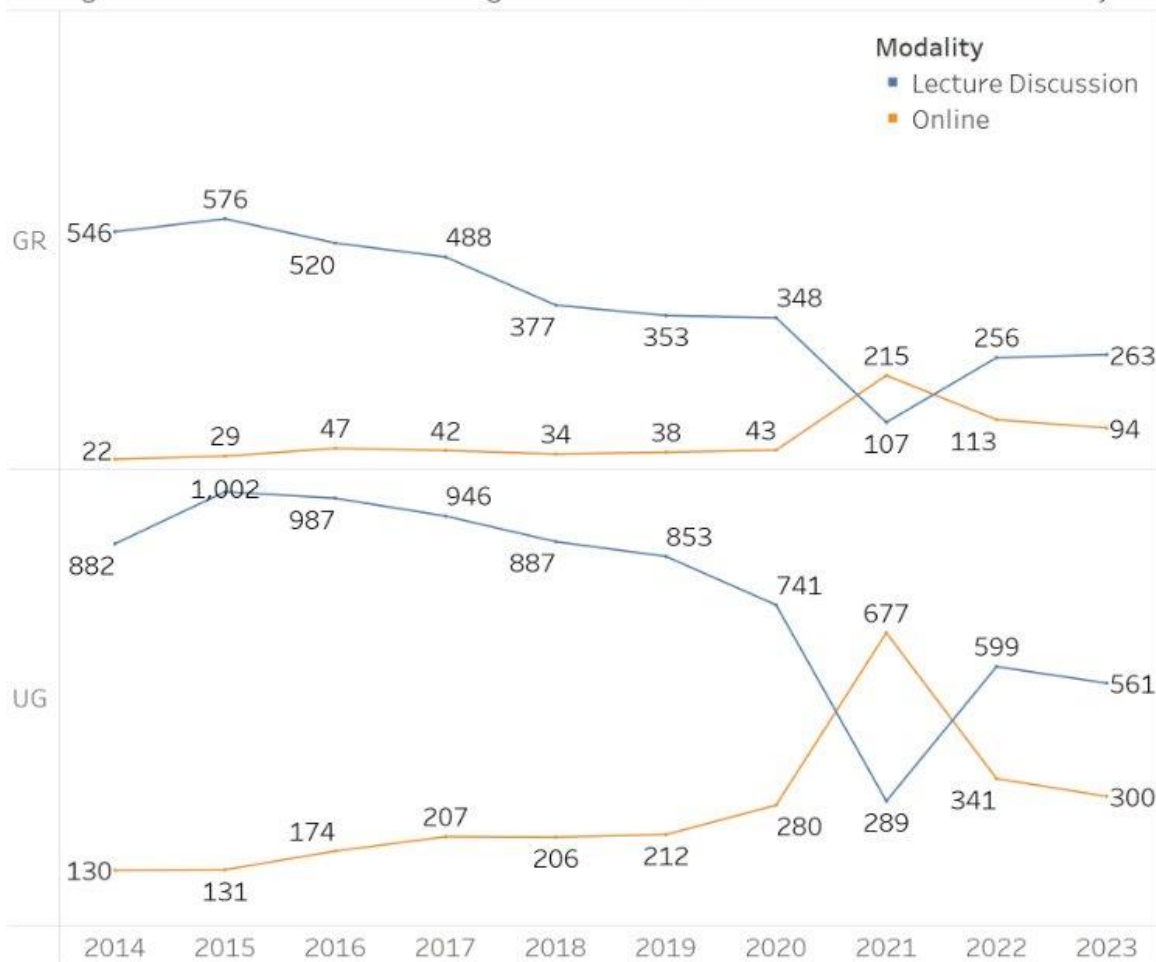


Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

College of Arts & Sciences Modality of Graduate and Undergraduate Courses, 2013-2023

The post-pandemic number of online offerings remain high for graduate classes in CAS whereas the number of online course undergraduate courses has nearly returned to pre-pandemic numbers.

College of Arts & Sciences: Undergraduate and Graduate Sections offered by Modality

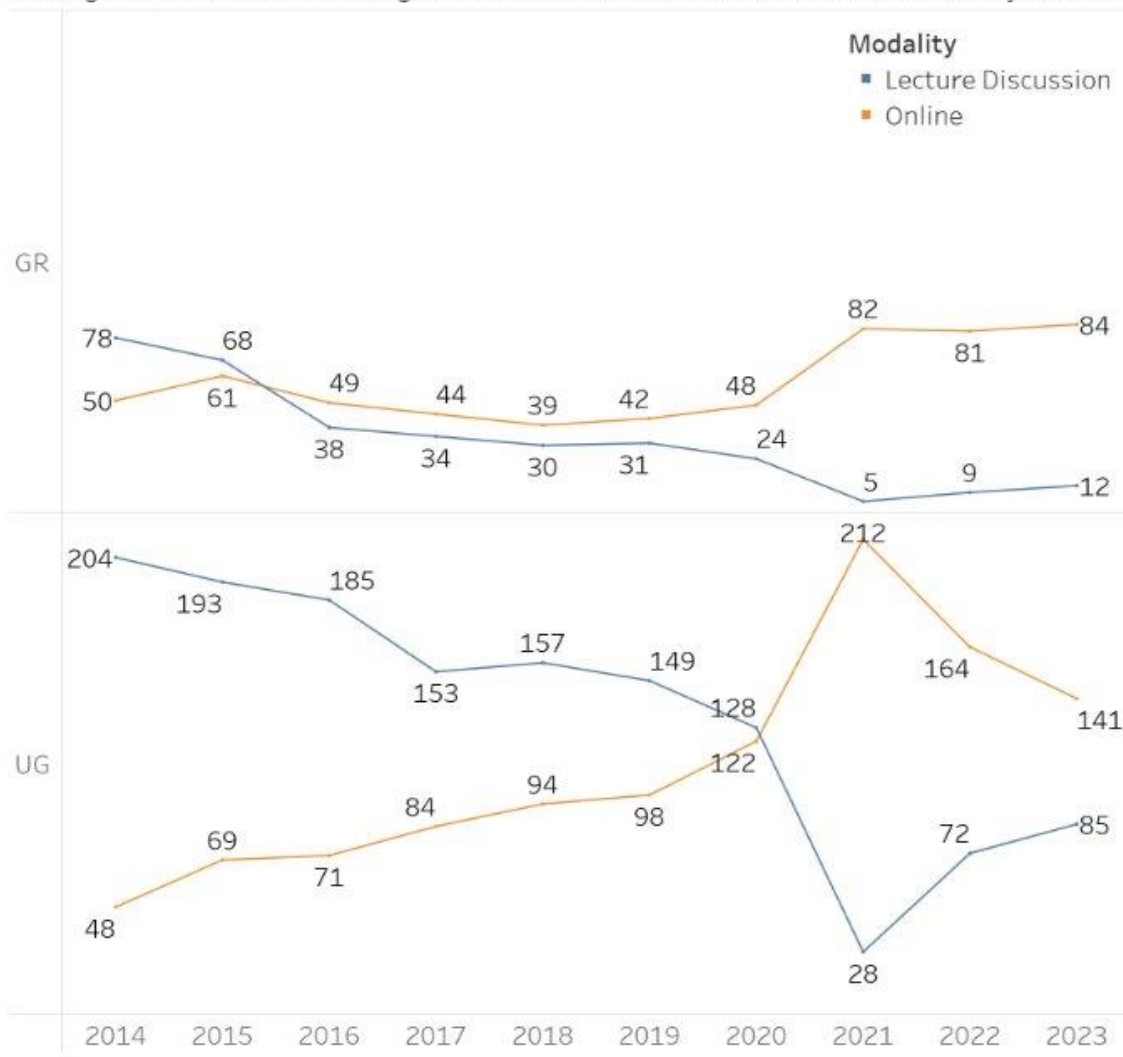


Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

College of Business Modality of Graduate and Undergraduate Courses, 2013-2023

COB has been offering a high number of online courses at the graduate level since well before the pandemic. Since the pandemic, the number of L/D graduate courses in COB has been very low. Furthermore, undergraduate courses remain predominantly online in COB since the pandemic.

College of Business: Undergraduate and Graduate Sections offered by Modality

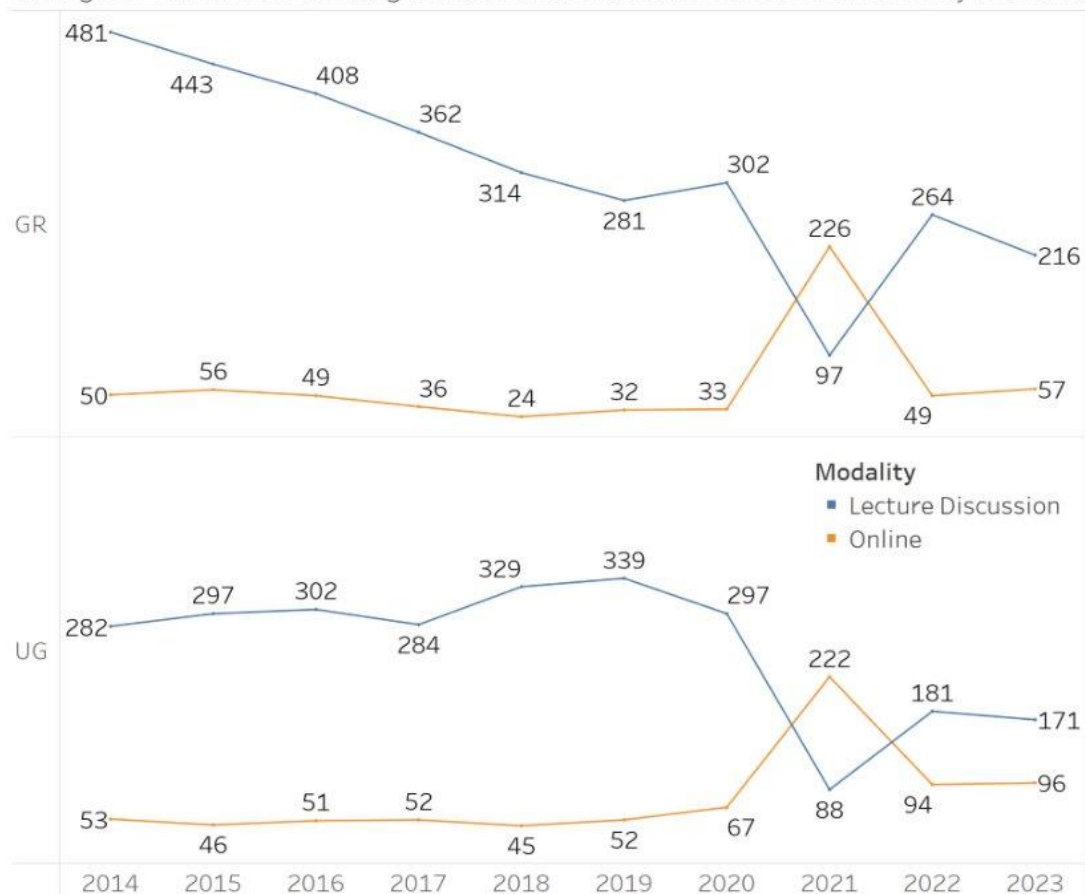


Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

College of Education and Human Development Modality of Graduate and Undergraduate Courses, 2013-2023

In COE, there has been a steady increase in online courses over the years and since the pandemic there has been a sustained increase in online offerings at both undergraduate and graduate levels.

College of Education: Undergraduate and Graduate Sections offered by Modality

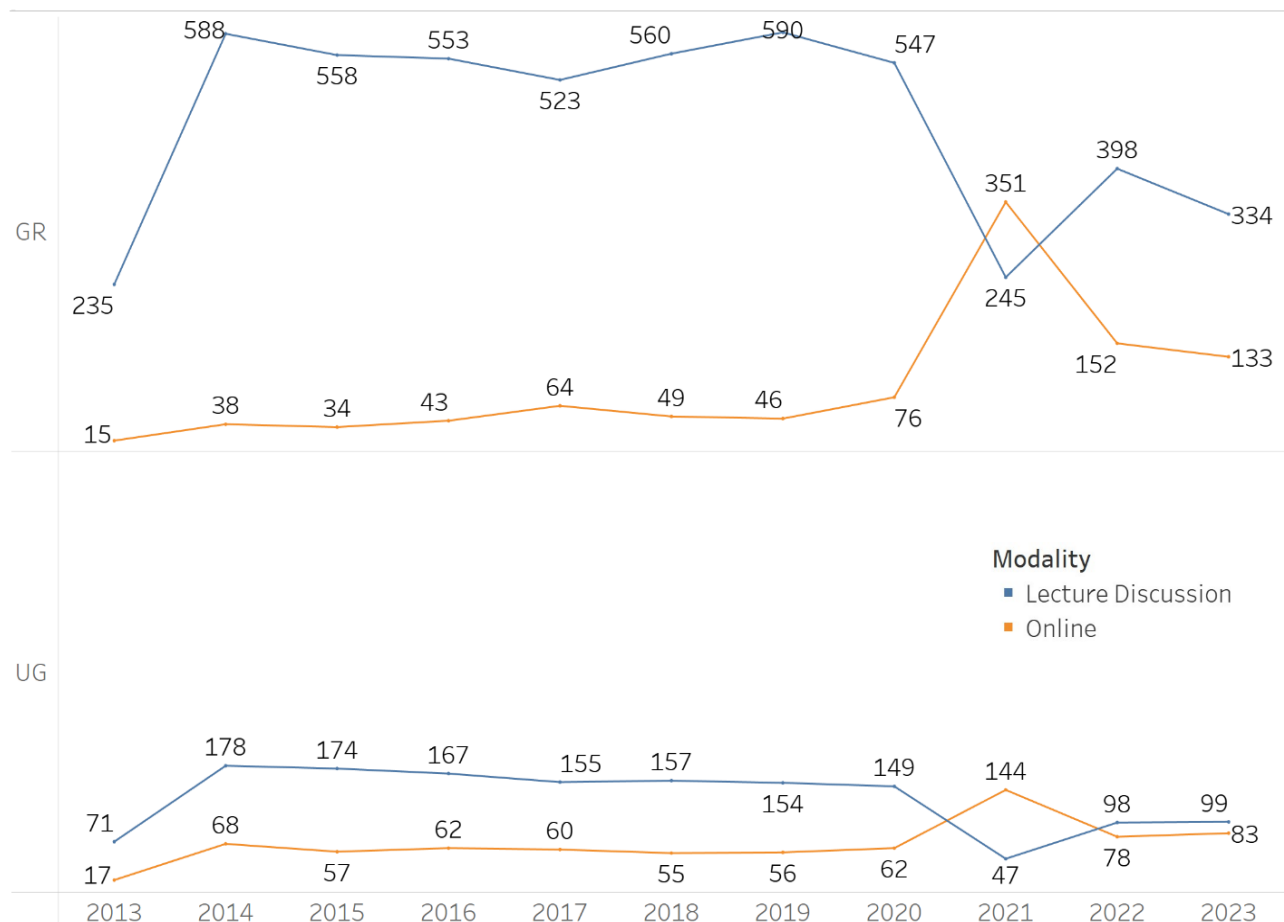


Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

College of Health & Human Services Modality of Graduate and Undergraduate Courses, 2013-2023

In CHHS, there has been a steady increase in online courses over the years and since the pandemic there has been a sustained increase in online offerings at both undergraduate and graduate levels.

College of Health and Human Services: Undergraduate and Graduate Sections offered by Modality

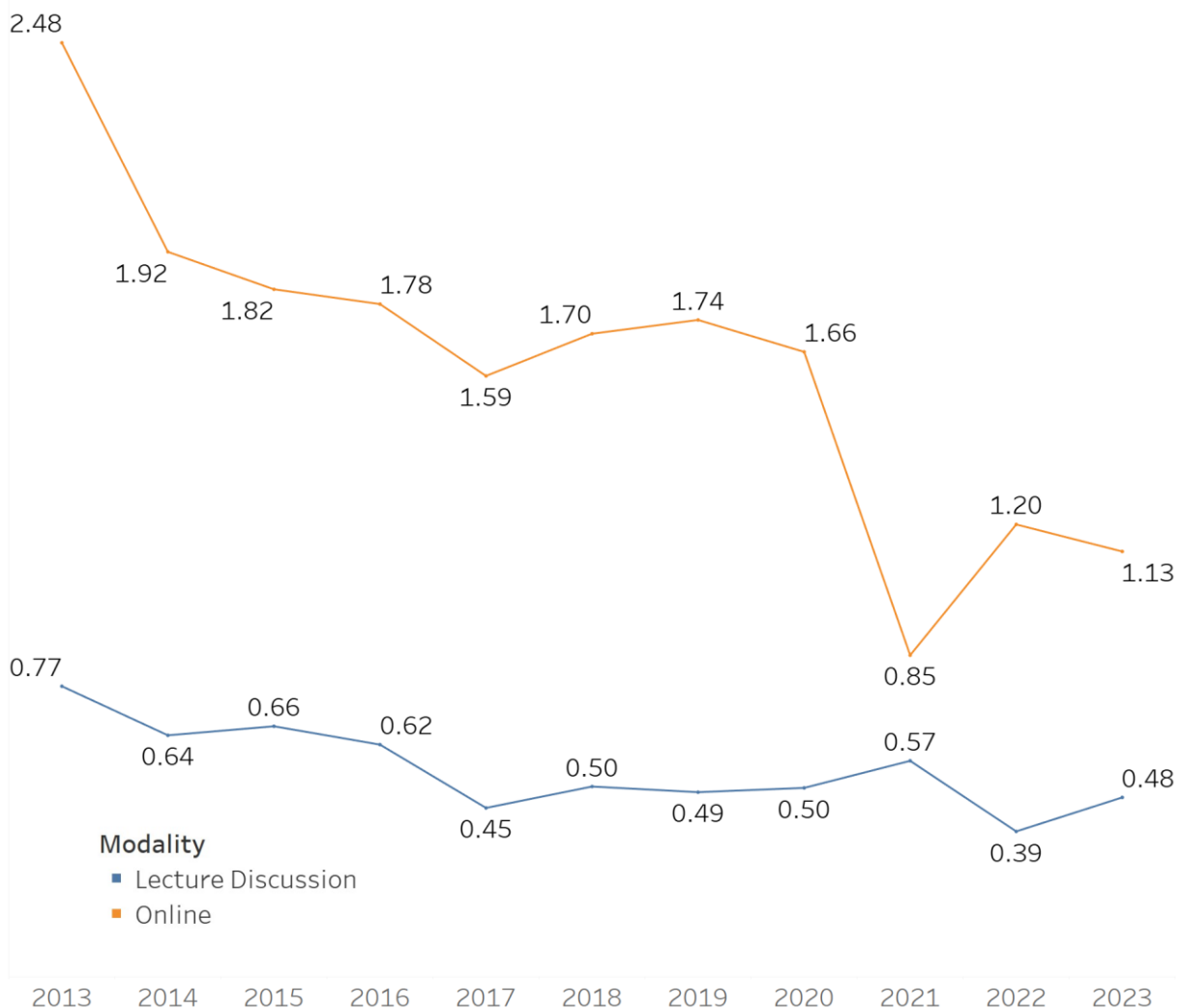


Exploring GovState Archival Data on Online vs. Lecture/Discussion Modalities

Drop Rates in L/D and Online Courses, 2013-2023

The average number of students who dropped each course were higher in online than FtF classes at GovState. However, drops have been reduced substantially in recent years, with the greatest reductions being in online courses.

Average Drop Counts for Online and Lecture Discussion Courses 2013 - 2023

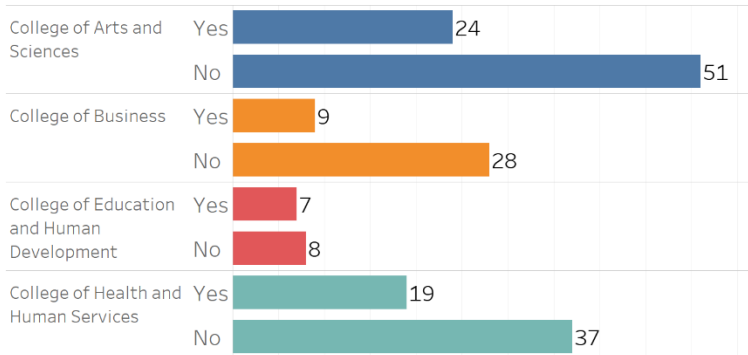


Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

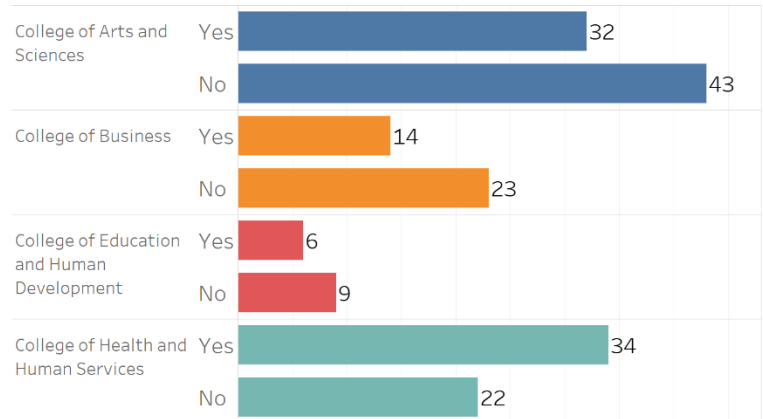
Student Preferences for Different Course Modalities by College

Students preferences for L/D, hybrid, and online varies across colleges at GovState.
Student Survey (administered 3/2024)

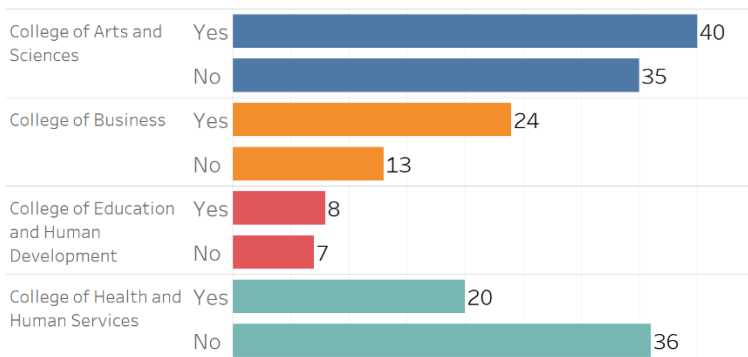
Student Preferences for Lecture Courses



Student Preferences for Hybrid Courses



Student Preferences for Online



Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

Describing Student Opinions about Different Course Modalities

Responses to an open-ended survey question on course modality preferences organized by theme.
Student Survey (administered 3/2024)

Student Opinions on Course Modality Preferences

Course Type and Level

- **Graduate Students:** Prefer a mix of in-person and online resources for specialized, independent study and research.
- **Undergraduate Students:** Prefer in-person classes for more hands-on and difficult subjects, but appreciate online options for flexibility.

Subject Matter

- **Math and Technical Subjects:** Prefer in-person instruction for better understanding of complex material.
- **Research and Labs:** In-person is favored for practical, hands-on experience.
- **Discussion-Based Courses:** Online is acceptable if the course involves more discussion or essay writing.

Learning Difficulty

- **Difficult Courses:** In-person instruction is preferred for challenging subjects to facilitate better understanding and engagement.
- **Easier Courses:** Online formats are preferred for straightforward topics, allowing for flexible scheduling.

Course Structure

- **Group Projects:** Difficult to manage online; in-person interaction is preferred.
- **Labs:** Should be conducted in person for effective learning.

Class Format

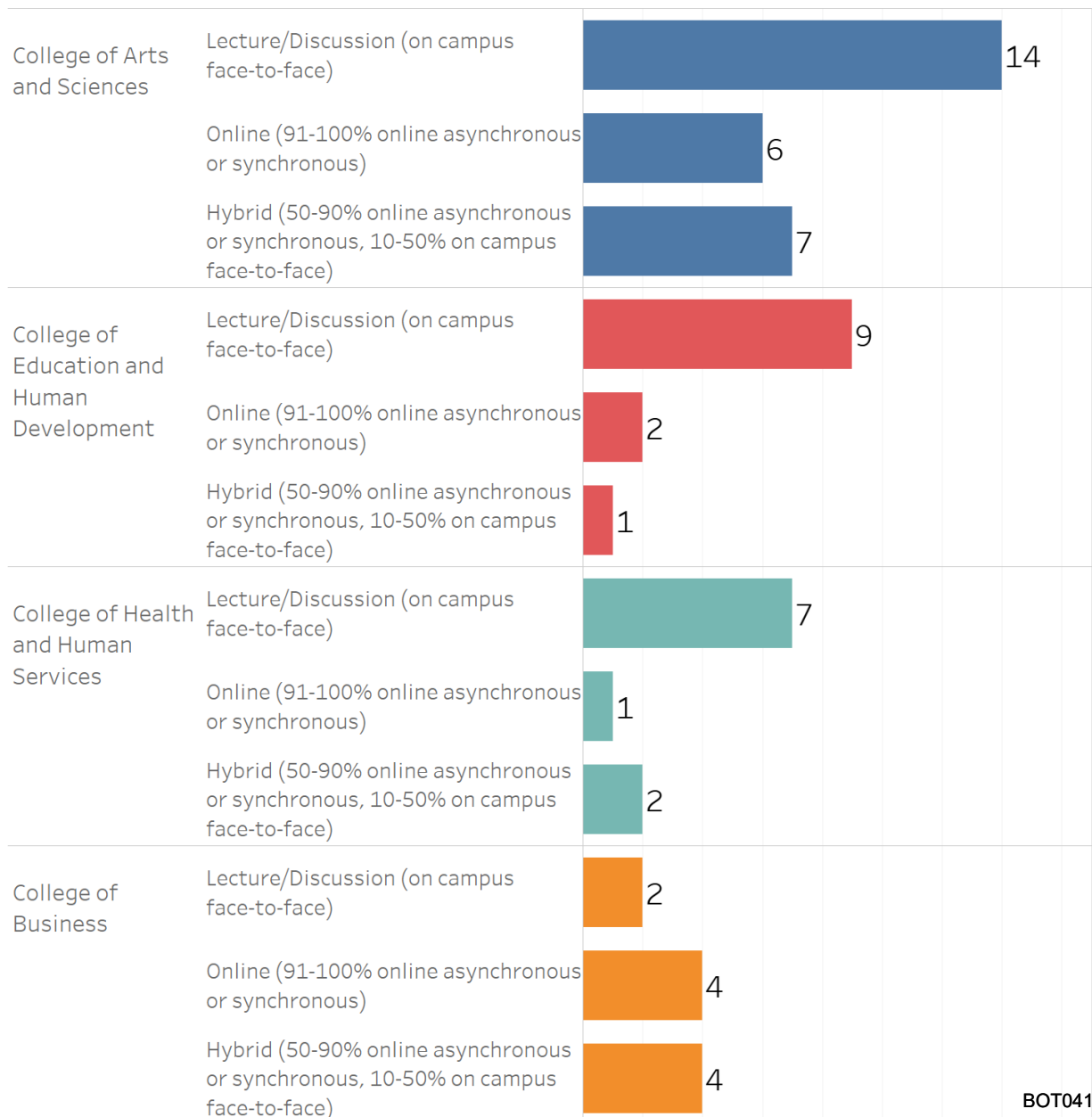
- **Lectures:** Some students prefer online for lectures, but in-person for presentations and interactive activities.
- **Discussion-Based Classes:** Online is preferred if the main format is discussion or written work.

Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

Faculty Preferences for Different Course Modalities by College

Faculty in CEHD and CHHS tend to prefer FtF over online/hybrid whereas the faculty in CAS have a nearly equal number who prefer FtF and online/hybrid. The faculty of CoB greatly prefer online/hybrid to FtF. Faculty Survey (administered 3/2024)

Faculty Modality Preferences by College



Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

Describing Faculty Opinions about Different Course Modalities

Responses to an open-ended survey question on course modality preferences organized by theme. Mixed responses about the effectiveness of different modalities for language and writing courses warrant further consideration. Faculty Survey (administered 3/2024)

Faculty Opinions on Course Modality Preferences

Course Type and Level

- **Graduate Courses:** Better suited for online or hybrid modalities due to students' better time management and self-directed learning skills.
- **Undergraduate Courses:** Often need more in-person interaction, especially for freshmen and sophomores who may lack the discipline for online learning.

Subject Matter

- **Language and Writing Courses:** May require face-to-face or hybrid modalities for effective engagement.
- **Technical Courses:** Easier to address understanding in person due to the complexity and need for hands-on learning.

Student Engagement

- **Face-to-Face Interaction:** Crucial for engagement, especially in human service fields where modeling interaction is important.
- **Graduate Student Interaction:** Essential, with a strong preference for in-person or synchronous hybrid formats.

Flexibility and Self-Directed Learning

- **Graduate Students:** More prepared for self-paced and independent learning, supporting the preference for online modalities.

Course Structure

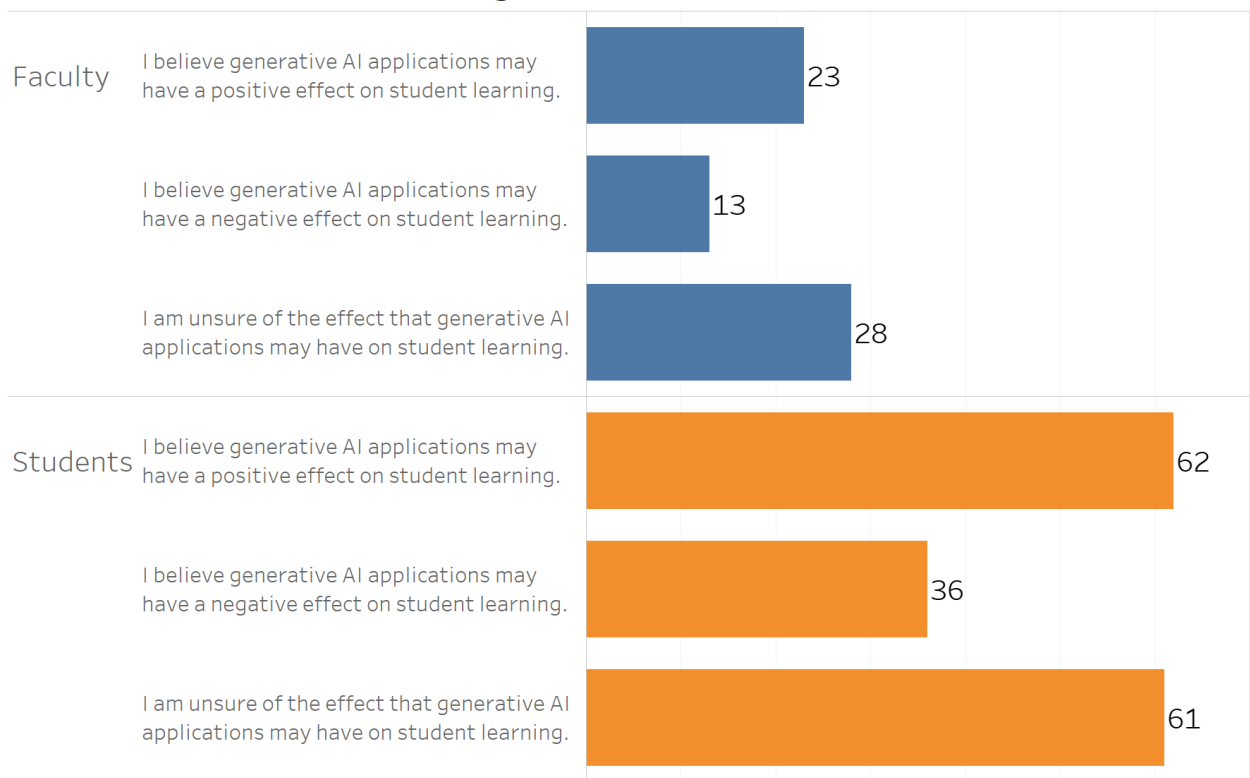
- **Hands-On Assignments:** Courses involving projects or hands-on tasks are better delivered face-to-face or in hybrid formats.
- **Writing Courses:** Can be effectively taught online if they primarily involve writing tasks.

Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

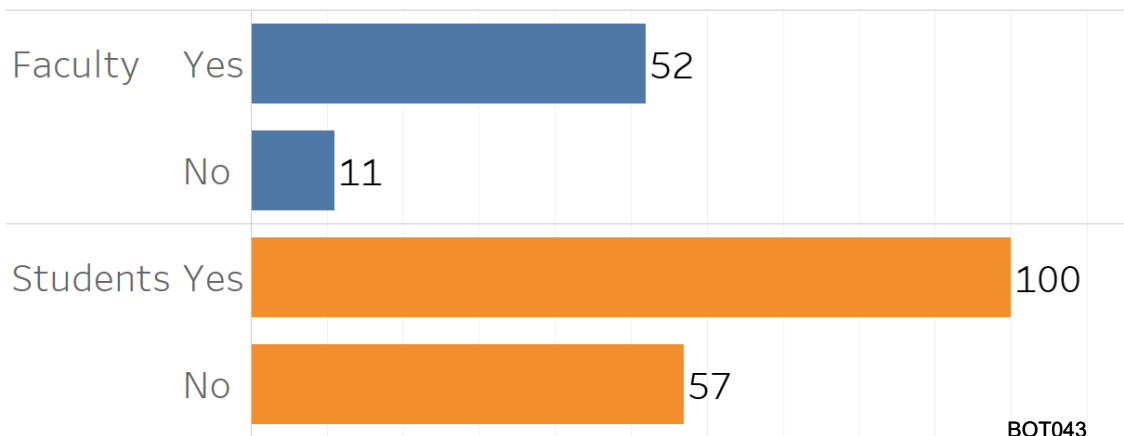
Faculty and Students Beliefs about AI and Interest in Learning about AI

Both faculty and students express uncertainty about the potential effects of generative AI but also express interest in resources related to AI. Student and Faculty Surveys (administered 3/2024)

Beliefs about AI and Learning



Interest in CTL Resources related to AI



Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

Describing Student Opinions About Grammarly

Student responses to an open-ended survey question on opinions about adopting Grammarly organized by theme. Student Survey (administered 3/2024)

Student Opinions on Grammarly

Effectiveness of Grammarly

- **Helpful Tool:** Many students find Grammarly helpful for improving writing skills, checking grammar, and enhancing overall writing quality.
- **Resourceful:** Grammarly is considered a reputable and resourceful tool that complements writing efforts without "cheating."
- **Preferred Over Other Tools:** Some students prefer Grammarly over other tools like Microsoft Word for its comprehensive editing assistance.

Accessibility and Cost

- **Cost Concerns:** The cost of Grammarly, especially for features like plagiarism checks, is a concern for some students.
- **Desire for Free Access:** Students express a desire for Grammarly to be provided free of charge by the institution.

Personal Experience

- **Positive Experiences:** Many students have positive experiences using Grammarly and would recommend it.
- **Usage for Specific Purposes:** Grammarly is used for various purposes, including proofreading, organizing thoughts, and improving resumes.

Benefits for Non-Native Speakers

- **Support for Foreign Students:** Grammarly is particularly helpful for non-native English speakers in improving their spelling and grammar.

Mixed Opinions

- **Uncertainty:** Some students have not used Grammarly and are unsure about its usefulness.
- **Skepticism:** A few students are skeptical about relying on Grammarly and AI tools in general.

Exploring Survey Data from GovState Faculty & Students on Digital Learning Issues

Describing Faculty Opinions About Grammarly

Faculty responses to an open-ended survey question on opinions about adopting Grammarly organized by theme. Faculty Survey (administered 3/2024)

Faculty Opinions on Grammarly Adoption

Relevance to Subject Matter

- **Subject-Specific Needs:** Grammarly and similar tools are not always relevant for subjects like math, where writing is not the focus.

AI and Technology Integration

- **Adapting to AI:** The need to integrate AI effectively in education to keep students competitive.
- **Concerns About AI Accuracy:** Worries about the accuracy of AI tools and their potential to provide erroneous feedback.

Utilization and Training

- **Current Usage:** Faculty's current use of these tools varies, with some already utilizing tools like Grammarly.
- **Desire for Training:** Interest in hands-on training to understand how these tools work and their potential benefits and drawbacks.

Faculty Engagement

- **Dependent on Background:** Faculty responses indicated that their level of engagement with CTL resources depends on preferences and background.

Student Support and Improvement

- **Improving Writing Skills:** Tools like Grammarly can help students improve their writing, but there are concerns about over-reliance and the potential for students to not learn grammar and writing conventions independently.
- **Supporting Diverse Skill Levels:** Tools can help bridge gaps in writing skills, allowing students to express their knowledge more effectively.

Use of Open Educational Resources at GovState

Open Educational Resources (OERs) are freely accessible, openly-licensed tools for teaching, learning, and research. These resources typically allow the freedom to use, modify, and share educational content, though some OERs do not allow for such things; therefore, it is important to understand the licensing of the product being used. OERs drastically reduce the financial burden of acquiring educational materials. OERs include textbooks, course readings, simulations, games, quizzes, assessment tools, and many other materials that support education. GovState encourages the responsible use of OERs as an important approach for pursuing its mission of offering high-quality, accessible learning opportunities.

A central advantage of OERs lies in their customizability, allowing educators to tailor materials to align closely with specific learning outcomes. For OERs to be truly effective, significant emphasis must be placed on faculty engagement. Educators play a crucial role in the successful integration and utilization of OERs. The active involvement of faculty is essential in selecting, adapting, and enhancing these resources to ensure they meet the course objectives and maintain high academic standards. Furthermore, openly-licensed materials vary substantially in their accuracy and relevancy and might have built-in biases making faculty expertise and insight a critical component of evaluating the quality of OERs.

Faculty and staff at GovState have the opportunity to contribute to the rapid circulation and continual improvement of OERs. By actively participating in the creation and refinement of OERs, faculty and staff ensure that these resources remain current and evolve in response to new educational challenges and advancements within disciplines. Participating in this ongoing process enhances these shared resources and showcases innovations and expertise within GovState, potentially attracting new students and enhancing our academic reputation. The commitment to maintaining and updating OERs can be particularly demanding, and it often goes unrewarded. Thus, incentivizing faculty and staff to contribute to the development and enhancement of OERs is a priority for GovState.

Despite the positive aspects, there are many challenges to consider when adopting OERs. Technological barriers, copyright concerns, and sustainability of the resources require careful consideration and active management. Institutional support is crucial in navigating these issues, from ensuring digital accessibility to addressing intellectual property concerns. The Center for Teaching and Learning currently supports the use of OERs, and its involvement is critical as faculty continue to utilize and grow OERs at GovState.

To maximize the potential of OERs, GovState actively supports faculty engagement with these resources. One way the university currently encourages engagement with OERs is to assist faculty who write grants to obtain funding for OER initiatives. Another way the university aids in the utilization of OER materials is through the GovState Library's Open Educational Resources page: [GovState Library Resources on OERs](#). GovState, in remaining true to its mission of accessible and excellent education, provides ongoing technical and administrative support for faculty and staff navigating the complexities involved in adapting, enhancing, and developing OERs.

Information Technology Services (ITS) & Digital Learning at GovState

Governors State University Information Technology Services (ITS) support the University technology and digital learning needs in multiple ways. This includes technology that is student, faculty, and staff facing as well as all the technology “behind the scenes” for the University to operate. ITS typically supports enterprise-wide systems of which includes the Colleague ERP (Student Information System, Financial Aid, Finance, Human Resources, Budgeting, Self-service, reporting, and integrations), Blackboard learning management system, Office 365, personal and shared folders, data center equipment, networking, telecommunications, end user computers (Windows and Macintosh), printers, and much more. ITS is primarily a support organization ensuring technology remains operational.

Key technology driving forces for Governors State University which ITS participated in are:

- 1) Technology Advisory Committee
- 2) Product Live Cycle for existing technologies
- 3) ITS research for new or replacement technologies
- 4) General requests from departments

Planning and Budget Advisory Council (PBAC) is supported by the cross-functional Technology Advisory Committee (TAC) co-chaired by the Associate Vice President for Information Technology Services and the Associate Provost /Associate Vice President for Academic Affairs, with membership comprising faculty, staff, and students. This partnership of technology expertise with academic insight ensures emerging instructional technologies are identified in timely manner and appropriately considered. A review of TAC meeting agendas and minutes and information on the University website indicated that regular recommendations are made on technology investments, including items such as classroom upgrades, robotic lab equipment, computer licenses and security cameras. Meeting agendas and minutes also confirmed that TAC annually provides PBAC with summary budget recommendations pertaining to GovState technology spending and potential future projects. GovState continues to pursue state funding for instructional design and technology for the continuity of innovation, technology infrastructure, and security designed for 21st century learning.

ITS supports many technologies used to operate the University (See Appendix H for more detail on Technology Resources and Processes at GovState). Everything from enterprise applications, to end user computers, to data center technologies, to networking, and disaster recovery. Key technologies include Microsoft Office 365, Colleague ERP, Blackboard Learning Management System, Hewlett-Packard computers (desktops, laptops, servers), Cisco technologies, HP-Aruba technologies, iVanti helpdesk, Document management, Kronos time system, and many more. All these technologies have a lifecycle,

Information Technology Services (ITS) & Digital Learning at GovState

whereby state regulations indicate they must be supported by the vendor where product updates and security patches are provided. To remain on supported technology as the product starts to reach end of life, ITS analyzes upgrades and replacement options. Some products like Blackboard required migrating from an on-premises to a cloud solution. Other products like Cisco wireless technology required replacing with HP-Aruba technology. All lifecycle upgrades and replacements are projects which requires funding, support, and many times approval of GOVSTATE's Cabinet lead by President Green.

At times ITS will conduct its own research on new technologies which it feels might improve the University operations. Technologies such as Webex, Adobe, DocuSign, and Grammarly are examples. For these new technologies requires extensive benefit analysis and funding investment by the University. Cabinet level approval is required.

Finally, at times a non-ITS department will request assistance from ITS to either research or support the implementation of new technologies. In many cases the analysis and purchase of these technologies have already been completed by the non-ITS department, where ITS involvement is one of integration and/or general assistance. The majority of all cloud systems used by GovState fall into this category where ITS does not oversee the licensing nor administration of these systems.

GovState's ITS department is one of the smallest IT departments of all State Universities. However, like all state Universities the technologies to run the University are very similar. All state universities must comply with Federal, State, and Audit requirements irrelevant to the staff size. Consequently, GovState's IT department is extremely efficient, very hard working, and extremely streamlined in support of GovState's mission of providing accessible and high quality education.



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Needs Analysis for Digital Learning Resources at GovState

Current Software Resources for Digital Learning at GovState

- **Learning Management System (LMS):** Blackboard Original (Ultra Learn Transition-*pending*)
- **Student Information System (SIS):** Ellucian Colleague
- **Web conferencing:** WebEx, Class Collaborate (formerly, Collaborate), Microsoft Teams
- **Artificial Intelligence:** Grammarly (*pending*), Microsoft Copilot
- **Video/Media:** Panopto, VoiceThread, Adobe Creative Cloud (limited site license),
- **Administrative:** Microsoft Office Suite, DocuSign, Snagit, Adobe Acrobat, Curriculumlog, 25Live, Kronos, NEOEd
- **Student Engagement:** Handshake, Inscribe, Starfish
- **Assessment:** Watermark Suite (*Student Learning & Licensure, Outcomes Assessment Projects, Faculty Success, and Planning & Self-Study-pending*), EValue (CHHS), SPSS
- **Teaching & Learning:** Respondus, Simucase (OT), ICE Videos (OT), Publisher Content: Pearson MyLab, McGraw-Hill, Elsevier, Cengage.
- **Library:** Alma (library management content system), Libguides, OPUS (online scholarship repository)



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Needs Analysis for Digital Learning Resources at GovState

Current Hardware Resources for Digital Learning at GovState

- Classrooms: PC/Webcam, RoboShot camera w/ Control panel (HyFlex classrooms only), Laser Projector, Smartboard, Wacom Board (COE selected classroom use)
- The Cube (multiple computer labs, PC/Mac workstations)
- OWL cameras (selected conference rooms only)

Current Memberships/Subscriptions for Digital Learning at GovState

- Academic Impressions: Access to digital library of professional development webinars/resources.
- Refinitiv: ESG Database for scholarly research.
- Quality Matters: Quality assurance system design to promote continuous improvement in course development; includes rubric and standards for course design.
- Panopto: Video streaming platform designed to streamline video needs and promote student engagement and interaction in the classroom.
- Watermark Suite: Multi-functional platform used for assessments and evaluation.
- GovState Star (StarFish): Student success network that connects faculty, advisors and students to campus resources and tools that promote student success.
- Inscribe: Virtual platform that gives students access to campus resources and

Needs Analysis for Digital Learning Resources at GovState

Recommendations for Technologies Desired at GovState to Advance Digital Learning

- Library: Add-on ILL system that integrates with Alma, such as Tipasa or RapidILL; this interface is for requesting physical and digital materials; quicker access to more materials, controlled digital lending.
- Subscription/access to additional OER's such as Coursera or Open Stax
- Accessibility software to support and promote teaching and learning (i.e. Blackboard Ally)
- Smartboards (Library and multiple classrooms)
- eReserves (Direct link to OER's within LMS)
- eFollett Integration (Direct link to eTextbooks within LMS)
- Qualitative Analysis Tools: NVivo, Atals.ti., Maxqda, AlphaSence or Dedoose
- Interactive Math Tools: Reflex, Open Middle, Fraction Talks, Desmos
- 3D Printers: Creating assistive technology and simulations for health sciences
- Virtual Reality software; used to facilitate communication and collaboration among students and faculty in a simulated environment



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

Needs Analysis for Digital Learning Resources at GovState

Recommendations for Future Projects at GovState to Advance Digital Learning

- HyFlex Classroom POC, Computer Refresh
- Faculty Lab Development
 - GovState Faculty lab will provide a number of useful resources to support teaching and learning pedagogy. The lab will be designed to assist faculty with integrating instructional technologies into their coursework. This includes recorded lectures, videos, simulations, assessments, and creating accessible course content.
 - The lab will include faculty computer workstations that are equipped with various software (Camtasia, Adobe Creative Cloud, Virtual Reality), AV hardware (microphone, headphones, camera monitors, HDMI for laptop connections, etc.) that enable faculty to record high-quality lectures and videos, in a space with on-demand support from CTL.
- Blackboard Ultra Learn transition: Upgrade to existing LMS; requires archiving and redevelopment of Blackboard courses; additional technology support staff to manage the scope of the project.
- Updated AI resources on CTL website that includes Generative AI policies, best practices, and free tools.

Needs Analysis for Digital Learning Resources at GovState

Summary of Needs Analysis

The infrastructure team's needs analysis and inventory assessment revealed the HyFlex classrooms and standard GovState classrooms are in need of enhancements and additional supports. High quality cameras, large monitors/displays in front and back of classrooms, and updated audio systems (microphones and speakers), are needed. Other technology needs for classrooms include more electrical outlet access or charging ports to support student technology access during class time.

Quantitative and Qualitative analysis tools such as Qualtrics, NVivo, Atals.ti, Maxqda, and AlphaSence are needed and may be used across colleges and disciplines. Generative AI tools that support both faculty and students should be shared with faculty and students as they become available.

Given the need to improve online course accessibility, a need exists to support accessible course content. Blackboard Ally provides a tool embedded within the LMS that will assist course builders with creating and adding accessible content into Blackboard and provide multiple formats for course materials.

The Technology Advisory Committee (TAC) provides ongoing evaluation of technology needs and works collaboratively to support technology needs and projects throughout the academic year. TAC consists of a subcommittee, Instructional Technology subcommittee that is developing a survey to further evaluate classroom technology experiences among faculty and students. The results from this survey will further inform technology needs at GovState.

GovState provides a variety of technological advances that support needs across campus. However, feedback from multiple stakeholders indicate that GovState should enhance the technological infrastructure to fully support contemporary teaching and learning.

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Appendix A

Steering Committee Initial Issues List for Digital Learning at GovState

Digital Learning Master Planning

Governors State University is committed to utilizing current and future technology, including Artificial Intelligence, in the pursuit of its mission of offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

Infrastructure/technology/applications Currently owned or Licensed Programs, Apps, Tech

- a. Additional functionality available within already owned products
- b. What technology/software/hardware etc. do individual academic programs need and/or want to be able to offer more online and hybrid courses and programs
 - i. Future of Hyflex classrooms
- c. What university infrastructure needs are required to become more digital friendly?
- d. What future (beyond the next few years) tech needs might be?

Curriculum (programs and courses) design and development including policy and strategy

- a. Analysis of current offerings (courses and/or programs) that are online or hybrid
 - i. Data from IR
- b. Survey of student and faculty on course or program modality wanted and/or the areas they are comfortable
- c. Evaluate “Thriving Illinois” in relation to high need jobs and the ability to offer related programs in multiple modalities
- d. Create policy and/or process that encourages multiple modalities when writing or revising a course or a program

Policy surrounding DL including AI

- a. Use of AI – New Policy needed
 - i. Academic Dishonesty Policy will need to change
 - ii. Plagiarism Policy will need to change
 - iii. Additional Policies that need to change?

Appendix B

Charters for DLMP Working Teams

Policy Team Charter:

Team Name: DLMP Working Team 3: Policy

Team Leader: Steve Wagner

Date completed: 12/12/23

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader University strategy and goals. The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, resources needed and strategies for goal accomplishment. Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

Developing a proposed AI policy for GovState to be submitted to the institution's shared governance process for policy approval. Investigating policy needs associated artificial intelligence and digital learning at GovState that can be integrated into shared governance endeavors the institution addressing policies.

2. Decision-making Context and Scope (*What level of decision-making authority does this team hold?*)

Making recommendations to institutional leaders and providing analyses to inform shared governance

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? i.e. what will they do?*)

Short-term Goal – Develop a proposed AI Policy to be forwarded to the Institutional Policy Committee by January 31, 2024

Mid-term Goal – Analyze implications of the proposed AI policy for other GovState Policies

- Discuss implications of the proposed AI policy for Academy Honesty Policy (Policy 24), Student Conduct Policy (Policy 4), Fair Use of Copyrighted Works for Education and Research (Policy 62), Research and Scholarship (Policy 55), and other GovState policies.

Long-term Goal – Share recommendations about proposed policy changes associated with digital learning needs at end of the academic year with Faculty Senate, President's Cabinet, BOT in May 2024

Appendix B

Charters for DLMP Working Teams

Policy Team Charter (continued)

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

Faculty are a key stakeholder group because they need the support of policies to inform them of institutional standards and guide them in the use of emerging digital learning technologies, like AI. Policies associated with technologies for digital learning can also greatly influence the student experience and access to learning, and they are also a key stakeholder group. Academic leaders, like Deans and Program Directors, are a key stakeholder group and they need clear policies to lead their colleges and programs.

5. Resources Needed (*both people and budget*)

Graduate assistant to maintain resources

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

The first option for troubleshooting is the team leader. The second option for troubleshooting is Stephen Wagner (swagner2@govst.edu), the Faculty Senate President. The third option for troubleshooting is Provost Schneller (bschneller@govst.edu).

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Institutional Policy Committee, DLMP Curriculum Working Team, DLMP Infrastructure Working Team, Dean of Student, DLMP Steering Committee

8. Review Progress (*How and when will the work of this team be reviewed?*)

Stephen Wagner, Faculty Senate President, will review team progress and provide periodic feedback.

9. Team Leader, Current Members, and Membership Specifications (*Are team members appointed? Volunteers? Is team membership permanent? Term-limited?*)

The DLMP Taskforce is meant to conclude its work by the end of the 2023-24 AY.

Members: Steve Wagner (Team Leader), Jim Vining, Walter Henne, Lisa Helm, and Ujvala Rajadhyaksha

Appendix B

Charters for DLMP Working Teams

Curriculum Team Charter:

Team Name: DLMP Working Team 2: Curriculum

Team Leader: Katherine Carl

Date completed: 12/12/23

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader University strategy and goals. The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, resources needed and strategies for goal accomplishment. Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

Investigate faculty and student preferences for learning in different modalities and digital learning technologies using archival institutional data and survey responses. Analyzing the GovState's syllabus statement on AI and it's alignment with a proposed AI Policy. Examining and proposing changes to curricular policies and practices to facilitate multiple modalities when writing or revising a course or a program.

2. Decision-making Context and Scope (*What level of decision-making authority does this team hold?*)

Making recommendations to institutional leaders and providing analyses to inform shared governance

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? i.e. what will they do?*)

Short-term Goal – Research faculty and student preferences for courses in different modalities (FtF, hybrid, online synchronous, online asynchronous) with recent archival enrollment data and survey data of faculty and students.

Mid-term Goal 1 – Analyze implications of the proposed AI policy for GovState's syllabus statement on AI

- Discuss implications of the proposed AI policy (from DLMP Policy Working Team, ETA 2/1/24) for the syllabus statement on AI. Forward analysis of syllabus statement to University Curriculum Committee on 3/1/24.

Mid-term Goal 2 – Investigate how curriculum policies and practices might be updated to facilitate demand for multi-model course offerings and alignment with external opportunities to enhance the impact of learning at GovState (e.g., Thriving Illinois program for high demand jobs).

Long-term Goal – Share recommendations about proposed policy changes associated with digital learning needs at end of the academic year with Faculty Senate, President's Cabinet, BOT in May 2024 meetings

Appendix B

Charters for DLMP Working Teams

Curriculum Team Charter (continued):

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

Academic leaders, like Deans and Program Directors, are a key stakeholder group and they need clear information on student and faculty preferences for different instructional modalities to guide course offerings and program development. Both faculty and students are key stakeholders as those most closely connected to GovState's curriculum and the process of learning in multiple modalities.

5. Resources Needed (*both people and budget*)

Institutional Research Support, Survey, Graduate Assistant, Registration (data - success rates), software for qualitative analysis (Nvivo), admissions counselors, advisors, chairs, programs directors (prospective student perspective), UCC

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

The first option for troubleshooting is the team leader. The second option for troubleshooting is Stephen Wagner (swagner2@govst.edu), the Faculty Senate President. The third option for troubleshooting is Provost Schneller (bschneller@govst.edu).

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Admissions counselors, advisors, chairs, programs directors (prospective student perspective), UCC, Institutional Research, DLMP Work teams (infrastructure, policy), steering committee, office of international services, library

8. Review Progress (*How and when will the work of this team be reviewed?*)

Stephen Wagner, Faculty Senate President, will review team progress and provide periodic feedback.

9. Team Leader, Current Members, and Membership Specifications (*Are team members appointed? Volunteers? Is team membership permanent? Term-limited?*)

The DLMP Taskforce is meant to conclude its work by the end of the 2023-24 AY.

David Green, Katherine Carl (lead), Lisa Helm, Chris Greiner, Li-Wei Peng, and Brad Smith.

10. List the major team accomplishments over the past year. (2023/2024)

11. Please describe any current challenges the team is facing.

Time constraints, constantly changing tools and definitions, diversity perspectives about online learning and AI, being selective about the data we use

Appendix B

Charters for DLMP Working Teams

Infrastructure Team Charter:

Team Name: DLMP Working Team 1: Infrastructure

Team Leader: Nikki LaGrone

Date completed: 12/13/23

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader University strategy and goals. The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, resources needed and strategies for goal accomplishment. Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

Investigating technology needs associated digital learning at GovState that can be integrated into planning endeavors throughout the institution, including decisions about infrastructure, and budget proposal processes.

2. Decision-making Context and Scope (*What level of decision-making authority does this team hold?*)

Making recommendations to institutional leaders and providing analyses to inform shared governance

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? i.e. what will they do?*)

Short-term Goal – Analyze GovState infrastructure resources and GovState infrastructure needs to match demands for digital learning and developments in digital learning, such as Artificial Intelligence

Mid-term Goal – Share recommendations about infrastructure for digital learning needs at the Deans Council in Mid-February

Academic leaders present budget proposals at PBAC in the latter half of March. Thus, if they can receive information of technology needs a month prior they can integrate information about technology needs into their proposals

Long-term Goal – Share recommendations about digital learning needs at end of the academic year with Faculty Senate, President's Cabinet, BOT in May 2024

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

Academic leaders, like Deans and Program Directors, are a key stakeholder group and they need information about technology resources needed within the institution to include in budget proposals. Faculty need technology resources to effectively deliver digital learning and are also a key stakeholder group. The technology infrastructure for digital learning often determines the student experience and student access to learning, and they are also a key stakeholder group.

Appendix B

Charters for DLMP Working Teams

Infrastructure Team Charter (continued):

5. Resources Needed (*both people and budget*)

Graduate Assistant, Procurement personnel, Digital Media (Novia Pagone), Josh Young (DLMD), School of Extended Learning, Others from ITS - Ashley C., Ed Bockman – first-hand knowledge of classroom set ups

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

The first option for troubleshooting is the team leader. The second option for troubleshooting is Stephen Wagner (swagner2@govst.edu), the Faculty Senate President. The third option for troubleshooting is Provost Schneller (bschneller@govst.edu).

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Procurement personnel, Digital Media (Novia Pagone), Josh Young (DLMD), School of Extended Learning, Ashley C., Others from ITS - Ed Bockman – first-hand knowledge of classroom set ups

8. Review Progress (*How and when will the work of this team be reviewed?*)

Stephen Wagner, Faculty Senate President, will review team progress and provide periodic feedback.

9. Team Leader, Current Members, and Membership Specifications (*Are team members appointed? Volunteers? Is team membership permanent? Term-limited?*)

The DLMP Taskforce is meant to conclude its work by the end of the 2023-24 AY.

Members: Nikki LaGrone (Team Leader), Chuck Pustz, Carlos Ferran, Frank Czuba, Steve Hyzny, Isaac Lee, Jan Figa

10. List the major team accomplishments over the past year. (2023/2024)

11. Please describe any current challenges the team is facing.

Time-demand, Coordinate, specific items

Appendix C

New GovState Policy on the Use of Generative AI

Governors State University

Use of Generative Artificial Intelligence

Policy 94

I. Purpose

Governors State University (GSU) is committed to utilizing current and future technology, including Artificial Intelligence (AI), in the pursuit of its mission of offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society. The use of generative AI has implications for the university's community standards pertaining to academic pursuits, including fulfilling academic requirements and scholarship/creative endeavors. This policy is meant to describe how decisions about the use of generative AI should be made, as well as present guidelines on the appropriate and inappropriate uses of generative AI. Principles of academic freedom and responsibility described in GSU's Board of Trustees Governing Policies are primary considerations for the standards of the use of generative AI at Governors State University. Consistent with these principles, decisions about the use of generative AI are made by the individual faculty members responsible for the pursuit of excellence in instruction and scholarship/creative endeavors. However, common considerations of integrity and fairness also exist across academic disciplines that are relevant to the use of generative AI. Accordingly, this policy also provides guidelines for promoting academic honesty and managing risks associated with the use of generative AI.

II. Definitions

AI is a rapidly developing technology involving many terms that may be novel to those with limited experience working with it. As the implications of generative AI for higher education broaden, a clear understanding of terms associated with AI is important for accurate consideration of standards for its use. Listed below are key definitions for understanding generative AI.

- a. "Artificial Intelligence" (AI) is a form of technology that allows machines to mimic a range of sophisticated human skills.
- b. "Machine Learning" (ML) is a branch of AI that enables computers to acquire knowledge and improve from experience without the need for specific programming.
- c. "Generative AI" is a subset of ML technologies that can use the data it has been trained on to create new content, such as writing, images, audio, and video. Commonly used applications of generative AI include ChatGPT, Microsoft Copilot, and Google Gemini.

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New GovState Policy on the Use of Generative AI

- d. “Artificial General Intelligence” (AGI) is a conceptualization of technology possessing autonomous sentience that most AI experts agree has yet to be achieved. AGI is distinct from generative AI and these terms should not be confused or conflated with one another.

III. Use of Generative AI

a. Policy Scope

1. Description

This policy is specifically designed for decisions of using generative AI in academic pursuits, such as fulfilling academic requirements and scholarship/creative endeavors. This policy is intended to be consistent with the Board of Trustees Governing Policies and their statements on academic freedom and responsibility which supports the notion that the discretion to use generative AI appropriately rests with the faculty members, who are dedicated to fostering high standards in education and research or creative activities. This approach is in harmony with their role in upholding the highest standards of teaching and advancing scholarship or creative pursuits. This policy is also intended to be consistent with other GSU policies pertaining to academic pursuits, including but not limited to policies on Academic Honesty (Policy 24) and Research and Scholarship (Policy 52).

There are many non-academic pursuits for which generative AI may be used, including personal communications, internal business communications, and works not intended for fulfilling academic requirements or academic publication or presentation. Such non-academic pursuits are beyond the scope of this policy.

2. Sanctions

Any sanctions for inappropriate use of generative AI will be determined by the application of existing policies associated with specific aspects of misconduct in academic pursuits, including Student Conduct (Policy 4), Academic Honesty (Policy 24), Anti-Discrimination, Harassment, and Retaliation Policy (Policy 52), Research and Scholarship (Policy 55), Fair Use of Copyrighted Works for Education and Research (Policy 62), and Responding to Allegations of Research Misconduct (Policy 71).

b. Faculty Academic Freedom and Responsibility and the Use of Generative AI

Principles of academic freedom and responsibility described in GSU’s Board of Trustees Governing Policies recognize faculty as experts in their disciplines with an obligation for upholding the integrity and quality of their academic programs. Faculty are responsible for staying current in their disciplines and as the use of

Appendix C

New GovState Policy on the Use of Generative AI

generative AI proliferates within various academic domains faculty have the obligation to guide its use in educational pursuits in accordance with the standards within their respective disciplines. Technological advances, like generative AI, need to be accessible to faculty and students so that they may apply them to their respective disciplines. Moreover, all members of the academic community have an obligation to promote and protect intellectual honesty and freedom of inquiry while fostering an environment for learning that supports individual rights and maintains the dignity of others. As generative AI is integrated into processes of inquiry and creative expression within various disciplines, considerations of its appropriate and inappropriate use must be guided by disciplinary expertise and the pursuit of excellence and integrity for instruction and scholarship/creative endeavors.

c. Academic Honesty and the Use of Generative AI

Ethical standards for maintaining the integrity of academic pursuits are described in Policy 24: Academic Honesty which “pertains to all methods of fulfilling academic requirements at Governors State University”, including the use of generative AI (see also Policy 4: Student Conduct). In accordance with these standards, students may use generative AI tools with instructor’s permission. It should not be stated or implied that the output of generative AI is a person’s own work. Direct quotation of material from generative AI should be enclosed in quotation marks or otherwise set off, and the generative AI source should be acknowledged. Paraphrasing of material from generative AI should also acknowledge the generative AI source used. The content produced by generative AI applications may not adequately cite its source material and therefore may not adequately fulfill academic requirements for using the ideas and works of others. Those using generative AI should seek to identify primary sources used in the content it provides and confirm the accuracy of these citations.

d. Managing Risks Associated with the Use of Generative AI

i. Ensuring the Veracity of Generative AI Output

While generative AI is often effective at generating content, it also is prone to creating inaccurate outputs, a process commonly described as “hallucinating”. For instance, generative AI can fabricate details in its outputs. Mitigating risks of inaccuracies is therefore a key consideration for the use of generative AI. Prudent selection of generative AI products is one method of ensuring the veracity of generative AI output. Transparency about key components of the AI process enables the prioritization of products with features that minimize the risk of “hallucinating”, including training the AI on high-quality, diverse, and accurate data sources and using algorithms designed to fact-check output. Furthermore, users of generative AI should be aware of the limitations of the specific tool being used and critically evaluate its output by cross-verifying it with independent sources that are trusted and authoritative.

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New GovState Policy on the Use of Generative AI

ii. Data Privacy Risks

The use of generative AI can pose a number of risks to the privacy rights of students and due consideration should be given to using generative AI in a manner that protects student privacy. Using generative AI to tailor individual student learning experiences might capture data on student academic performance or other data for which privacy is protected (e.g., status of learning disabilities or mental health). Thus, AI products used in academic pursuits should have transparent disclosures about data use that ensure robust data protection measures that comply with GSU's standards for data privacy (see Policy 61: Privacy, Legal Notices, and Security Notification), as well as applicable privacy laws and regulations and best practices for using personal data.

iii. Data Bias Risks

The process of training generative AI systems can produce biased results when they involve historically biased or unrepresentative datasets. Mitigating the risks of such bias should be a primary consideration for the application of generative AI in aspects of education that include but are not limited to (see also Policy 52: Anti-Discrimination, Harassment, and Retaliation Policy):

- Application and admission to the University;
- Treatment in the classroom;
- Academic activities external to the classroom;

The development, deployment, and evaluation processes for generative AI systems within the scope of this policy should seek feedback from a broad range of stakeholders. Identifying generative AI products that are transparent and make the criteria and algorithms used by the AI clear to users can aid in mitigating risks of data bias. Users of generative AI should seek products that take measures to mitigate bias, such as (1) training the generative AI on data that is representative of various demographic groups and geographic locations, (2) using algorithms designed to detect and mitigate bias in AI systems, (3) implementing regular, third-party audits that help to identify and correct biases, and (4) employing user feedback mechanisms to identify and redress potential bias.

iv. Copyrighted Works and Generative AI

By using generative AI products that clearly disclose their data sources and algorithmic processes, users can more easily identify and mitigate risks associated with copyright infringement. Use of generative AI should be in accordance with the University policy on the "Fair Use of Copyrighted Works for Education and Research" (Policy 62) and

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New GovState Policy on the Use of Generative AI

intellectual property laws of the United States. Use of generative AI can produce content that is derivative of copyrighted material and potentially infringes on the original copyright. Standards of Fair Use allow students, educators, and researchers to use copyrighted materials for learning and knowledge advancement in ways that might otherwise infringe on copyright laws. Users of generative AI should be mindful of the evolution of legal precedents associated with the use of generative AI, including those associated with Fair Use.

e. Research Integrity and the Use of Generative AI

Ethical standards for maintaining the integrity of research and scholarship are outlined in Policy 55: Research and Scholarship. Key components of Policy 55 are assurance of open scholarly exchange and academic freedom which must be upheld and extended to include the use of generative AI. While academic freedom is a primary consideration for the use of generative AI, it should not be misconstrued as justifying academic misconduct (see also Policy 71: Responding to Allegation of Research Misconduct). Aspects of academic misconduct pertinent to the use of generative AI include, but are not limited to:

- Fabrication or falsification of data with generative AI to deliberately report false results;
- Confidential data, including non-public research data, may not be submitted to generative AI tools when such submission could expose sensitive, private, or proprietary information;
- Unacknowledged appropriation of the work of others with generative AI, including plagiarism.

Researchers assure appropriate use of generative AI primarily by self-regulation and by individual adherence to ethical codes and standards within their disciplines of expertise. Professional associations may have ethical codes and guidelines for the use of generative AI in the conduct of research; university personnel are expected to comply with such standards.

IV. Related Policies

Governors State University (2021). Student Conduct (Policy 4).

Governors State University (1983). Academic Honesty (Policy 24).

Governors State University (2022). Anti-Discrimination, Harassment, and Retaliation Policy (Policy 52).

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New GovState Policy on the Use of Generative AI

Governors State University (2006). Privacy, Legal Notices, and Security Notification (Policy 61).

Governors State University (2004). Fair Use of Copyrighted Works for Education and Research (Policy 62).

Governors State University (2015). Responding to Allegation of Research Misconduct (Policy 71).

Governors State University Board of Trustees (2021). Governing Policies.

V. Acknowledgements/References

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Appendix D

New Syllabus Language on the Use of Generative AI

Proposed New Syllabus Language for Use of Generative AI

Instructions and guidance are provided in green. When using this template to construct your syllabus, please remove all green text before submitting for review.

Text in black is REQUIRED. **Text in blue refers to OPTIONAL categories/material.**

University Statement on the Use of Generative AI

At Governors State University, we acknowledge the growing impact of artificial intelligence (AI) on education and strive to create a learning environment that promotes innovation, academic integrity, and responsible use of technology. It is important to recognize that the AI policy may not be uniform across all Governors State University courses; students are obligated to comply with the specific rules governing each course they are enrolled in. More information on appropriate use of generative AI is located on the Governors State University Library website: [GovState Library Resources on Using Generative AI](#).

Example of Syllabus Language Restricting the Use of AI

Use of Generative AI is **Restricted** in this Class:

For this course, all assessment submissions must be students' original work, except for approved collaborative efforts, which must accurately reflect the efforts of all contributors. Students are NOT allowed to use any generative AI technology (ChatGPT, Gemini, etc.) to assist with assessments. Such violations will be treated as academic dishonesty.

Example of Syllabus Language Permitting the Use of AI

Appropriate Use of Generative AI is **Encouraged** in this Class:

In this course, the use of generative AI tools (ChatGPT, Gemini, etc.) for completing assessments is supported, provided that such use is duly recognized and cited. Citations should follow the most up-to-date guidelines for the citation style (APA, MLA, etc.). Students are responsible for ensuring that the generative AI contributions are pertinent and accurate before submission.

Example of Mixed Language on Restricting/Permitting the Use of AI

Use of Generative AI is **Permitted on Specific Assignments** but Otherwise Restricted:

In this course, specific assessments may allow or suggest the employment of generative AI technologies (ChatGPT, Gemini, etc.). However, unless explicitly mentioned in an assessment, the assumption should be that these tools are not permitted. Proper acknowledgment and citation are required for any use of generative AI tools. Citations should follow the most up-to-date guidelines for the citation style (APA, MLA, etc.). Students are responsible for ensuring the outputs of generative AI used are valid and applicable.

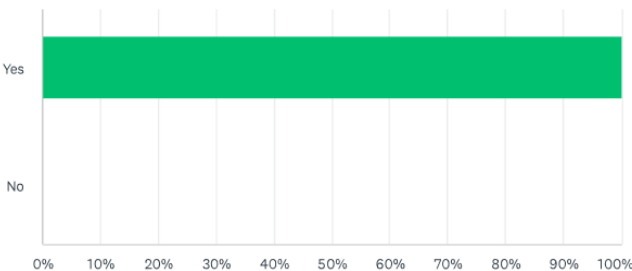
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q1 Statement of ConsentI am 18 years of age or older and have read, understood, and received a copy of the above information and consent and desire of my own free will to take this survey. If you consent, click on the "I Agree" button below to enter the study. Otherwise, if you do not consent, exit your browser.

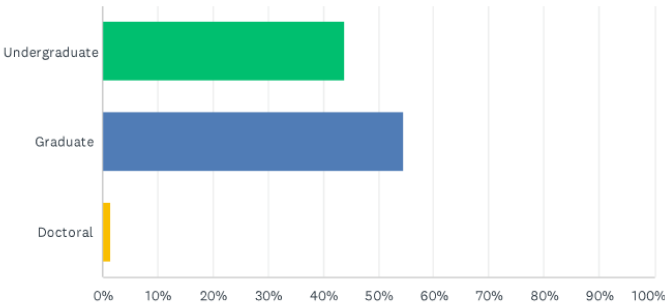
Answered: 220 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	220
No	0.00%	0
TOTAL		220

Q2 Indicate your university status.

Answered: 198 Skipped: 22



ANSWER CHOICES	RESPONSES	
Undergraduate	43.94%	87
Graduate	54.55%	108
Doctoral	1.52%	3
TOTAL		198

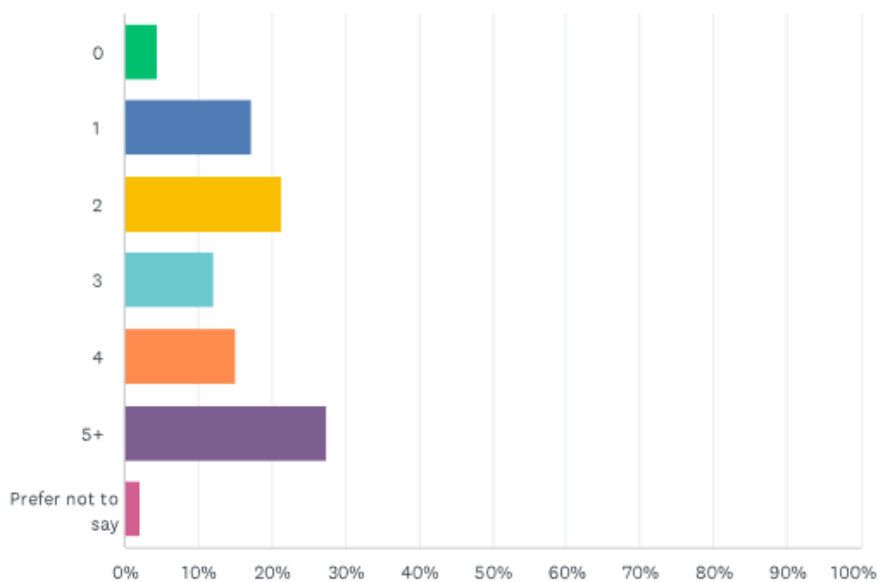
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q3 Indicate the number of years you have been pursuing higher education.

Answered: 197 Skipped: 23



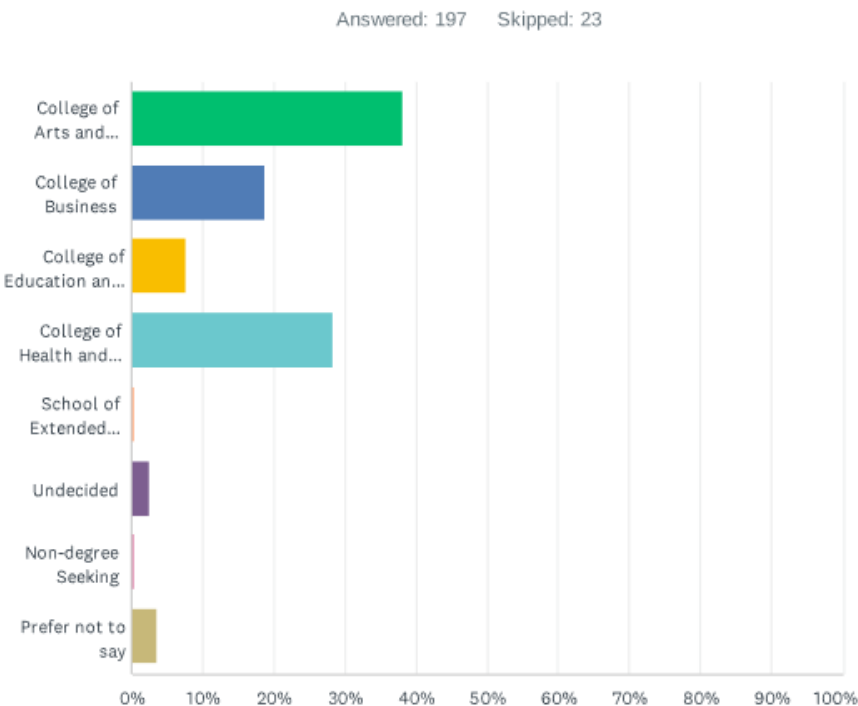
ANSWER CHOICES	RESPONSES	
0	4.57%	9
1	17.26%	34
2	21.32%	42
3	12.18%	24
4	15.23%	30
5+	27.41%	54
Prefer not to say	2.03%	4
TOTAL		197

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q4 Indicate the college / unit in which you are pursuing your degree at GSU.



ANSWER CHOICES	RESPONSES	
College of Arts and Sciences	38.07%	75
College of Business	18.78%	37
College of Education and Human Development	7.61%	15
College of Health and Human Services	28.43%	56
School of Extended Learning	0.51%	1
Undecided	2.54%	5
Non-degree Seeking	0.51%	1
Prefer not to say	3.55%	7
TOTAL		197

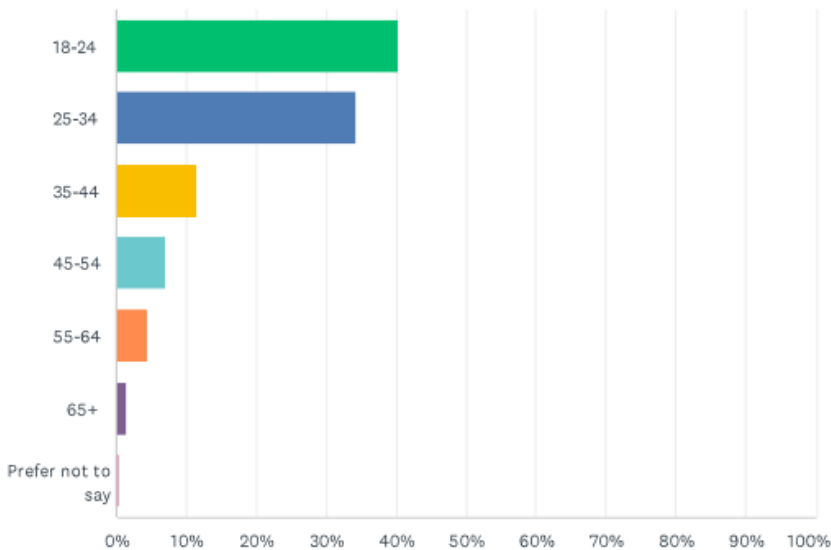
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q5 Indicate your age.

Answered: 198 Skipped: 22

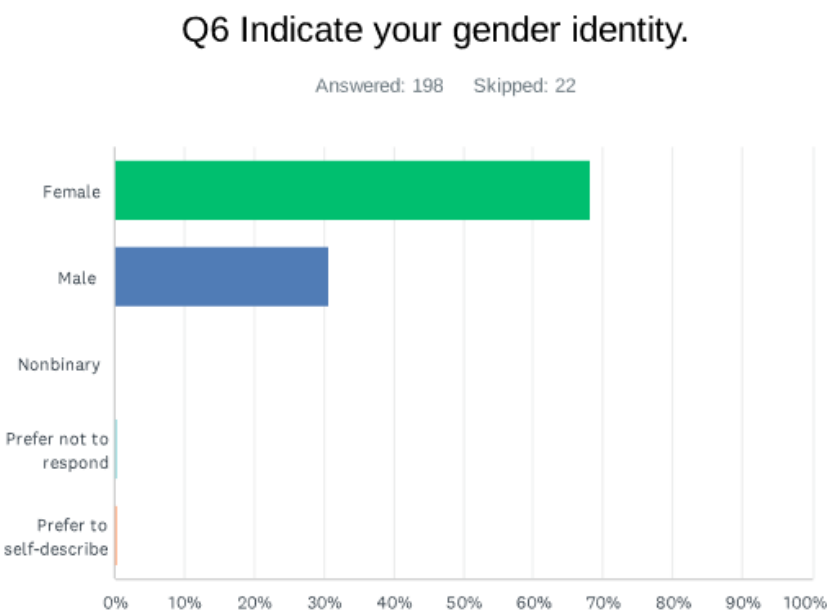


ANSWER CHOICES	RESPONSES	
18-24	40.40%	80
25-34	34.34%	68
35-44	11.62%	23
45-54	7.07%	14
55-64	4.55%	9
65+	1.52%	3
Prefer not to say	0.51%	1
TOTAL		198

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)



ANSWER CHOICES	RESPONSES	
Female	68.18%	135
Male	30.81%	61
Nonbinary	0.00%	0
Prefer not to respond	0.51%	1
Prefer to self-describe	0.51%	1
TOTAL		198

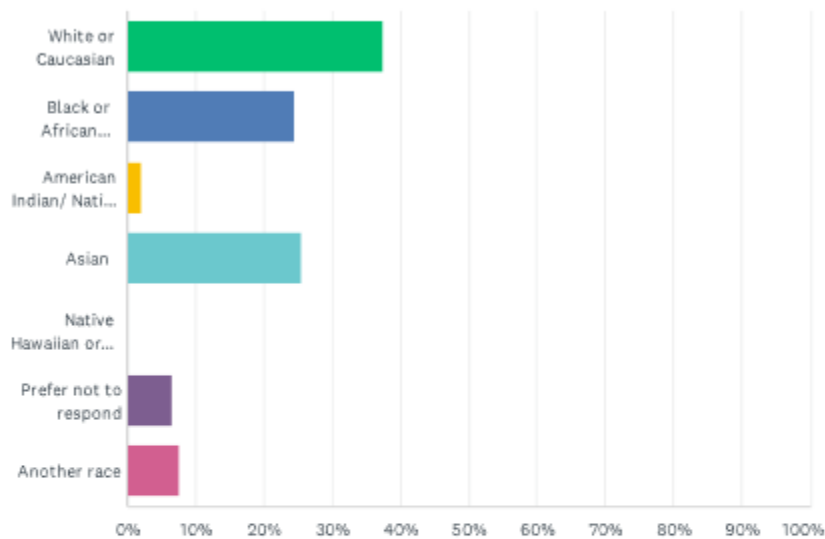
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q7 Choose one or more races that you consider yourself to be:

Answered: 195 Skipped: 25



ANSWER CHOICES	RESPONSES	
White or Caucasian	37.44%	73
Black or African American	24.62%	48
American Indian/ Native American or Alaska Native	2.05%	4
Asian	25.64%	50
Native Hawaiian or other Pacific Islander	0.00%	0
Prefer not to respond	6.67%	13
Another race	7.69%	15
Total Respondents: 195		

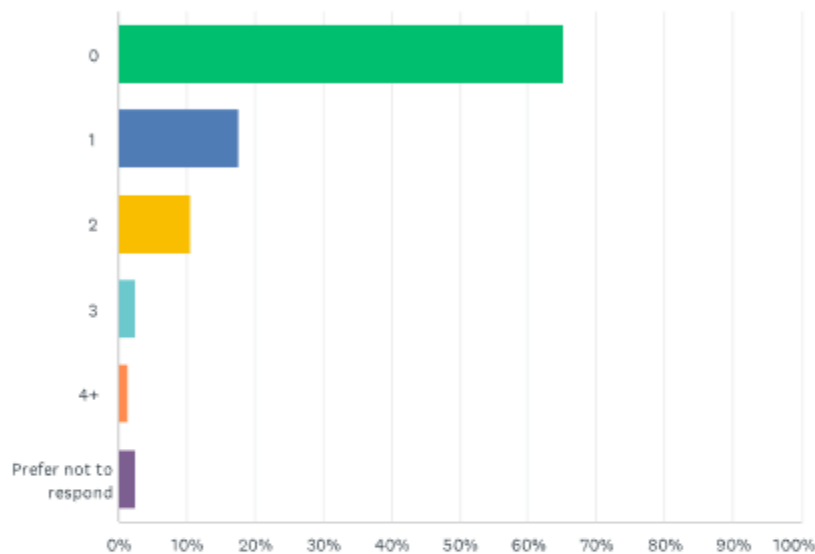
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q8 Indicate the # of children/dependents you have that may use a computer in your home for online learning.

Answered: 198 Skipped: 22



ANSWER CHOICES	RESPONSES	
0	65.15%	129
1	17.68%	35
2	10.61%	21
3	2.53%	5
4+	1.52%	3
Prefer not to respond	2.53%	5
TOTAL		198

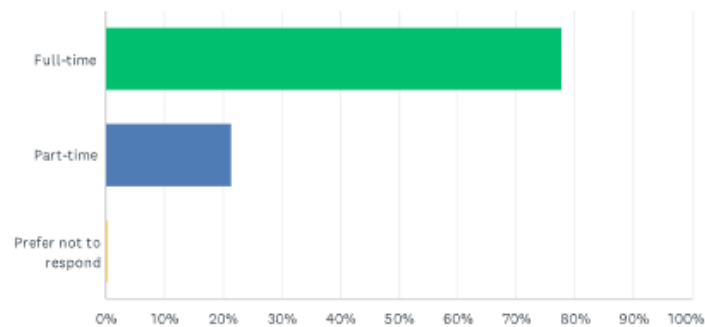
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q9 Indicate your type of enrollment at GSU.

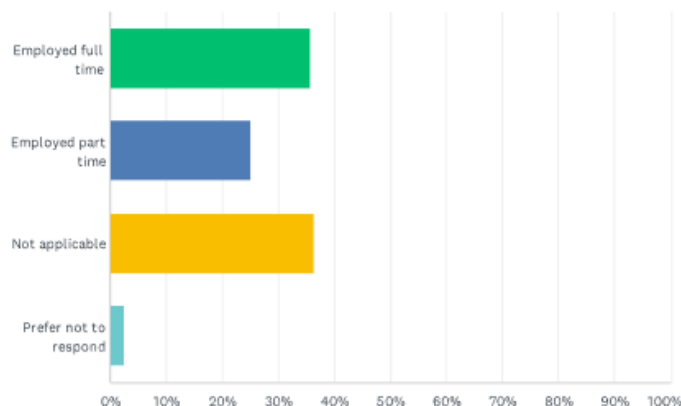
Answered: 199 Skipped: 21



ANSWER CHOICES	RESPONSES	
Full-time	77.89%	155
Part-time	21.61%	43
Prefer not to respond	0.50%	1
TOTAL		199

Q10 Indicate your type of current employment (if any)

Answered: 198 Skipped: 22



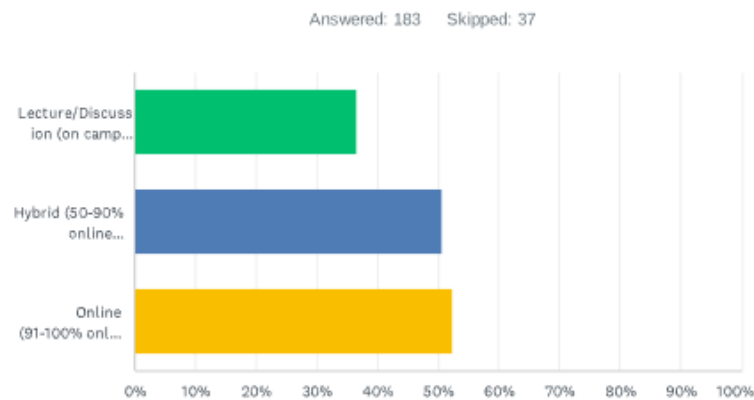
ANSWER CHOICES	RESPONSES	
Employed full time	35.86%	71
Employed part time	25.25%	50
Not applicable	36.36%	72
Prefer not to respond	2.53%	5
TOTAL		198

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Descriptive Analyses of GovState Surveys on Digital Learning

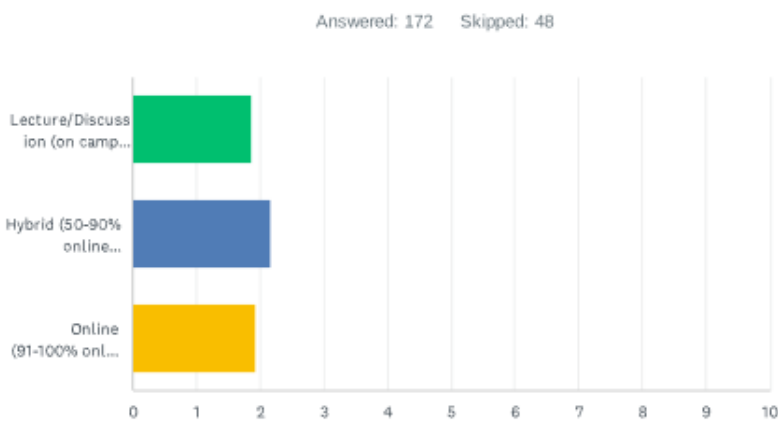
Student Survey (administered 3/2024)

Q11 In general, I prefer taking using the following modality (choose all that apply):



ANSWER CHOICES	RESPONSES	
Lecture/Discussion (on campus face-to-face)	36.61%	67
Hybrid (50-90% online asynchronous or synchronous, 10-50% on campus face-to-face)	50.82%	93
Online (91-100% online asynchronous or synchronous)	52.46%	96
Total Respondents: 183		

Q12 Place the following course modalities in the order of your learning preference (1 = highest preference, 3 = lowest preference):



	1	2	3	TOTAL	SCORE
Lecture/Discussion (on campus face-to-face)	31.98% 55	23.84% 41	44.19% 76	172	1.88
Hybrid (50-90% online asynchronous or synchronous, 10-50% on campus face-to-face)	31.40% 54	54.65% 94	13.95% 24	172	2.17
Online (91-100% online asynchronous or synchronous)	36.63% 63	21.51% 37	41.86% 72	172	1.95

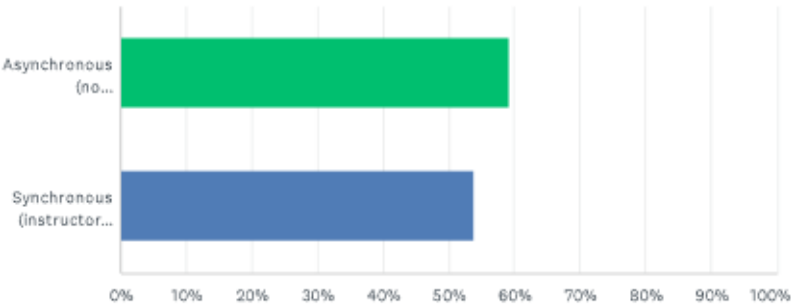
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q13 When taking online courses, I prefer the following modality (choose all that apply):

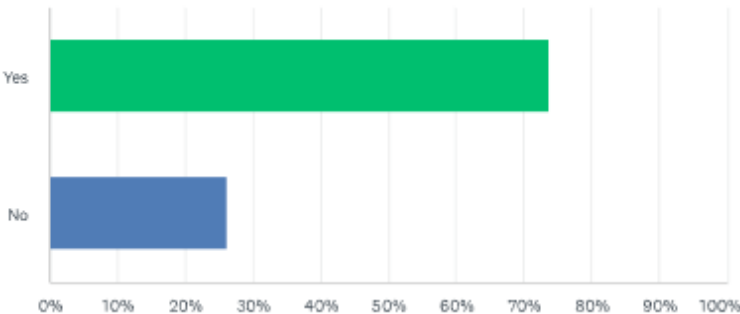
Answered: 182 Skipped: 38



ANSWER CHOICES	RESPONSES		
Asynchronous (no simultaneous online meetings)	59.34%	108	
Synchronous (instructor meets with students online)	53.85%	98	5
Total Respondents: 182			8
			3

Q14 My course modality preferences vary based on the course topic.

Answered: 183 Skipped: 37



ANSWER CHOICES	RESPONSES	
Yes	73.77%	135
No	26.23%	48
TOTAL		183

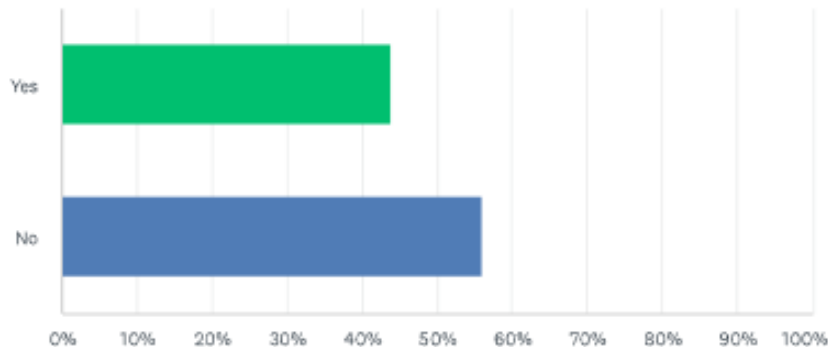
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q15 My course modality preferences vary based on whether I am an undergraduate or graduate student.

Answered: 182 Skipped: 38



ANSWER CHOICES		RESPONSES	
Yes		43.96%	80
No		56.04%	102
TOTAL			182

Q16 If your course modality preferences vary based on the course topic and whether you are an undergraduate or graduate student, please explain.

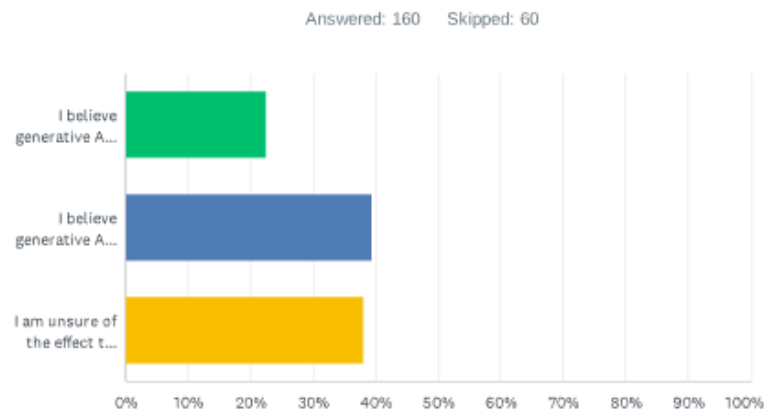
Answered: 76 Skipped: 144

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Descriptive Analyses of GovState Surveys on Digital Learning

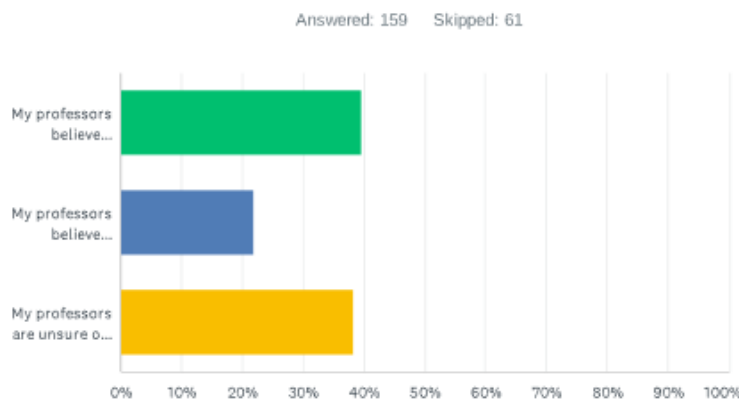
Student Survey (administered 3/2024)

Q17 Choose the statement that best represents your opinion on generative artificial intelligence applications and student learning (e.g. ChatGPT, Bard, ClaudeAI).



ANSWER CHOICES	RESPONSES	
I believe generative AI applications may have a negative effect on student learning.	22.50%	36
I believe generative AI applications may have a positive effect on student learning.	39.38%	63
I am unsure of the effect that generative AI applications may have on student learning.	38.13%	61
TOTAL		160

Q18 Choose the statement that you think best represents the majority of your PROFESSORS' opinions on generative artificial intelligence applications and student learning.



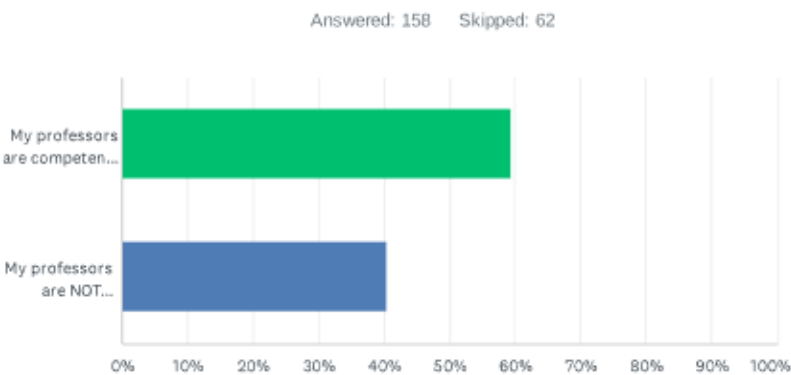
ANSWER CHOICES	RESPONSES	
My professors believe generative AI applications may have a negative effect on student learning.	39.62%	63
My professors believe generative AI applications may have a positive effect on student learning.	22.01%	35
My professors are unsure of the effect that generative AI applications may have on student learning.	38.36%	61
TOTAL		159

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Descriptive Analyses of GovState Surveys on Digital Learning

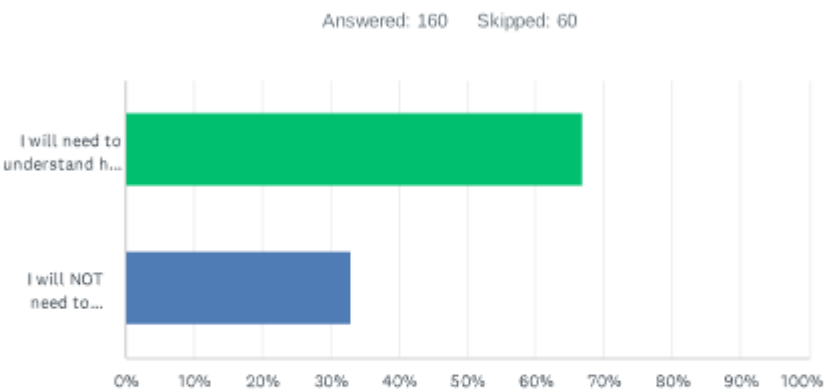
Student Survey (administered 3/2024)

Q19 Choose the statement that you think best represents your professors' competency in use of generative artificial intelligence applications.



ANSWER CHOICES	RESPONSES	
My professors are competent in the use of generative AI applications.	59.49%	94
My professors are NOT competent in the use of generative AI applications.	40.51%	64
TOTAL		158

Q20 Choose the statement that you think best represents how generative AI fits into your career goals.



ANSWER CHOICES	RESPONSES	
I will need to understand how to use generative AI tools to be competent in my career.	66.88%	107
I will NOT need to understand how to use generative AI tools to be competent in my career.	33.13%	53
TOTAL		160

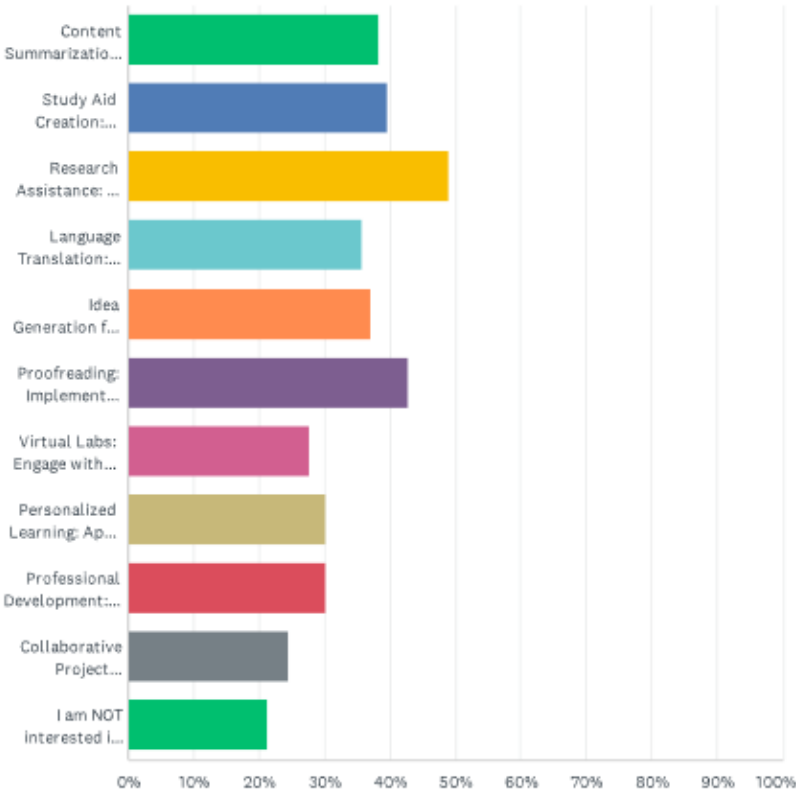
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q21 I am interested in using generative AI tools to complete or assist me with the following learning tasks (choose all that apply):

Answered: 159 Skipped: 61



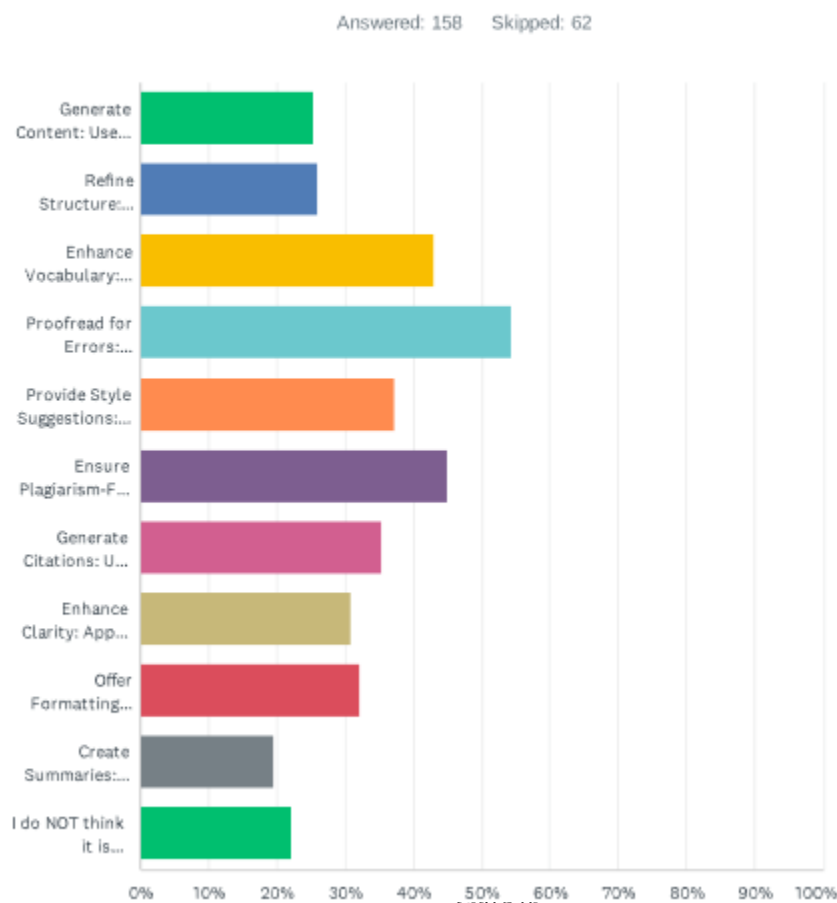
ANSWER CHOICES	RESPONSES	
Content Summarization: AI-generated summaries for complex texts.	38.36%	61
Study Aid Creation: Generate flashcards, quizzes, and concept maps using AI.	39.62%	63
Research Assistance: Use AI support for literature reviews and data analysis.	49.06%	78
Language Translation: Utilize language translation with AI tools.	35.85%	57
Idea Generation for Projects: Use AI-assisted brainstorming for projects.	37.11%	59
Proofreading: Implement AI-powered proofreading for written assignments.	42.77%	68
Virtual Labs: Engage with AI-driven simulations for hands-on learning.	27.67%	44
Personalized Learning: Apply AI algorithms for customized learning paths.	30.19%	48
Professional Development: Stay updated with AI-driven research summaries.	30.19%	48
Collaborative Project Management: Utilize AI tools for project coordination and tracking.	24.53%	39
I am NOT interested in using AI tools to help me with learning.	21.38%	34
Total Respondents: 159		

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q22 I believe it is acceptable for me to use generative AI tools to complete or assist me with writing in my courses (choose all that apply):



ANSWER CHOICES	RESPONSES	
Generate Content: Use AI to generate relevant and well-structured content for writing assignments.	25.32%	40
Refine Structure: Utilize AI to refine the overall structure and organization of written submissions.	25.95%	41
Enhance Vocabulary: Apply AI tools to enhance vocabulary and language usage in assignments.	43.04%	68
Proofread for Errors: Implement AI-powered proofreading to identify and correct grammatical errors.	54.43%	86
Provide Style Suggestions: Seek AI assistance for suggestions on improving writing style and coherence.	37.34%	59
Ensure Plagiarism-Free Content: Utilize AI to check and ensure the originality of the written content.	44.94%	71
Generate Citations: Use AI tools to generate accurate citations and bibliographies.	35.44%	56
Enhance Clarity: Apply AI suggestions to enhance the clarity and readability of the text.	31.01%	49
Offer Formatting Assistance: Seek AI guidance for proper formatting and citation style adherence.	32.28%	51
Create Summaries: Utilize AI to create concise and accurate summaries of written assignments.	19.62%	31
I do NOT think it is acceptable to use AI tools AT ALL to help me with writing.	22.15%	35
Total Respondents: 158	BOT083	

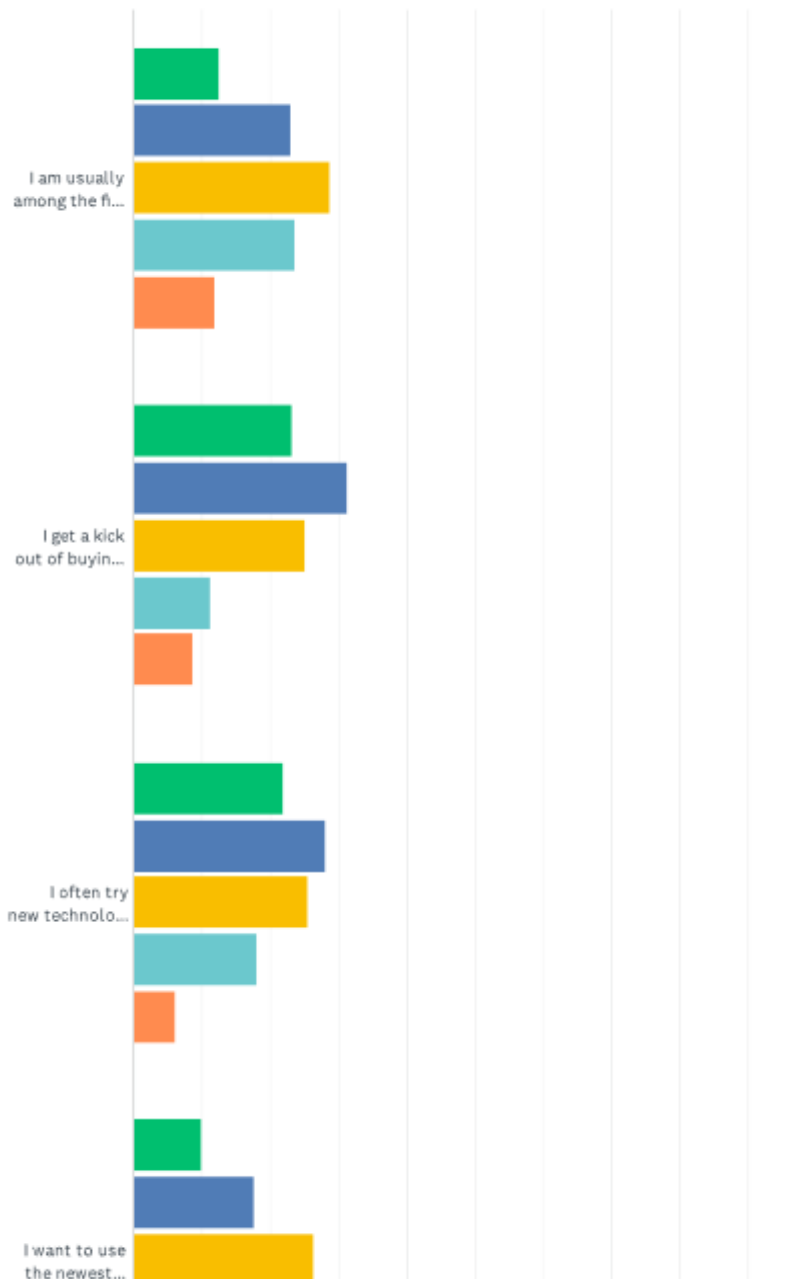
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q23 Rate your level of agreement with the following statements related to technology:

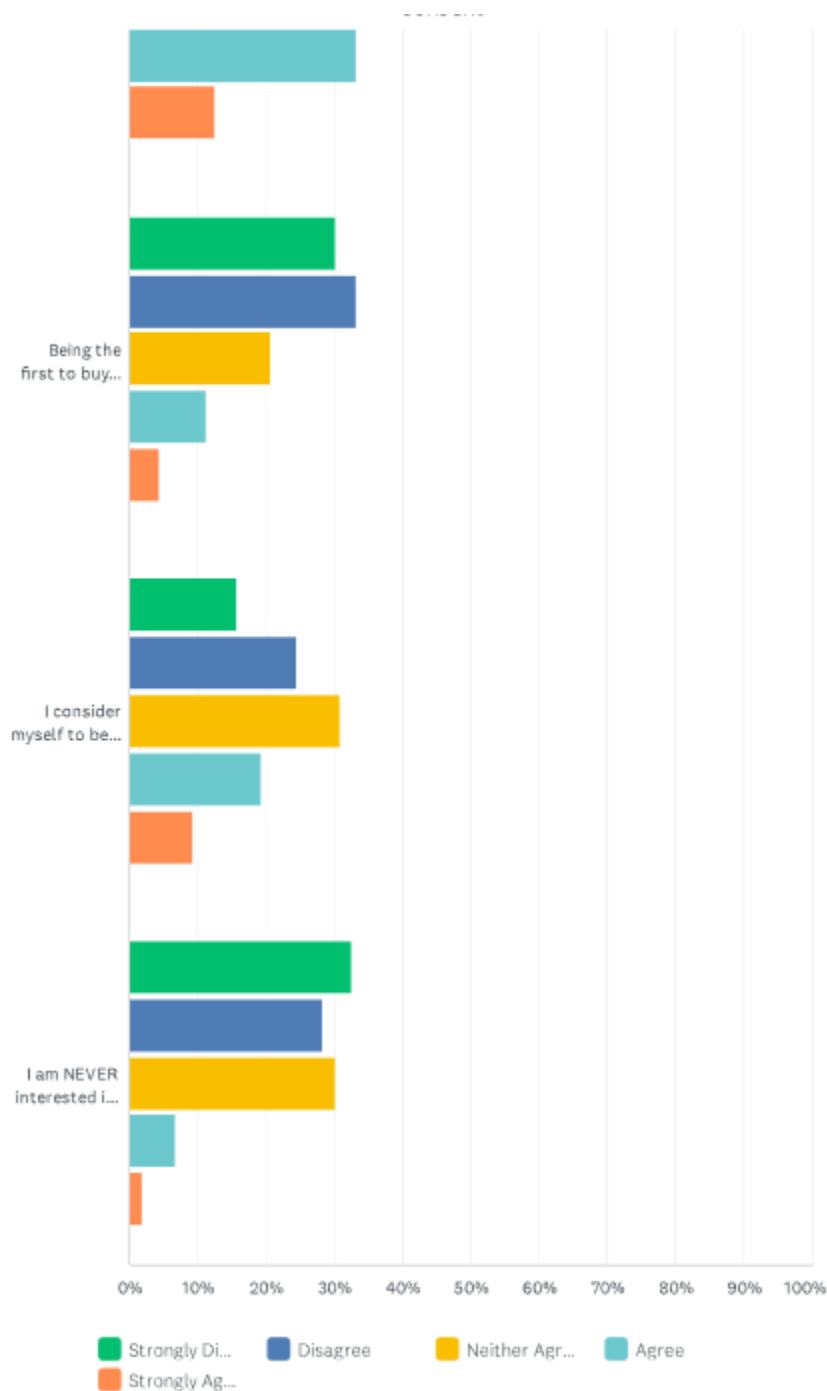
Answered: 160 Skipped: 60



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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)



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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

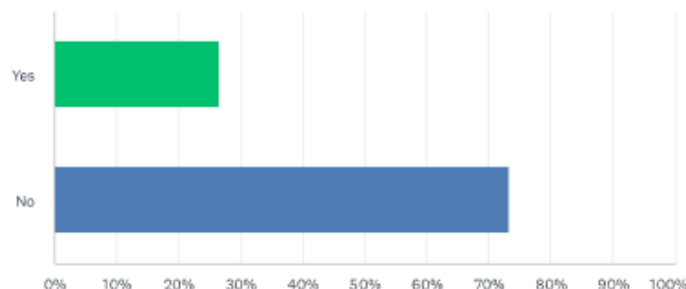
Consent

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	TOTAL
I am usually among the first to try new technology products.	12.50% 20	23.13% 37	28.75% 46	23.75% 38	11.88% 19	160
I get a kick out of buying new technology products before most other people even know they exist.	23.27% 37	31.45% 50	25.16% 40	11.32% 18	8.81% 14	159
I often try new technology products before my friends and neighbors do.	21.88% 35	28.13% 45	25.62% 41	18.13% 29	6.25% 10	160
I want to use the newest technology products.	10.06% 16	17.61% 28	26.42% 42	33.33% 53	12.58% 20	159
Being the first to buy new technology products is very important to me.	30.19% 48	33.33% 53	20.75% 33	11.32% 18	4.40% 7	159
I consider myself to be a little more innovative than the average person when it comes to trying out new technology products.	15.72% 25	24.53% 39	30.82% 49	19.50% 31	9.43% 15	159
I am NEVER interested in using new technology products.	32.70% 52	28.30% 45	30.19% 48	6.92% 11	1.89% 3	159

Q24 List ways you use generative AI tools in your learning that this survey has NOT addressed.

Q25 Have you ever used GSU's Center for Teaching and Learning (CTL) resources (link on Blackboard) to support your learning in online and/or hybrid courses?

Answered: 157 Skipped: 63



ANSWER CHOICES	RESPONSES	
Yes	26.75%	42
No	73.25%	115
TOTAL		157

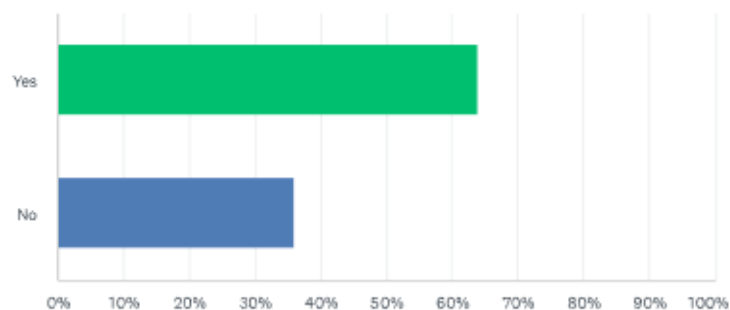
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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q26 Would you be interested in training related to AI tools?

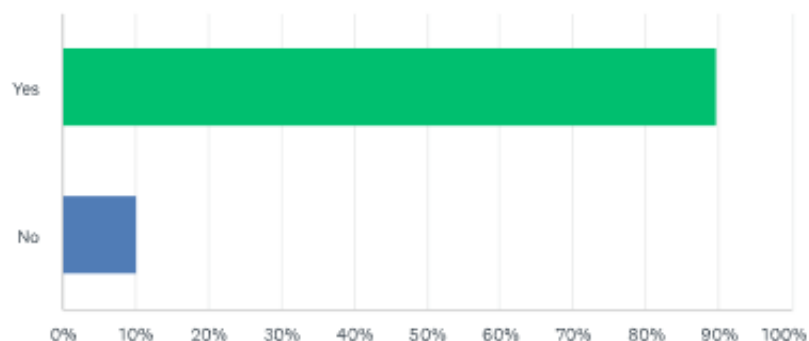
Answered: 158 Skipped: 62



ANSWER CHOICES	RESPONSES	
Yes	63.92%	101
No	36.08%	57
TOTAL		158

Q27 Would you use the tool Grammarly if GSU adopted it?

Answered: 157 Skipped: 63



ANSWER CHOICES	RESPONSES	
Yes	89.81%	141
No	10.19%	16
TOTAL		157

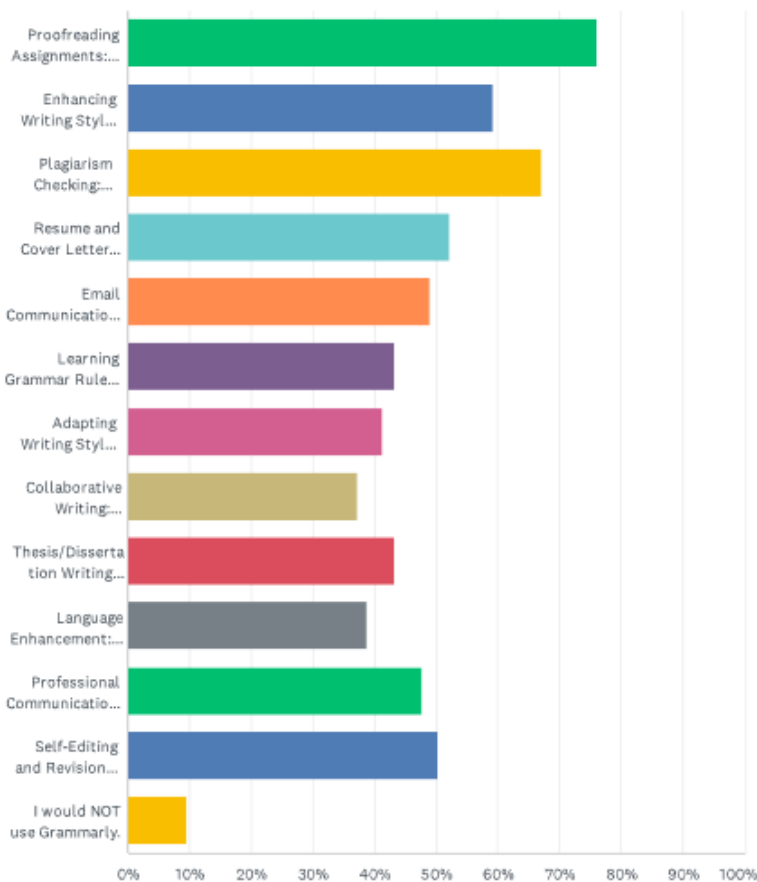
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q28 What applications of Grammarly would you use if GSU adopted the tool? Choose all that apply:

Answered: 155 Skipped: 65



ANSWER CHOICES	RESPONSES	
Proofreading Assignments: Use Grammarly for error-free essays and assignments.	76.13%	118
Enhancing Writing Style: Improve writing style and clarity with Grammarly suggestions.	59.35%	92
Plagiarism Checking: Ensure originality with Grammarly's plagiarism checker.	67.10%	104
Resume and Cover Letters: Perfect resumes and cover letters with Grammarly.	52.26%	81
Email Communication: Ensure clear and error-free emails using Grammarly.	49.03%	76
Learning Grammar Rules: Learn grammar rules with Grammarly explanations.	43.23%	67
Adapting Writing Styles: Adapt writing styles for different audiences with Grammarly.	41.29%	64
Collaborative Writing: Maintain consistency in collaborative projects with Grammarly.	37.42%	58
Thesis/Dissertation Writing: Improve academic documents like theses with Grammarly.	43.23%	67
Language Enhancement: Enhance language proficiency for non-native speakers with Grammarly.	38.71%	60
Professional Communication: Improve professional documents using Grammarly.	47.74%	74
Self-Editing and Revision: Develop self-editing skills with Grammarly suggestions.	50.32%	78
I would NOT use Grammarly.	9.68%	15
Total Respondents: 155		

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Descriptive Analyses of GovState Surveys on Digital Learning

Student Survey (administered 3/2024)

Q29 Please explain the reasoning for your choices related to GSU's Center for Teaching and learning and Grammarly.

Answered: 84 Skipped: 136

Q30 Please indicate any additional training or support you would like to see at GSU related to online learning.

Answered: 48 Skipped: 172

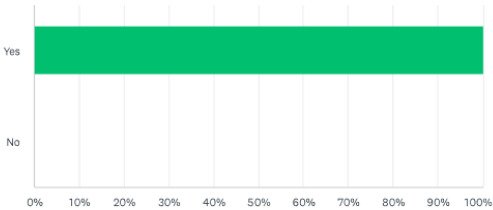
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q1 Statement of ConsentI am 18 years of age or older and have read, understood, and received a copy of the above information and consent and desire of my own free will to take this survey. If you consent, click on the "I Agree" button below to enter the study. Otherwise, if you do not consent, exit your browser.

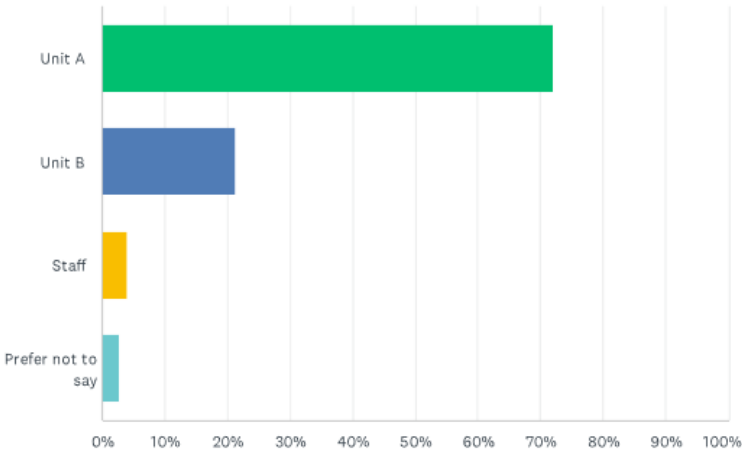
Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	100.00%79
No	0.00%0
TOTAL	79

Q2 Indicate your university status.

Answered: 75 Skipped: 4



ANSWER CHOICES	RESPONSES
Unit A	72.00%54
Unit B	21.33%16
Staff	4.00%3
Prefer not to say	2.67%2
TOTAL	75

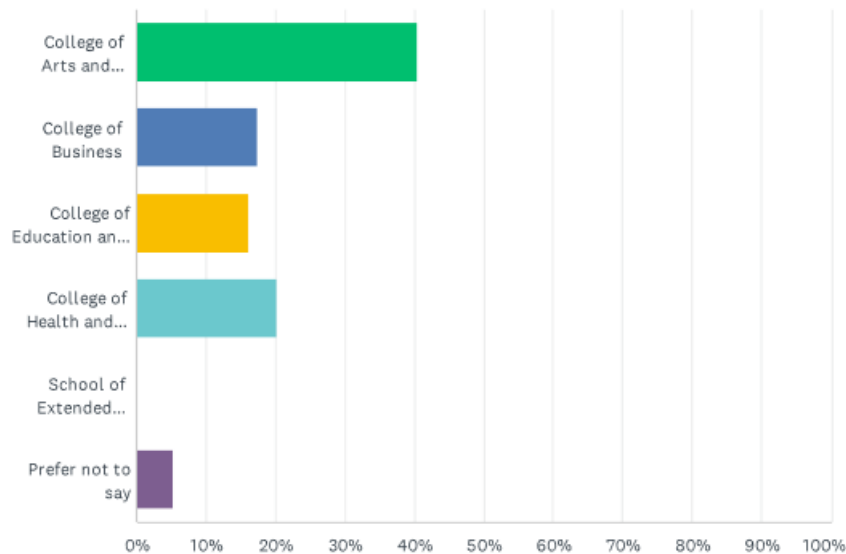
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q3 Indicate the college/unit you belong to at GovState.

Answered: 74 Skipped: 5



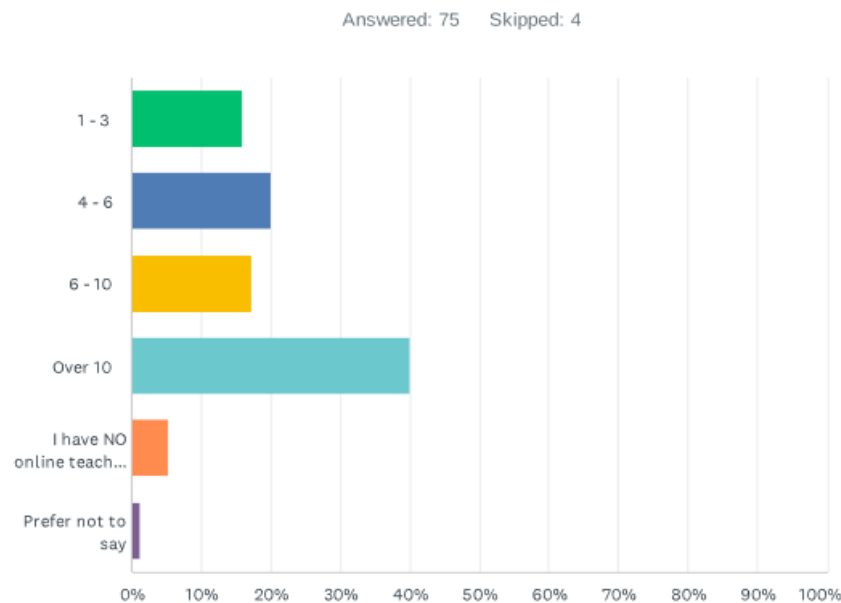
ANSWER CHOICES	RESPONSES	
College of Arts and Sciences	40.54%	30
College of Business	17.57%	13
College of Education and Human Development	16.22%	12
College of Health and Human Services	20.27%	15
School of Extended Learning	0.00%	0
Prefer not to say	5.41%	4
TOTAL		74

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q4 Indicate the number of years of online teaching experience you have.

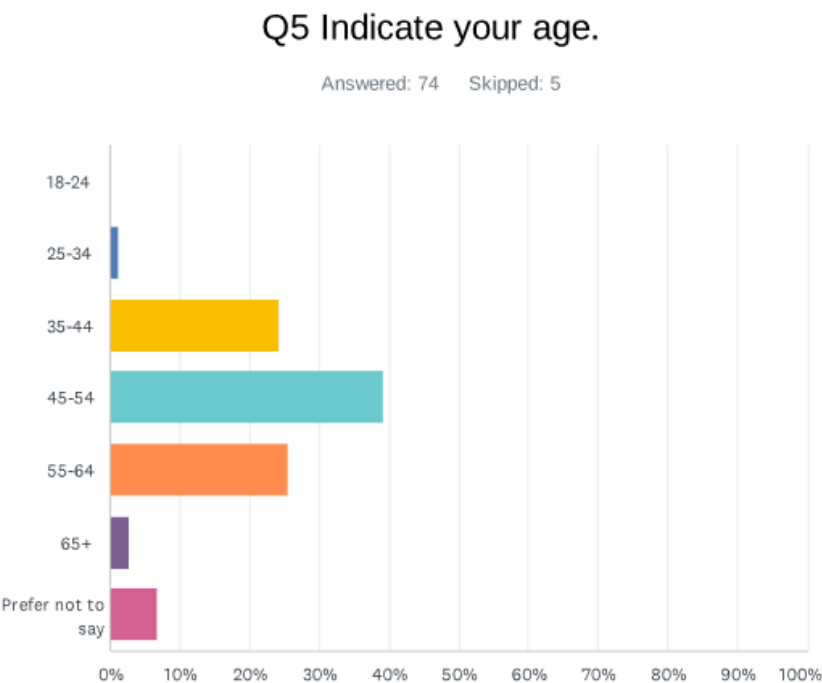


ANSWER CHOICES	RESPONSES	
1 - 3	16.00%	12
4 - 6	20.00%	15
6 - 10	17.33%	13
Over 10	40.00%	30
I have NO online teaching experience.	5.33%	4
Prefer not to say	1.33%	1
TOTAL		75

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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

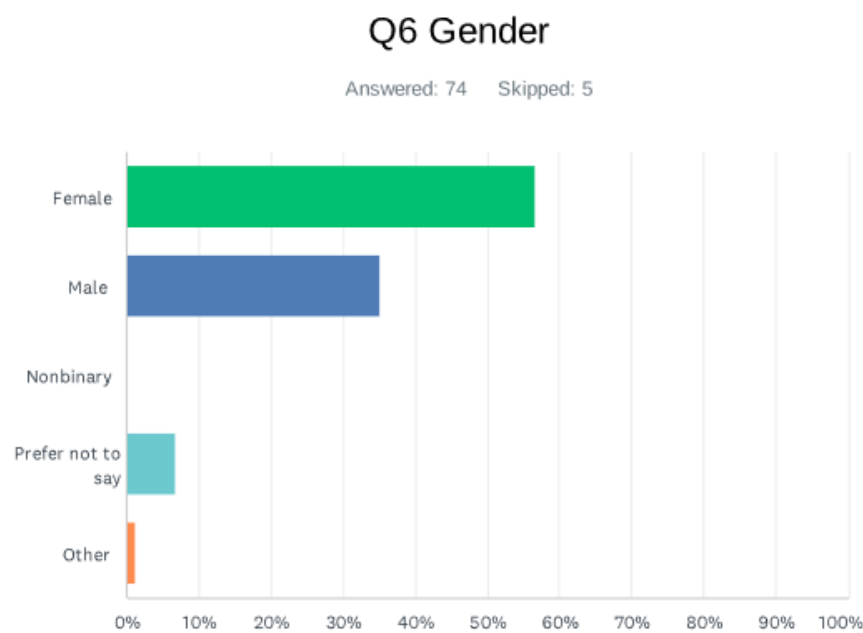


ANSWER CHOICES	RESPONSES	
18-24	0.00%	0
25-34	1.35%	1
35-44	24.32%	18
45-54	39.19%	29
55-64	25.68%	19
65+	2.70%	2
Prefer not to say	6.76%	5
TOTAL		74

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)



ANSWER CHOICES	RESPONSES	
Female	56.76%	42
Male	35.14%	26
Nonbinary	0.00%	0
Prefer not to say	6.76%	5
Other	1.35%	1
TOTAL		74

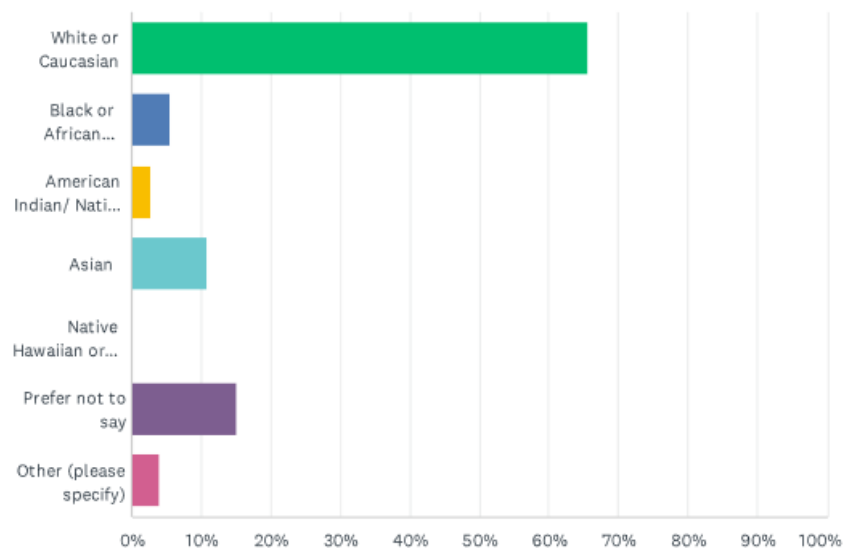
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q7 Choose one or more races that you consider yourself to be:

Answered: 73 Skipped: 6



ANSWER CHOICES	RESPONSES	
White or Caucasian	65.75%	48
Black or African American	5.48%	4
American Indian/ Native American or Alaska Native	2.74%	2
Asian	10.96%	8
Native Hawaiian or Other Pacific Islander	0.00%	0
Prefer not to say	15.07%	11
Other (please specify)	4.11%	3
Total Respondents: 73		

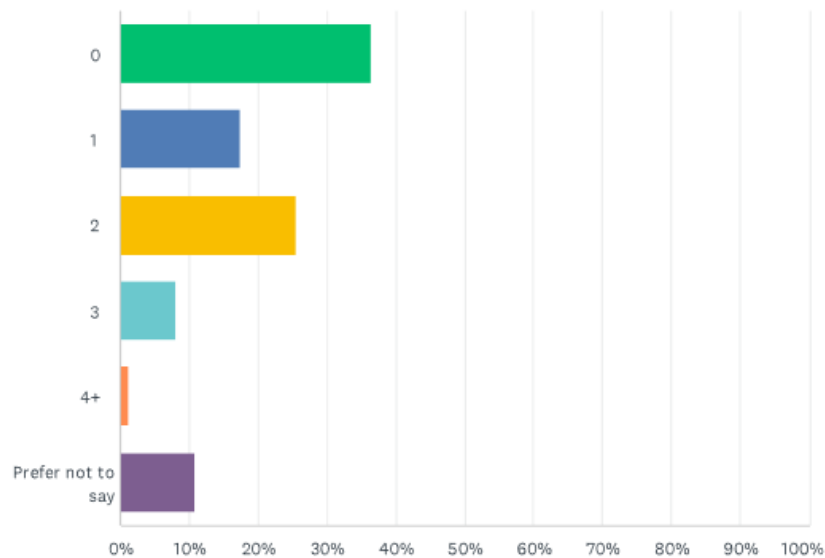
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q8 Indicate the # of children/dependents you have that might use a computer in your home for online learning

Answered: 74 Skipped: 5



ANSWER CHOICES	RESPONSES	
0	36.49%	27
1	17.57%	13
2	25.68%	19
3	8.11%	6
4+	1.35%	1
Prefer not to say	10.81%	8
TOTAL		74

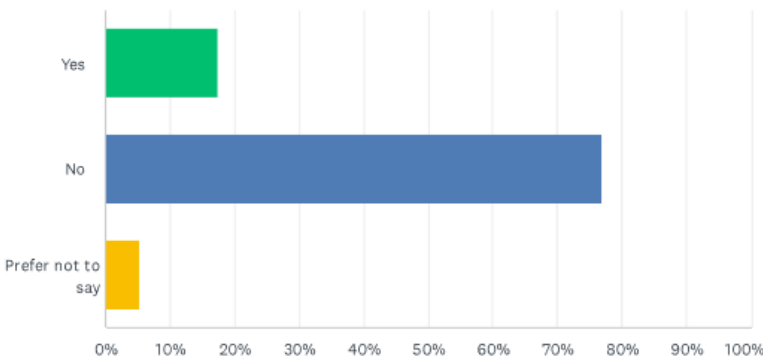
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q9 Does your role at GSU involve scheduling courses (e.g. Chair or program coordinator)?

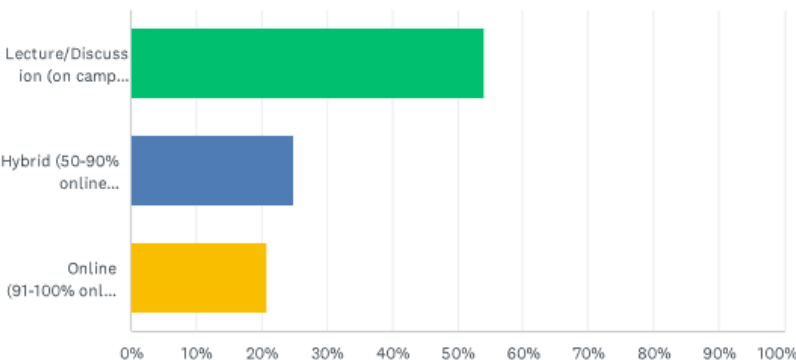
Answered: 74 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	17.57%	13
No	77.03%	57
Prefer not to say	5.41%	4
TOTAL		74

Q10 In general, I prefer teaching courses using the following modality

Answered: 72 Skipped: 7

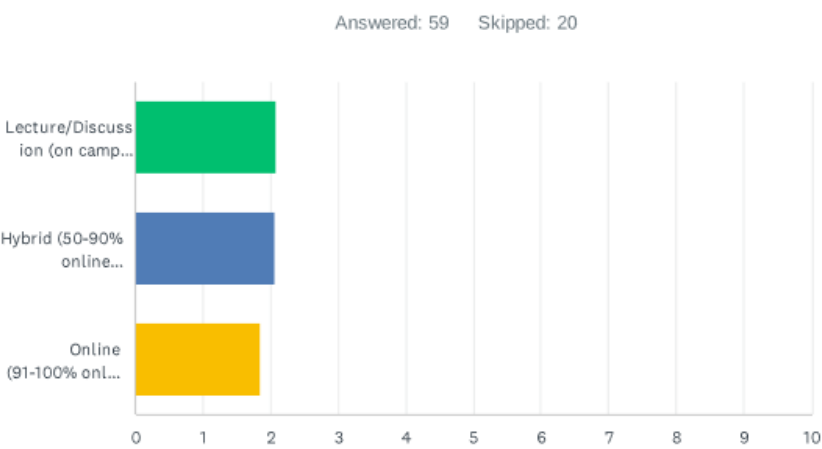


ANSWER CHOICES	RESPONSES	
Lecture/Discussion (on campus face-to-face)	54.17%	39
Hybrid (50-90% online asynchronous or synchronous, 10-50% on campus face-to-face)	25.00%	18
Online (91-100% online asynchronous or synchronous)	20.83%	15
TOTAL		72

Appendix E

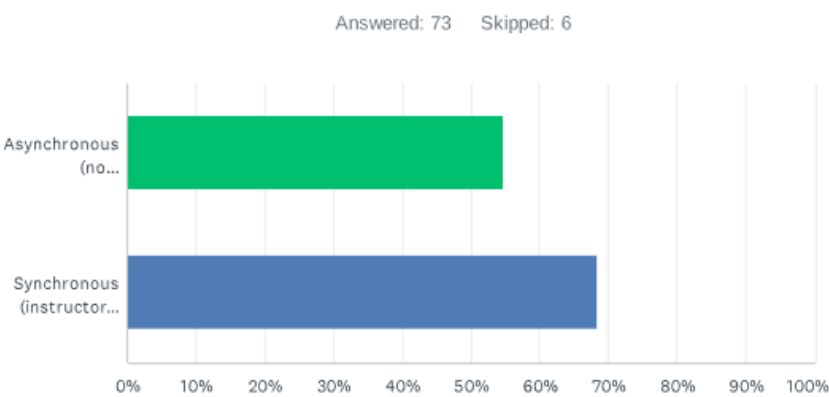
Descriptive Analyses of GovState Surveys on Digital Learning

Q11 Place the following course modalities in the order of your teaching preference (1 = highest preference, 3 = lowest preference):



	1	2	3	TOTAL	SCORE
Lecture/Discussion (on campus face to face)	45.76% 27	16.95% 10	37.29% 22	59	2.08
Hybrid (50-90% online asynchronous or synchronous, 10-50% on campus face-to-face)	30.51% 18	45.76% 27	23.73% 14	59	2.07
Online (91-100% online asynchronous or synchronous)	23.73% 14	37.29% 22	38.98% 23	59	1.85

Q12 When delivering online instruction, I prefer the following modality (choose all that apply):



ANSWER CHOICES	RESPONSES	
Asynchronous (no simultaneous online meetings)	54.79%	40
Synchronous (instructor meets with students online)	68.49%	50
Total Respondents: 73		

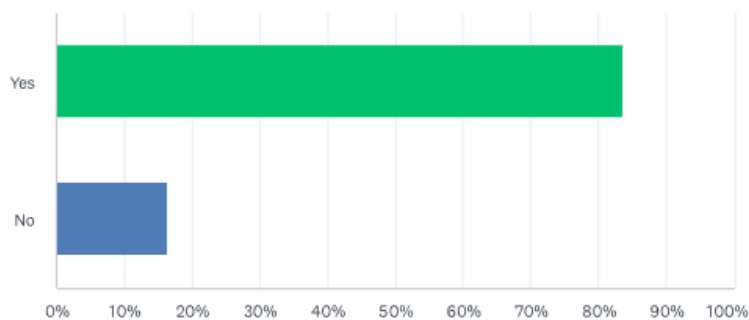
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q13 My course modality preferences vary based on the course topic.

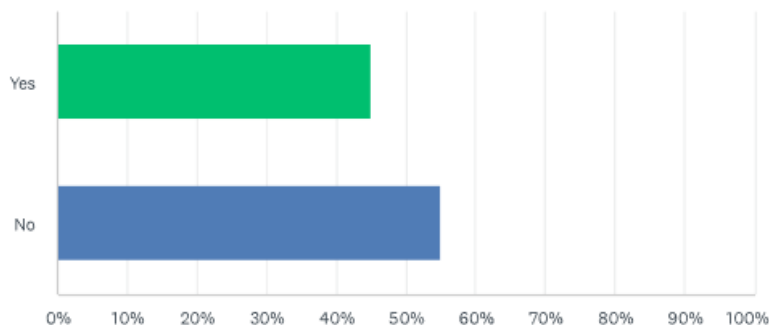
Answered: 73 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	83.56%	61
No	16.44%	12
TOTAL		73

Q14 My course modality preferences vary based on whether I am teaching an undergraduate or graduate level course.

Answered: 71 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	45.07%	32
No	54.93%	39
TOTAL		71

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Descriptive Analyses of GovState Surveys on Digital Learning

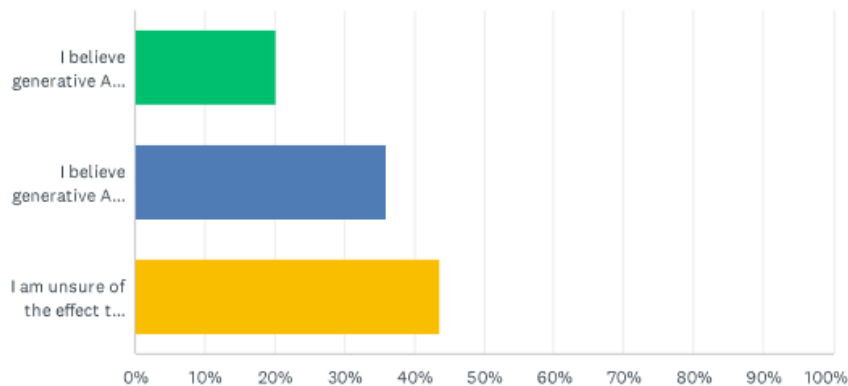
Faculty Survey (administered 3/2024)

Q15 If your course modality preferences vary based on the course topic and whether it is an undergraduate or graduate level course, please explain.

Answered: 37 Skipped: 42

Q16 Choose the statement that best represents your opinion on generative artificial intelligence applications and student learning.

Answered: 64 Skipped: 15



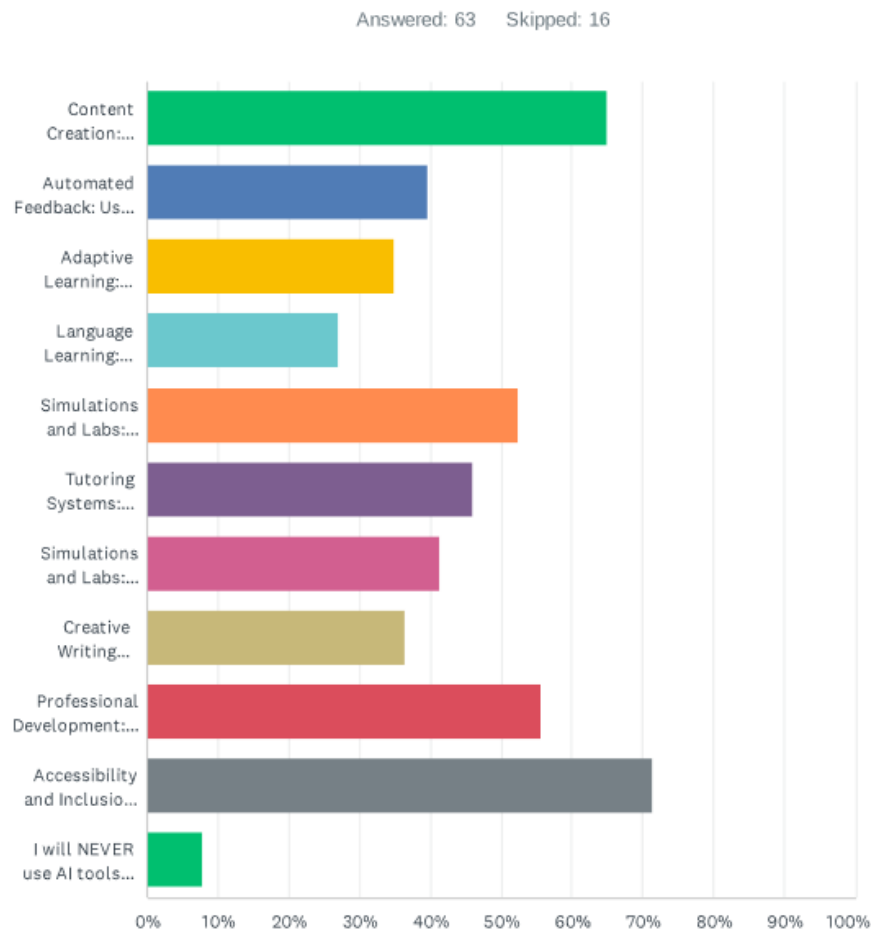
ANSWER CHOICES	RESPONSES	
I believe generative AI applications may have a negative effect on student learning.	20.31%	13
I believe generative AI applications may have a positive effect on student learning.	35.94%	23
I am unsure of the effect that generative AI applications may have on student learning.	43.75%	28
TOTAL		64

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q17 I am interested in using generative AI tools to complete or assist me with the following tasks (choose all that apply):



ANSWER CHOICES	RESPONSES	
Content Creation: Generate quizzes, worksheets, and study guides with AI.	65.08%	41
Automated Feedback: Use AI for instant feedback on assignments.	39.68%	25
Adaptive Learning: Personalize learning paths with AI algorithms.	34.92%	22
Language Learning: Create language exercises and chatbots with AI.	26.98%	17
Simulations and Labs: Develop realistic virtual experiences with AI.	52.38%	33
Tutoring Systems: Implement AI-based tutoring for individual assistance.	46.03%	29
Simulations and Labs: Develop realistic virtual experiences with AI.	41.27%	26
Creative Writing Assistance: Encourage AI tools for brainstorming and writing.	36.51%	23
Professional Development: Stay updated with AI-driven research summaries.	55.56%	35
Accessibility and Inclusion: Use AI for accessible content and translations.	71.43%	45
I will NEVER use AI tools to help me with teaching.	7.94%	5
Total Respondents: 63	BOT101	

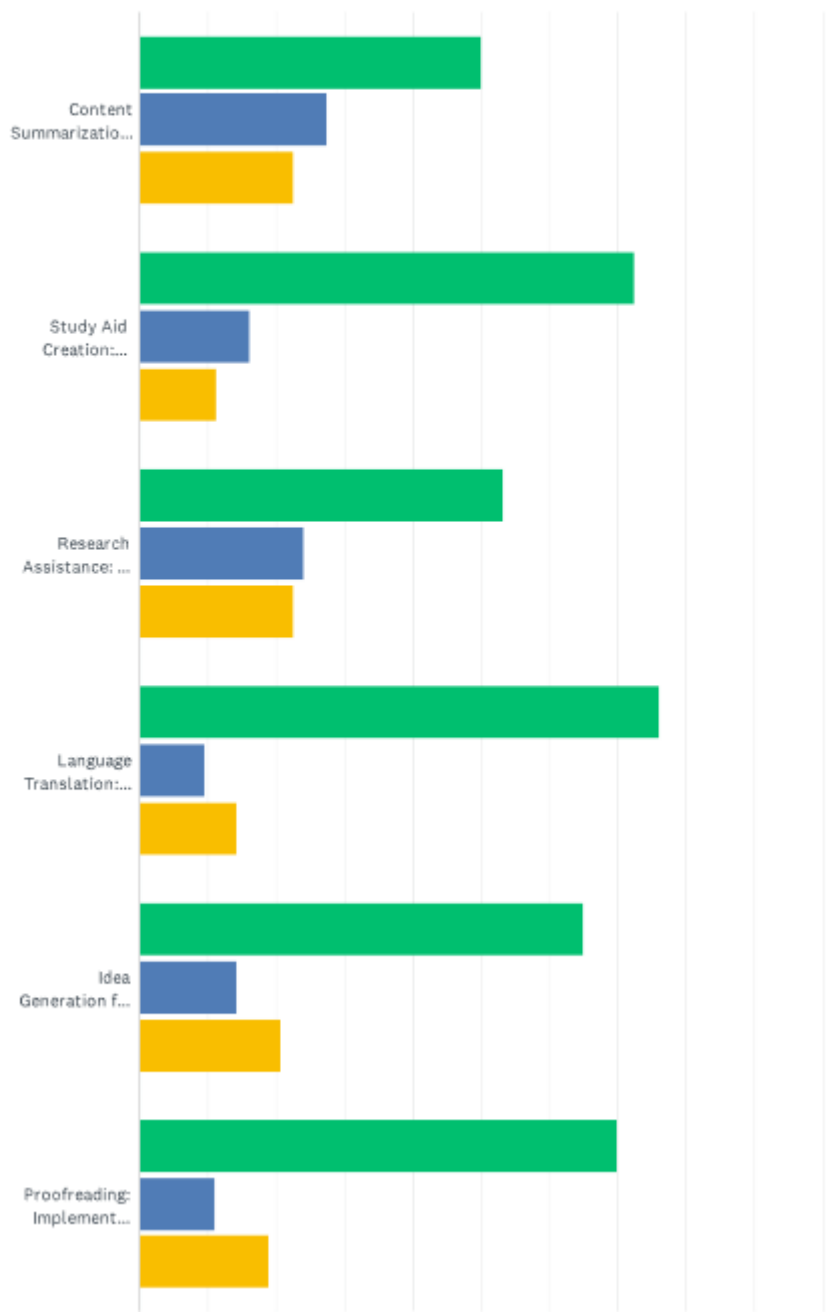
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q18 Please indicate your acceptance or rejection for each of the listed general student uses of generative AI in your courses.

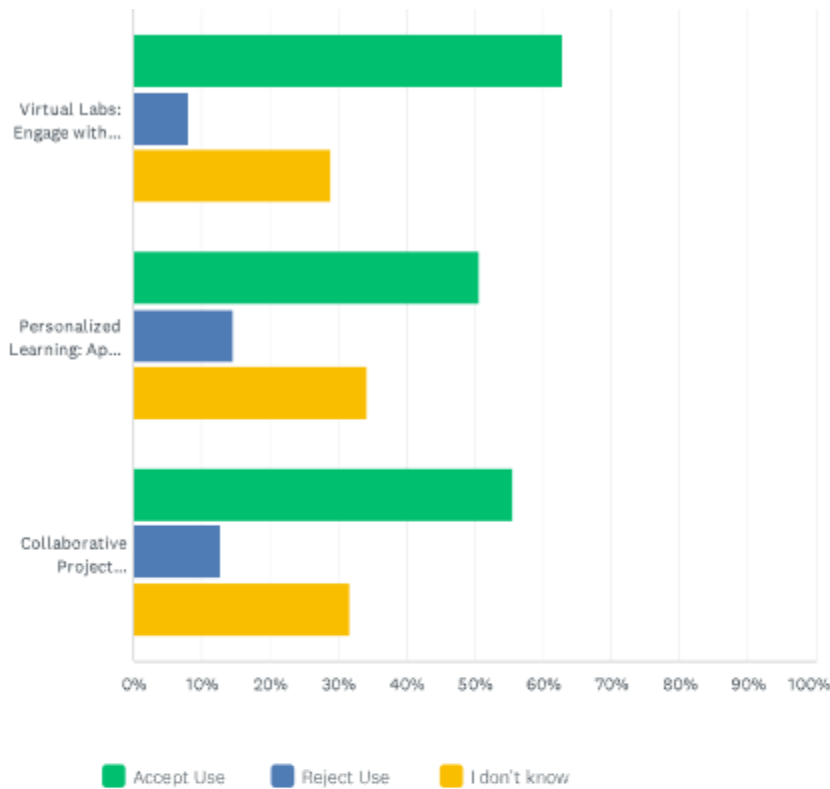
Answered: 63 Skipped: 16



Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)



	ACCEPT USE	REJECT USE	I DON'T KNOW	TOTAL
Content Summarization: AI-generated summaries for complex texts.	50.00% 31	27.42% 17	22.58% 14	62
Study Aid Creation: Generate flashcards, quizzes, and concept maps using AI.	72.58% 45	16.13% 10	11.29% 7	62
Research Assistance: Use AI support for literature reviews and data analysis.	53.23% 33	24.19% 15	22.58% 14	62
Language Translation: Utilize language translation with AI tools.	76.19% 48	9.52% 6	14.29% 9	63
Idea Generation for Projects: Use AI-assisted brainstorming for projects.	65.08% 41	14.29% 9	20.63% 13	63
Proofreading: Implement AI-powered proofreading for written assignments.	69.84% 44	11.11% 7	19.05% 12	63
Virtual Labs: Engage with AI-driven simulations for hands-on learning.	62.90% 39	8.06% 5	29.03% 18	62
Personalized Learning: Apply AI algorithms for customized learning paths.	50.82% 31	14.75% 9	34.43% 21	61
Collaborative Project Management: Utilize AI tools for project coordination and tracking.	55.56% 35	12.70% 8	31.75% 20	63

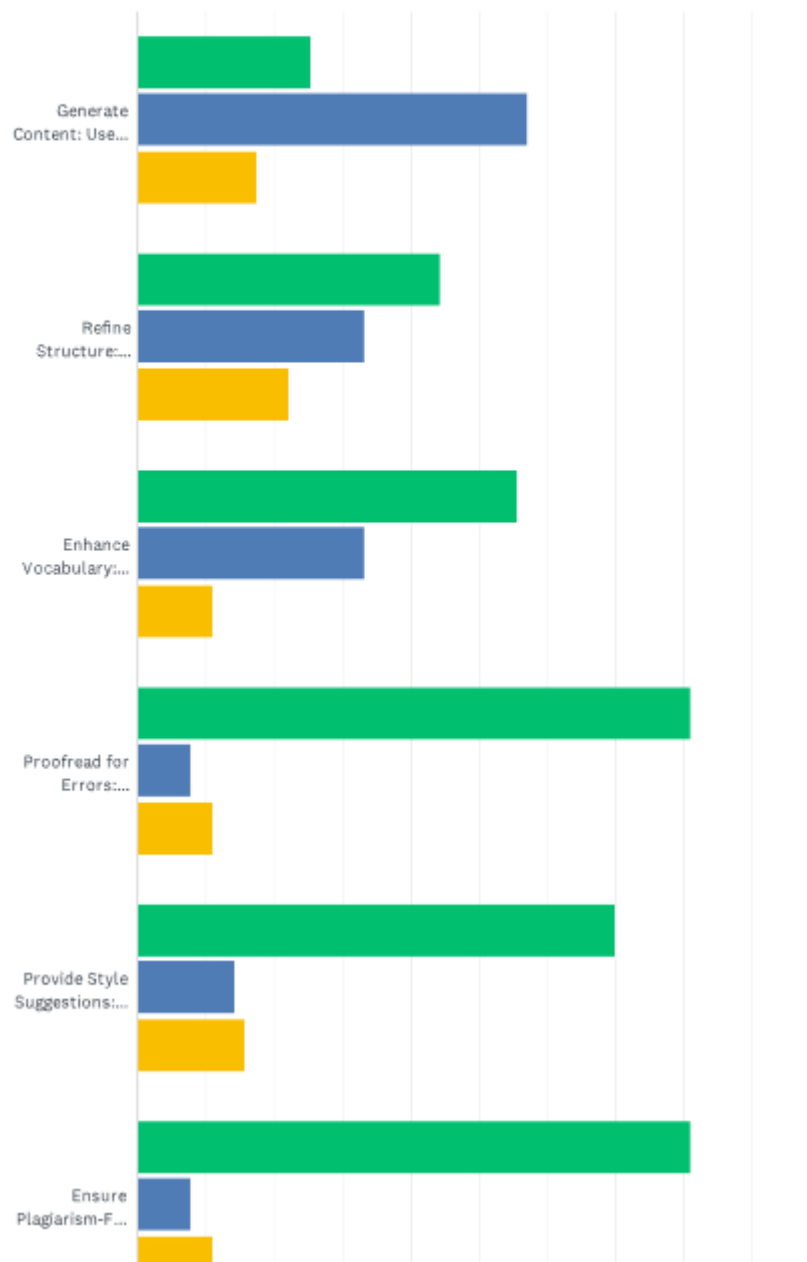
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q19 Please indicate your acceptance or rejection for each of the listed student uses of generative AI for completing written assignments in your courses.

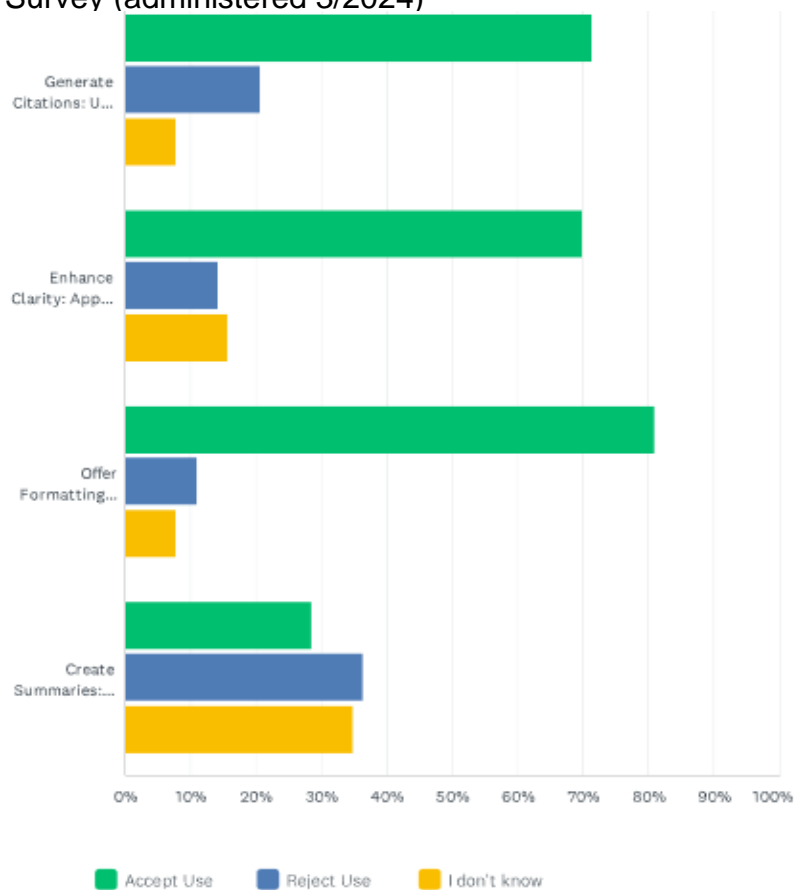
Answered: 63 Skipped: 16



Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)



	ACCEPT USE	REJECT USE	I DON'T KNOW	TOTAL
Generate Content: Use AI to generate relevant and well-structured content for writing assignments.	25.40% 16	57.14% 36	17.46% 11	63
Refine Structure: Utilize AI to refine the overall structure and organization of written submissions.	44.44% 28	33.33% 21	22.22% 14	63
Enhance Vocabulary: Apply AI tools to enhance vocabulary and language usage in assignments.	55.56% 35	33.33% 21	11.11% 7	63
Proofread for Errors: Implement AI-powered proofreading to identify and correct grammatical errors.	80.95% 51	7.94% 5	11.11% 7	63
Provide Style Suggestions: Seek AI assistance for suggestions on improving writing style and coherence.	69.84% 44	14.29% 9	15.87% 10	63
Ensure Plagiarism-Free Content: Utilize AI to check and ensure the originality of the written content.	80.95% 51	7.94% 5	11.11% 7	63
Generate Citations: Use AI tools to generate accurate citations and bibliographies.	71.43% 45	20.63% 13	7.94% 5	63
Enhance Clarity: Apply AI suggestions to enhance the clarity and readability of the text.	69.84% 44	14.29% 9	15.87% 10	63
Offer Formatting Assistance: Seek AI guidance for proper formatting and citation style adherence.	80.95% 51	11.11% 7	7.94% 5	63
Create Summaries: Utilize AI to create concise and accurate summaries of written assignments.	28.57% 18	36.51% 23	34.92% 22	63

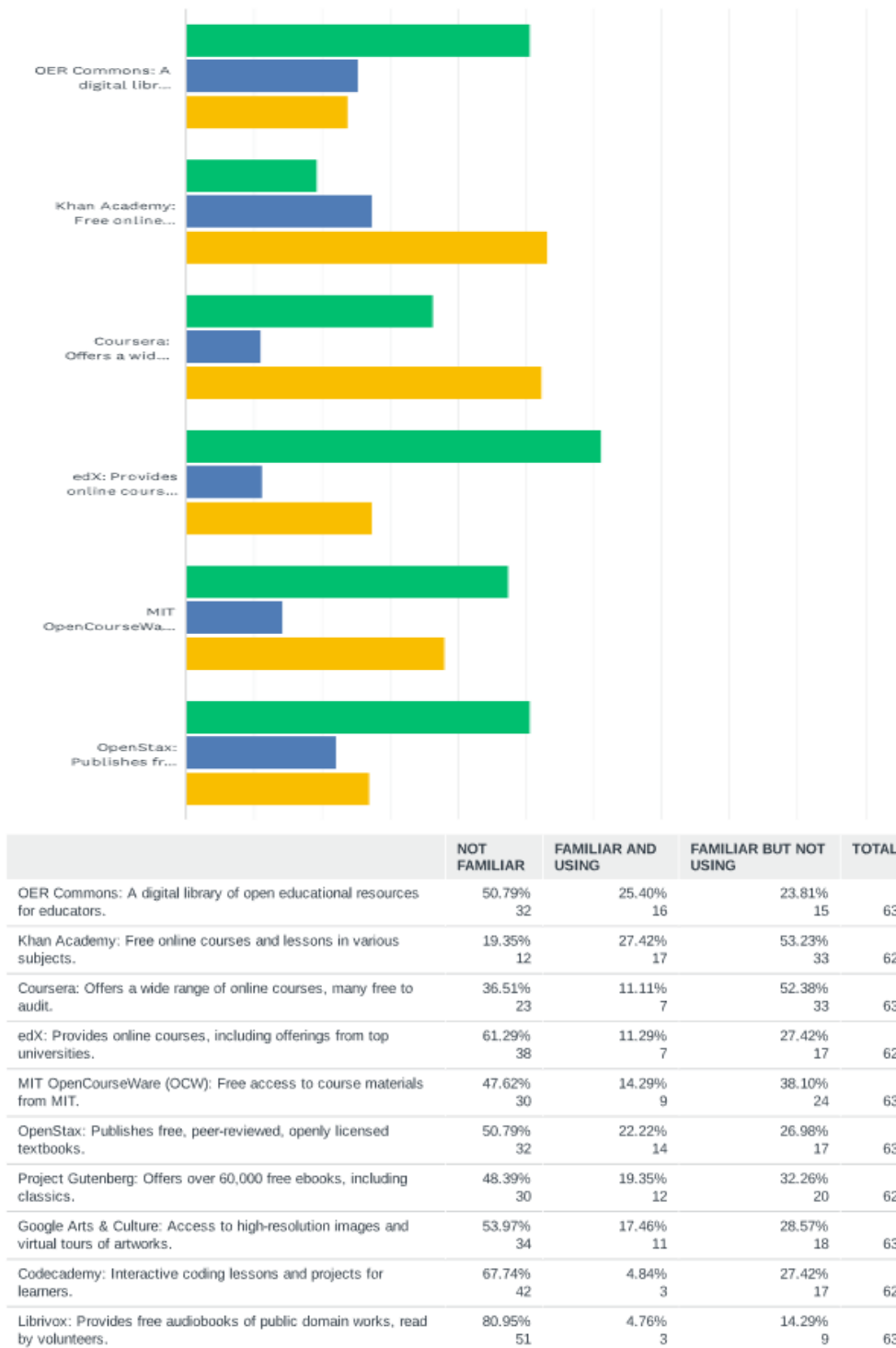
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q20 Describe your familiarity with the following open (or mostly open) educational resources:

Answered: 63 Skipped: 16



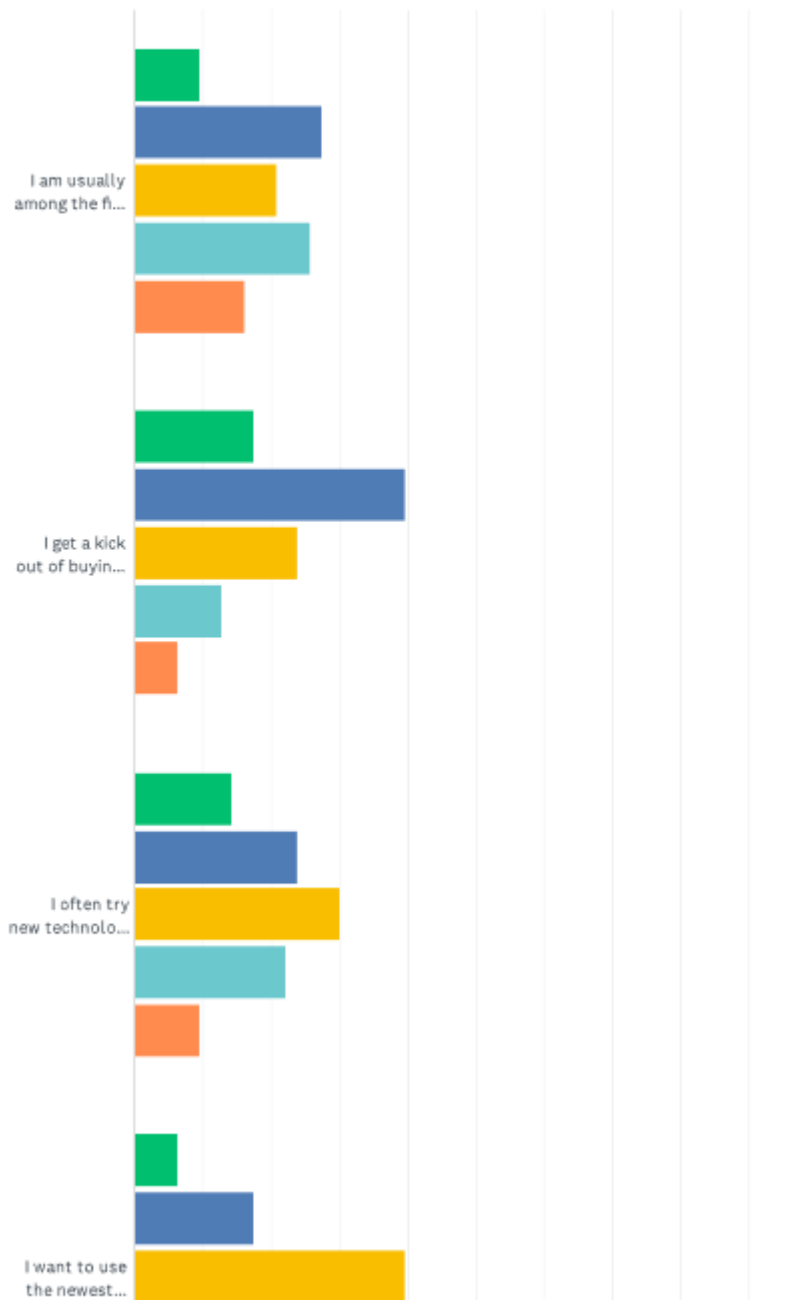
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q21 Rate your level of agreement with the following statements related to technology:

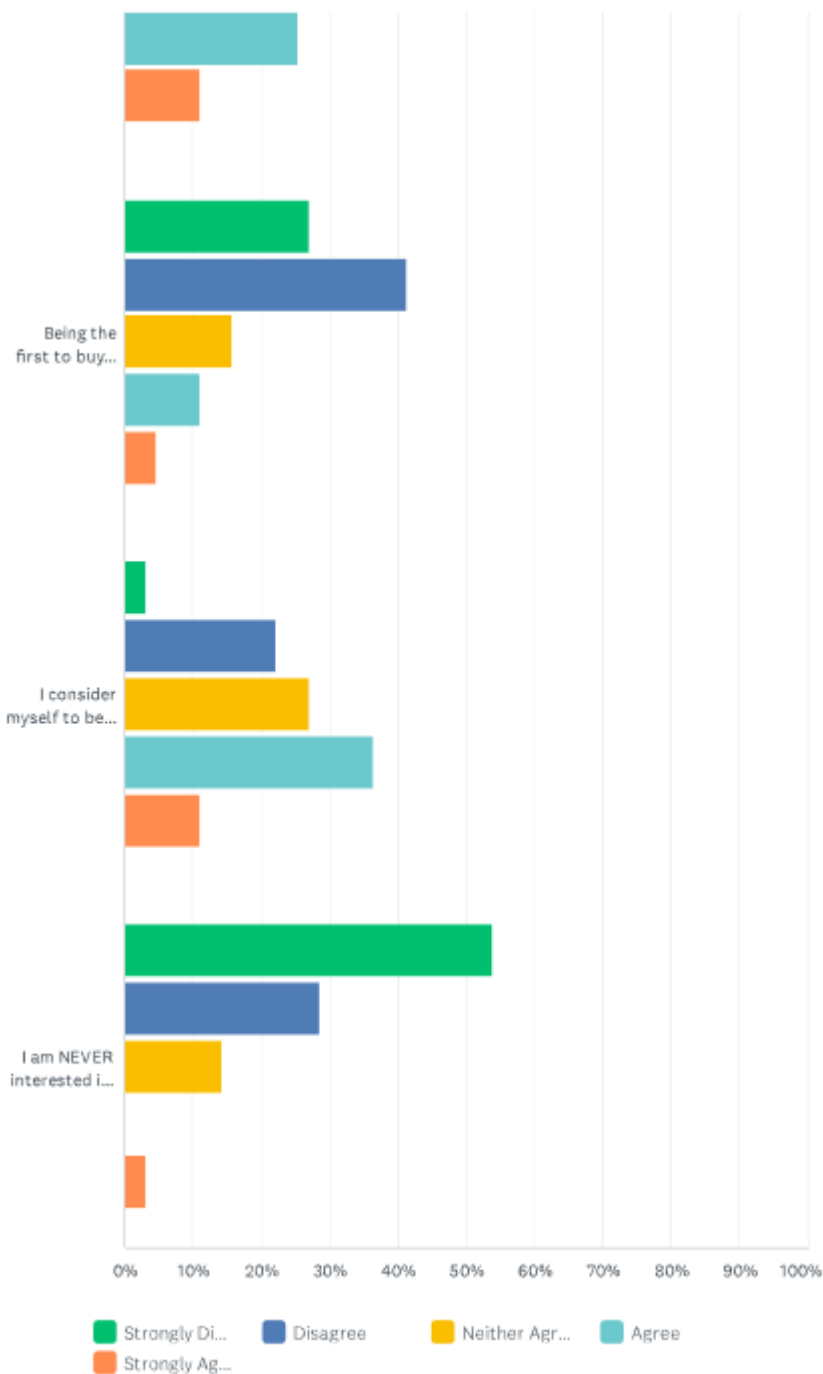
Answered: 63 Skipped: 16



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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)



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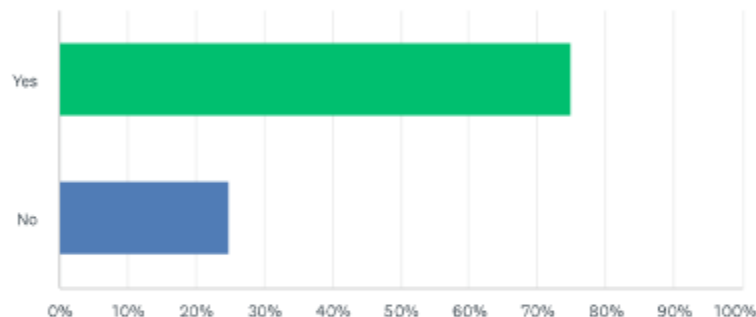
Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	TOTAL
I am usually among the first to try new technology products.	9.68% 6	27.42% 17	20.97% 13	25.81% 16	16.13% 10	62
I get a kick out of buying new technology products before most other people even know they exist.	17.46% 11	39.68% 25	23.81% 15	12.70% 8	6.35% 4	63
I often try new technology products before my friends and neighbors do.	14.29% 9	23.81% 15	30.16% 19	22.22% 14	9.52% 6	63
I want to use the newest technology products.	6.35% 4	17.46% 11	39.68% 25	25.40% 16	11.11% 7	63
Being the first to buy new technology products is very important to me.	26.98% 17	41.27% 26	15.87% 10	11.11% 7	4.76% 3	63
I consider myself to be a little more innovative than the average person when it comes to trying out new technology products.	3.17% 2	22.22% 14	26.98% 17	36.51% 23	11.11% 7	63
I am NEVER interested in using new technology products.	53.97% 34	28.57% 18	14.29% 9	0.00% 0	3.17% 2	63

Q22 Have you ever used GSU's Center for Teaching and Learning (CTL) resources to support your development of online and/or hybrid courses?

Answered: 64 Skipped: 15



ANSWER CHOICES	RESPONSES	
Yes	75.00%	48
No	25.00%	16
TOTAL		64

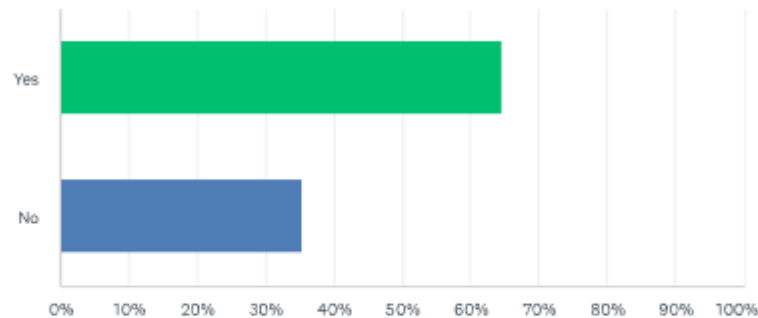
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Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q23 Have you participated in Quality Matters (QM) training?

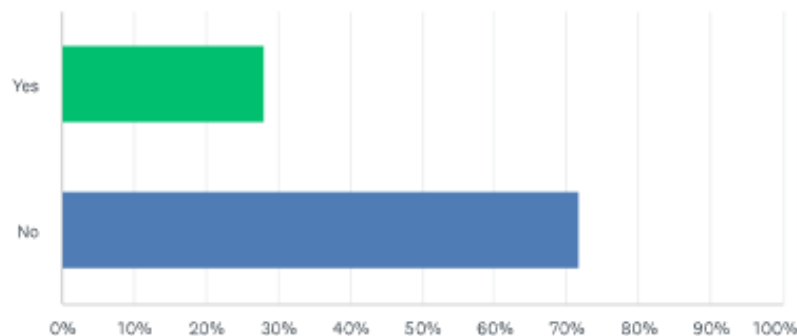
Answered: 65 Skipped: 14



ANSWER CHOICES	RESPONSES	
Yes	64.62%	42
No	35.38%	23
TOTAL		65

Q24 Have you completed the Online Teaching and Learning Certificate Program at GSU?

Answered: 64 Skipped: 15



ANSWER CHOICES	RESPONSES	
Yes	28.13%	18
No	71.88%	46
TOTAL		64

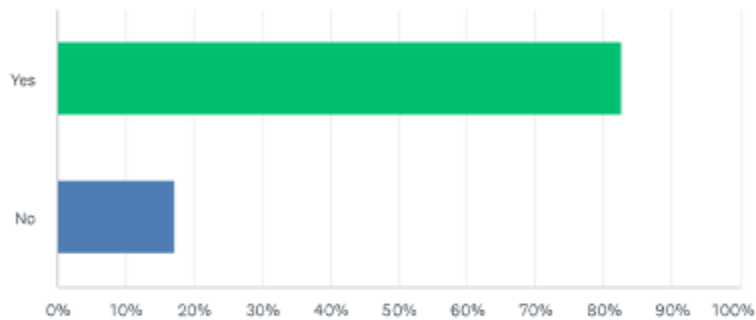
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q25 Would you be interested in GSU's Center for Teaching and Learning (CTL) training related to AI tools?

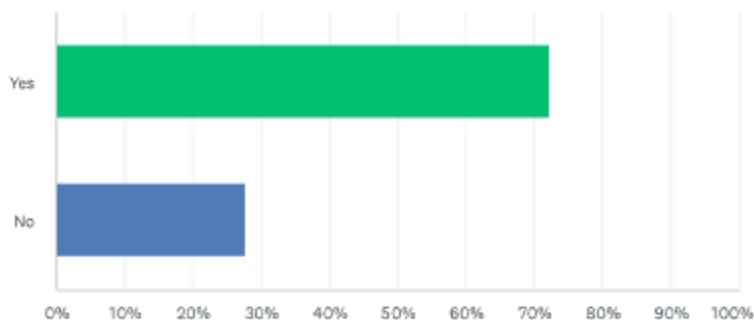
Answered: 64 Skipped: 15



ANSWER CHOICES		RESPONSES	
Yes		82.81%	53
No		17.19%	11
TOTAL			64

Q26 Would you be interested in additional training related to the use of technology in Lecture/Discussion (face-to-face) courses?

Answered: 65 Skipped: 14



ANSWER CHOICES		RESPONSES	
Yes		72.31%	47
No		27.69%	18
TOTAL			65

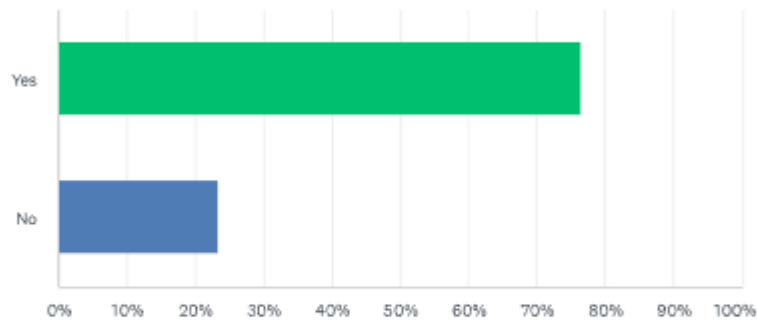
Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q27 Would you use the tool Grammarly if GSU adopted it?

Answered: 64 Skipped: 15



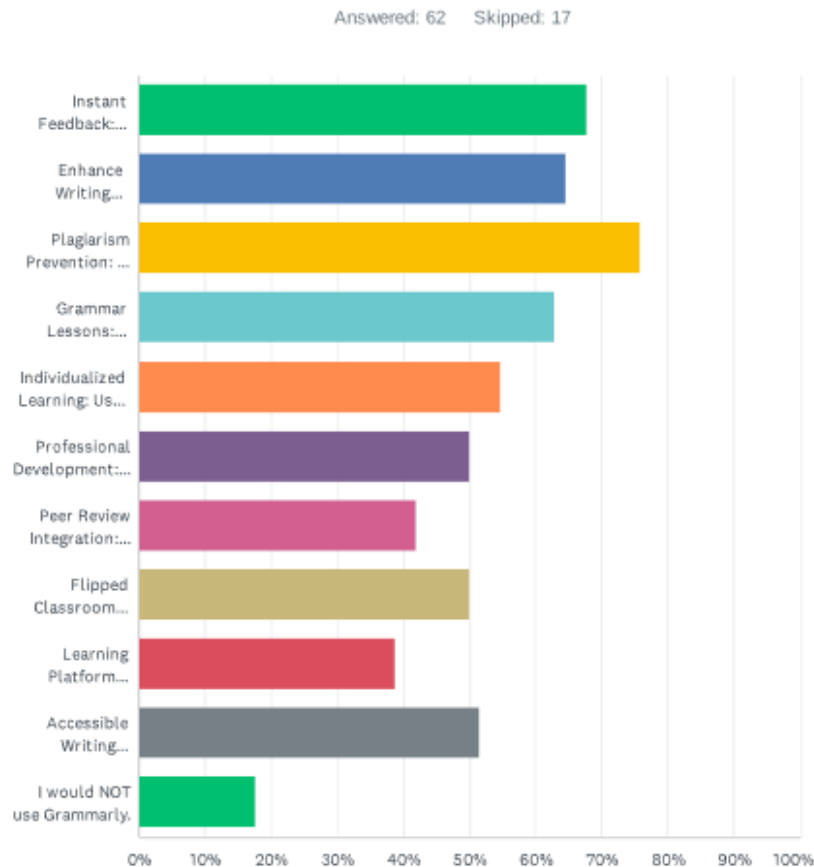
ANSWER CHOICES	RESPONSES
Yes	76.56%
No	23.44%
TOTAL	

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q28 What applications of Grammarly would you use if GSU adopted the tool? Choose all that apply:



ANSWER CHOICES	RESPONSES	
Instant Feedback: Provide students with instant grammar and spelling feedback.	67.74%	42
Enhance Writing Quality: Encourage students to use Grammarly for better writing quality.	64.52%	40
Plagiarism Prevention: Use Grammarly's plagiarism checker to ensure originality.	75.81%	47
Grammar Lessons: Incorporate Grammarly for grammar rule explanations.	62.90%	39
Individualized Learning: Use Grammarly's suggestions for individualized learning.	54.84%	34
Professional Development: Utilize Grammarly for professional communication proofreading.	50.00%	31
Peer Review Integration: Integrate Grammarly into peer review processes for writing.	41.94%	26
Flipped Classroom Support: Recommend Grammarly for self-paced writing improvement.	50.00%	31
Learning Platform Integration: Integrate Grammarly with assignments on learning platforms.	38.71%	24
Accessible Writing Assistance: Promote Grammarly's accessibility for diverse student needs.	51.61%	32
I would NOT use Grammarly.	17.74%	11
Total Respondents: 62		

Appendix E

Descriptive Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Q29 Please explain the reasoning for your choices related to GSU's Center for Teaching and learning, Quality Matters, and Grammarly.

Answered: 28 Skipped: 51

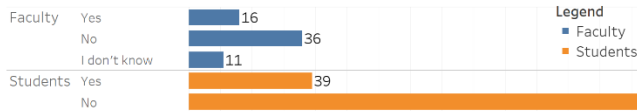
Appendix F

Additional Analyses of GovState Surveys on Digital Learning

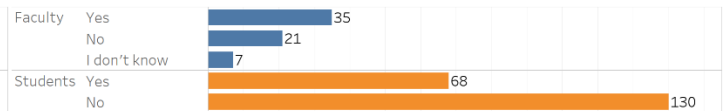
Faculty & Student Surveys (administered 3/2024)

Comparing Student and Faculty perspectives on using AI for writing.

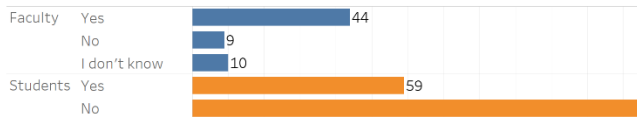
AI Use and Writing: It is acceptable to use AI to generate relevant and well-structured content for writing assignments.



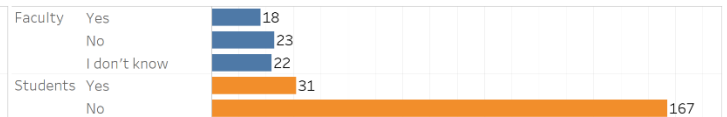
AI Use and Writing: It is acceptable to apply AI tools to enhance vocabulary and language usage in assignments.



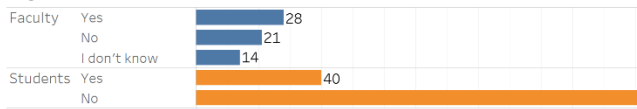
AI Use and Writing: It is acceptable to seek AI assistance for suggestions on improving writing style and coherence.



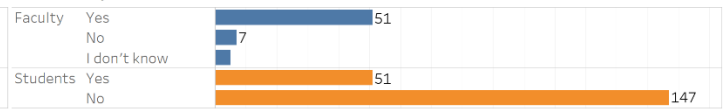
AI Use and Writing: It is acceptable to utilize AI to create concise and accurate summaries of written assignments.



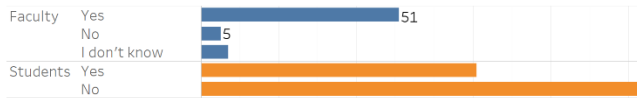
AI Use and Writing: It is acceptable to utilize AI to refine the overall structure and organization of written submissions.



AI Use and Writing: It is acceptable to seek AI guidance for proper formatting and citation style adherence.



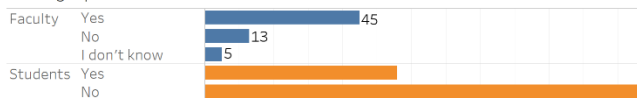
AI Use and Writing: It is acceptable to utilize AI to check and ensure the originality of the written content.



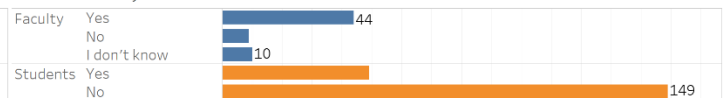
AI Use and Writing: It is acceptable to implement AI-powered proofreading to identify and correct grammatical errors.



AI Use and Writing: It is acceptable to use AI tools to generate accurate citations and bibliographies.



AI Use and Writing: It is acceptable to apply AI suggestions to enhance the clarity and readability of the text.



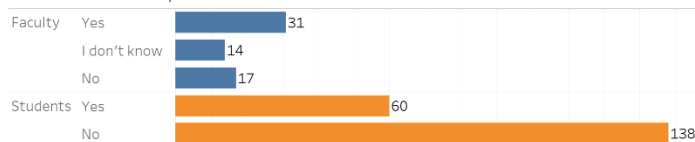
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Additional Analyses of GovState Surveys on Digital Learning

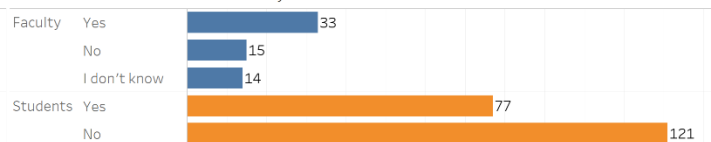
Faculty & Student Surveys (administered 3/2024)

Comparing Student and Faculty perspectives on using AI for studying.

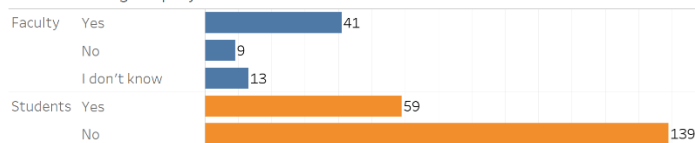
Student Interest in and Faculty Acceptance of AI Use for Studying: AI-generated summaries for complex texts.



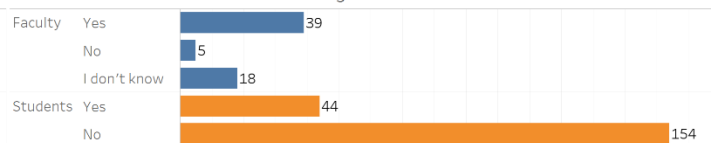
Student Interest in and Faculty Acceptance of AI Use for Studying: Use AI support for literature reviews and data analysis.



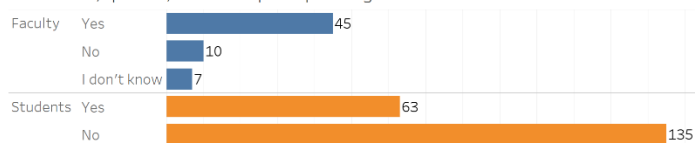
Student Interest in and Faculty Acceptance of AI Use for Studying: Use AI-assisted brainstorming for projects.



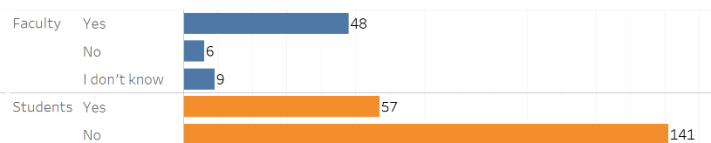
Student Interest in and Faculty Acceptance of AI Use for Studying: Engage with AI-driven simulations for hands-on learning.



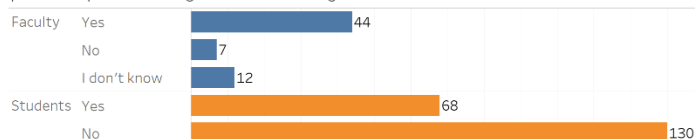
Student Interest in and Faculty Acceptance of AI Use for Studying: Generate flashcards, quizzes, and concept maps using AI.



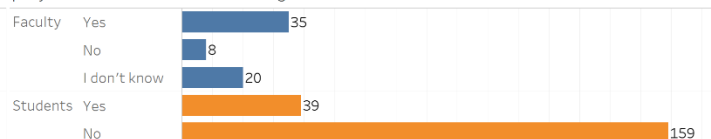
Student Interest in and Faculty Acceptance of AI Use for Studying: Utilize language translation with AI tools.



Student Interest in and Faculty Acceptance of AI Use for Studying: Implement AI-powered proofreading for written assignments.



Student Interest in and Faculty Acceptance of AI Use for Studying: Utilize AI tools for project coordination and tracking.

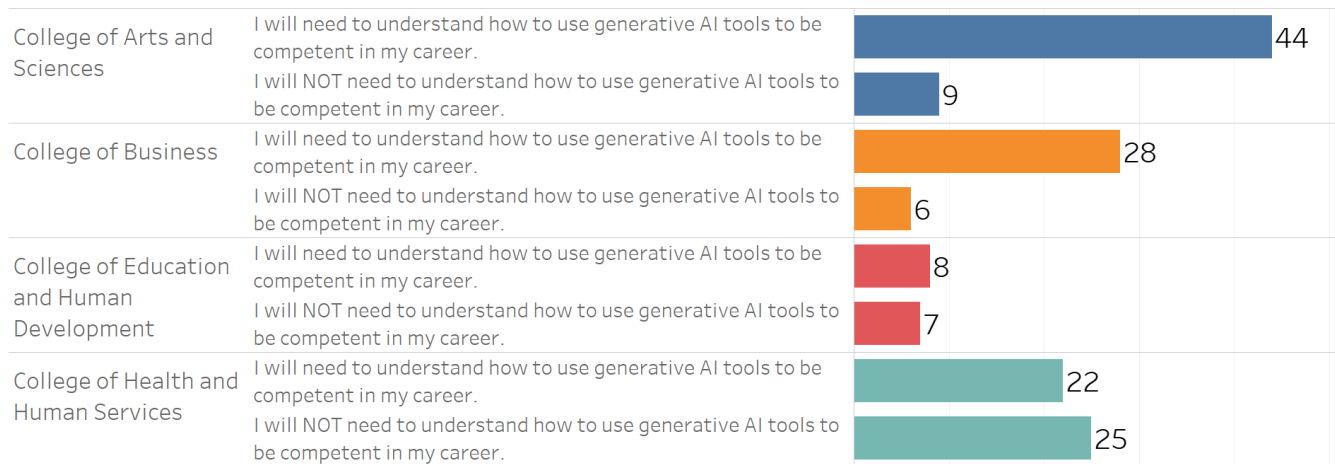


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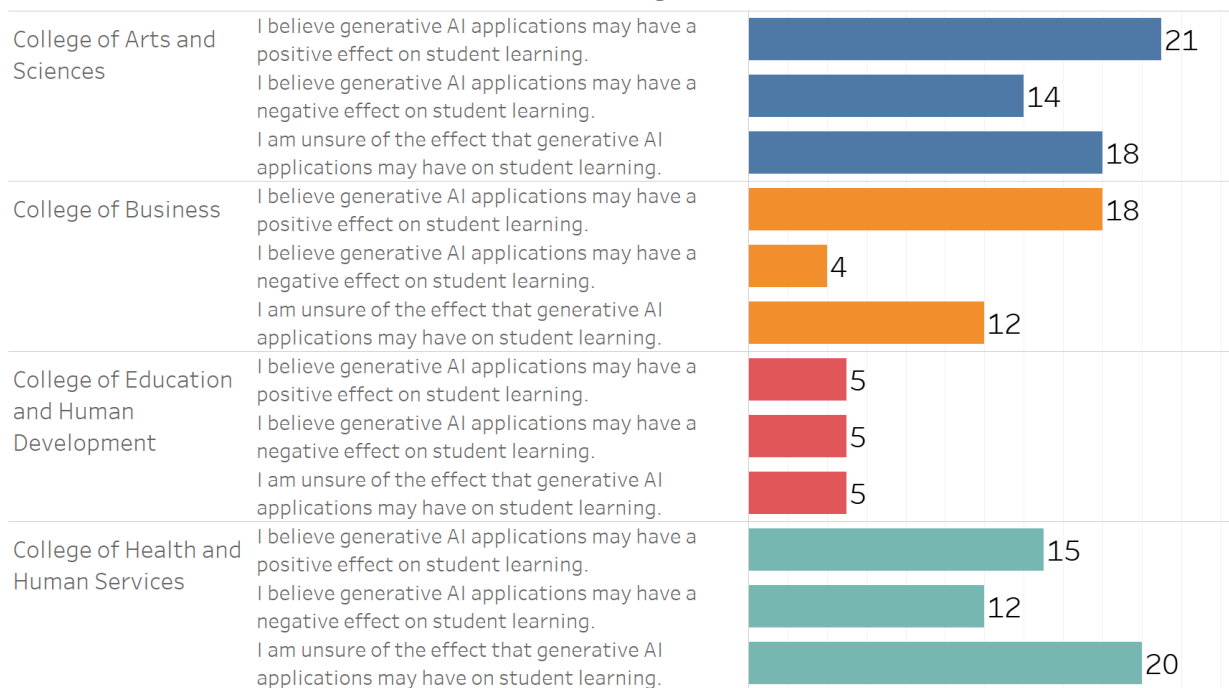
Additional Analyses of GovState Surveys on Digital Learning

Student Surveys (administered 3/2024)

Student Beliefs about AI and their Careers



Student Beliefs about AI and Learning

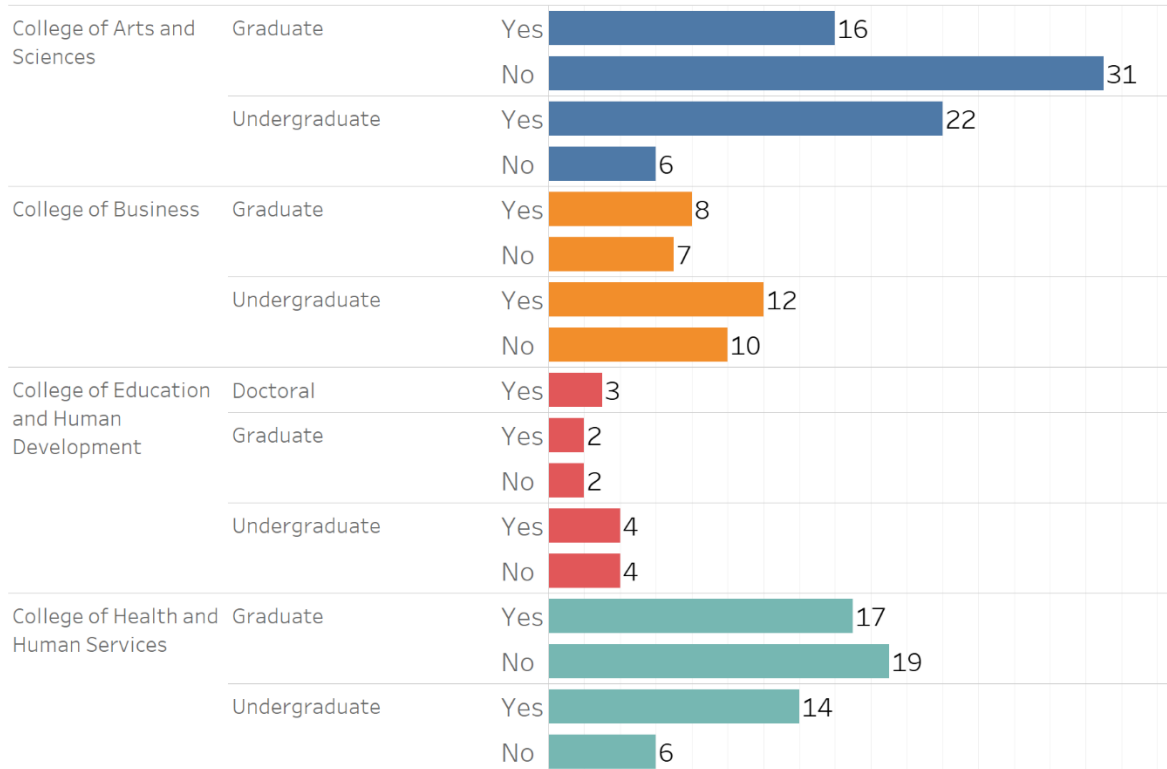


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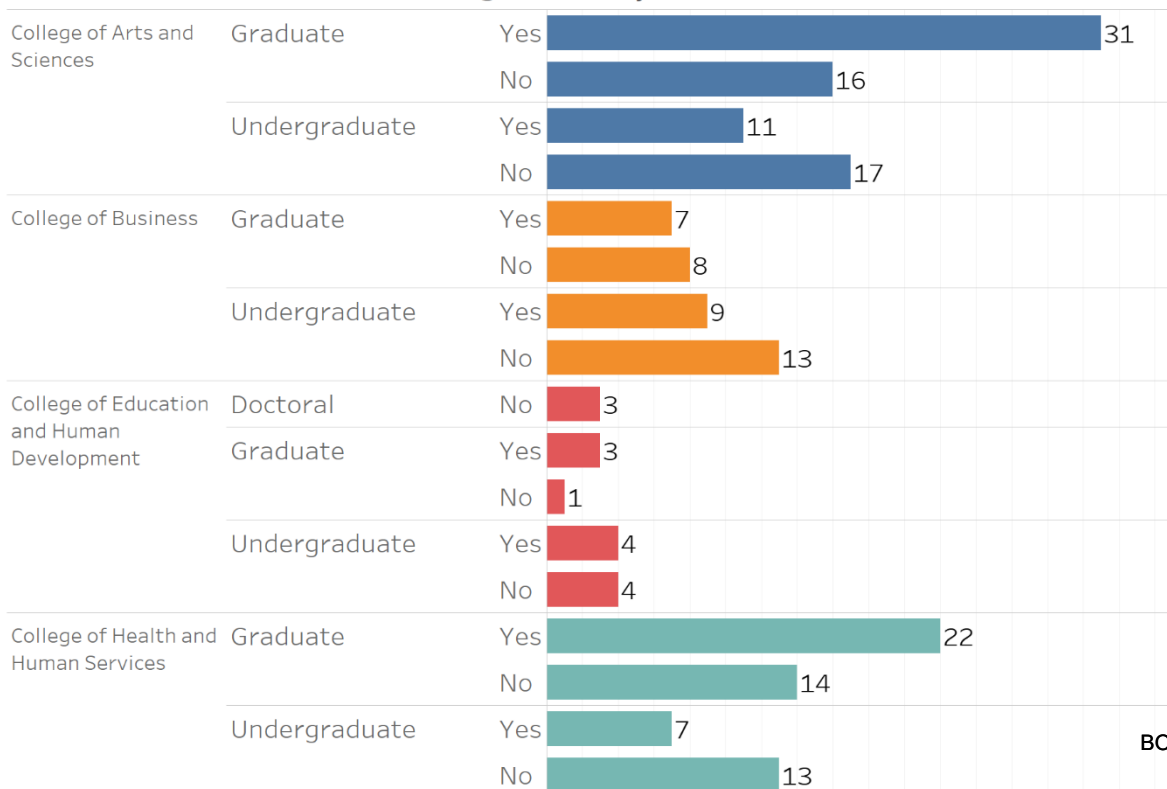
Additional Analyses of GovState Surveys on Digital Learning

Student Surveys (administered 3/2024)

Student Preferences for Taking Online Asynchronous Courses



Student Preferences for Taking Online Synchronous Courses

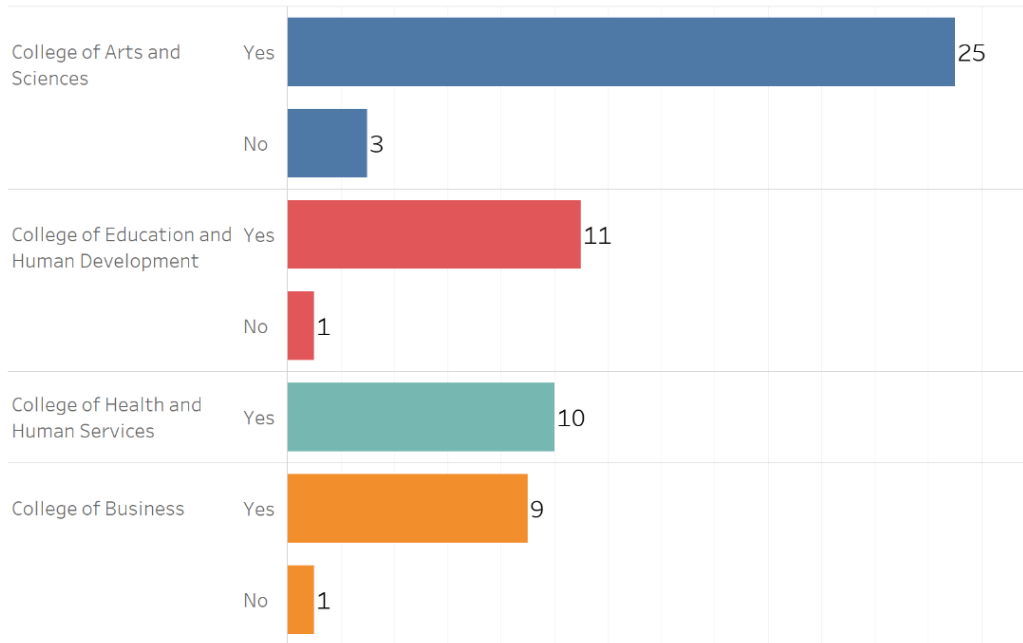


Appendix F

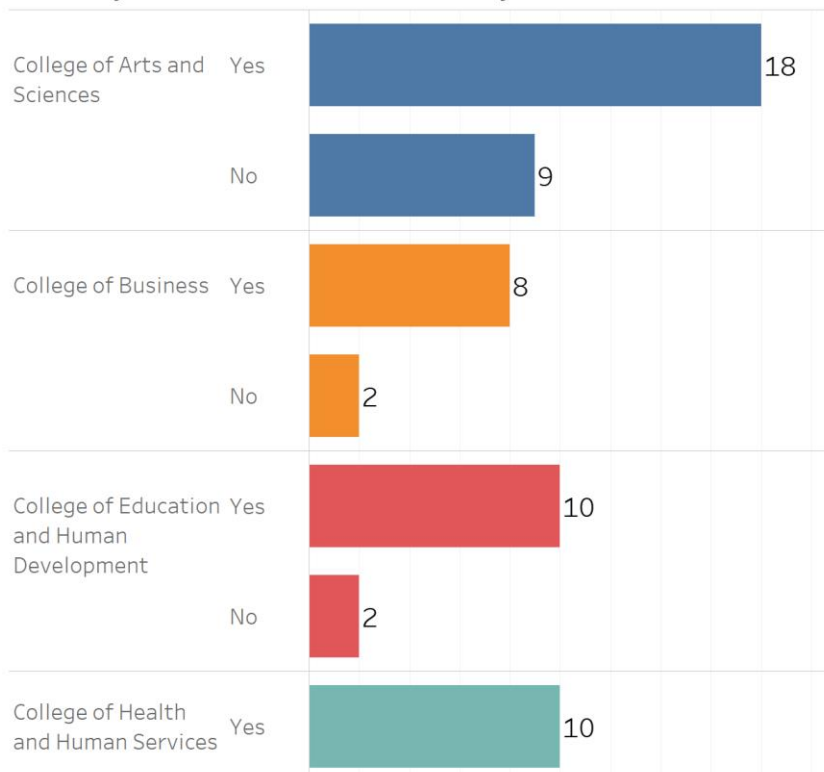
Additional Analyses of GovState Surveys on Digital Learning

Faculty Surveys (administered 3/2024)

Faculty Willingness to Use AI by College



Faculty: Would Use Grammarly

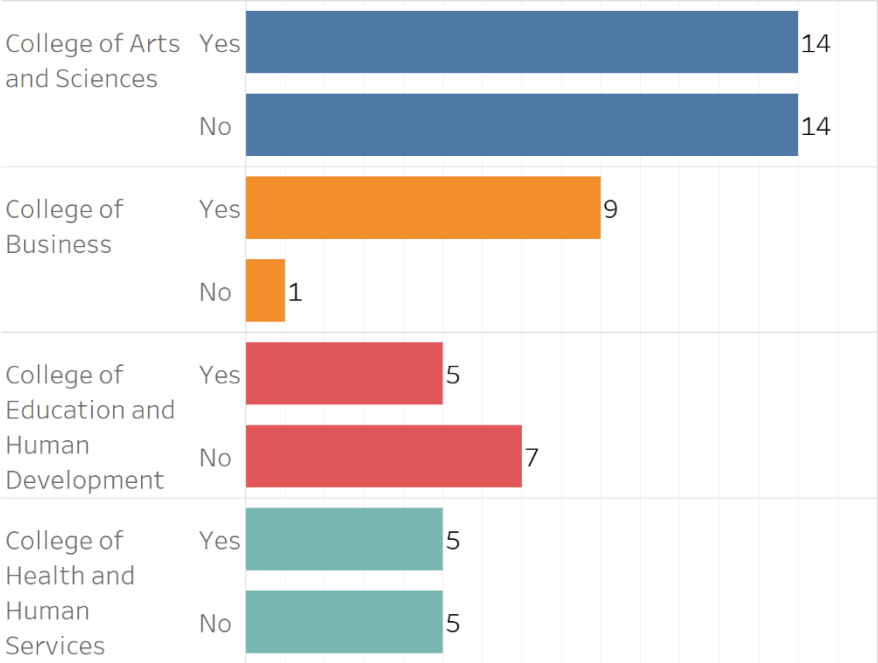


Appendix F

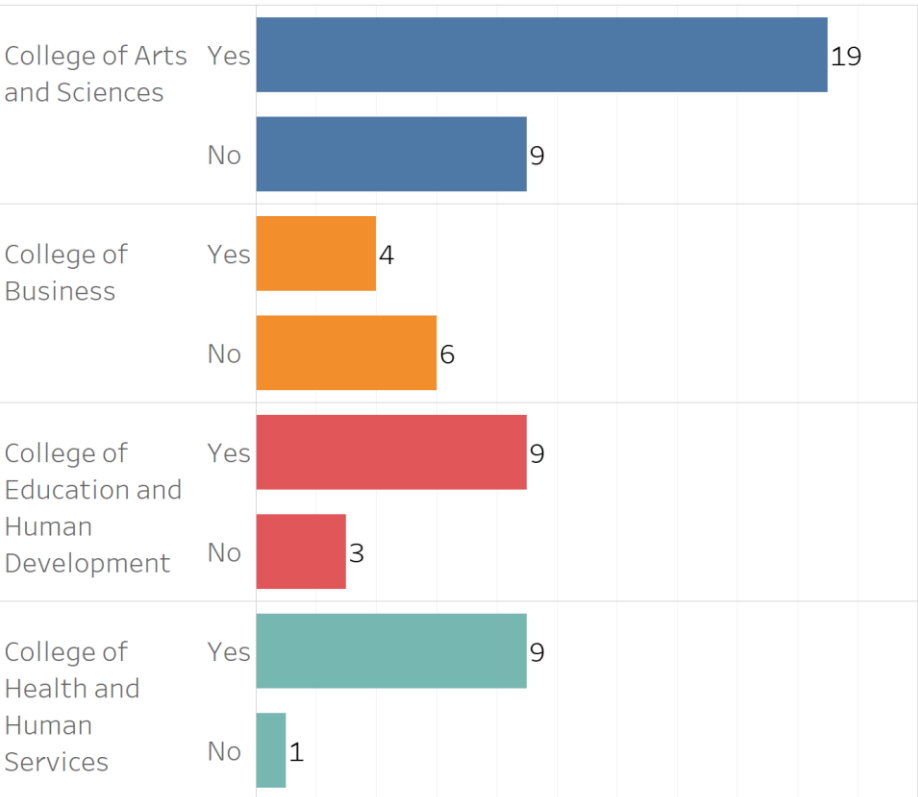
Additional Analyses of GovState Surveys on Digital Learning

Faculty & Student Surveys (administered 3/2024)

Faculty: Likes Teaching Asynchronously Online



Faculty: Likes Teaching Synchronously Online

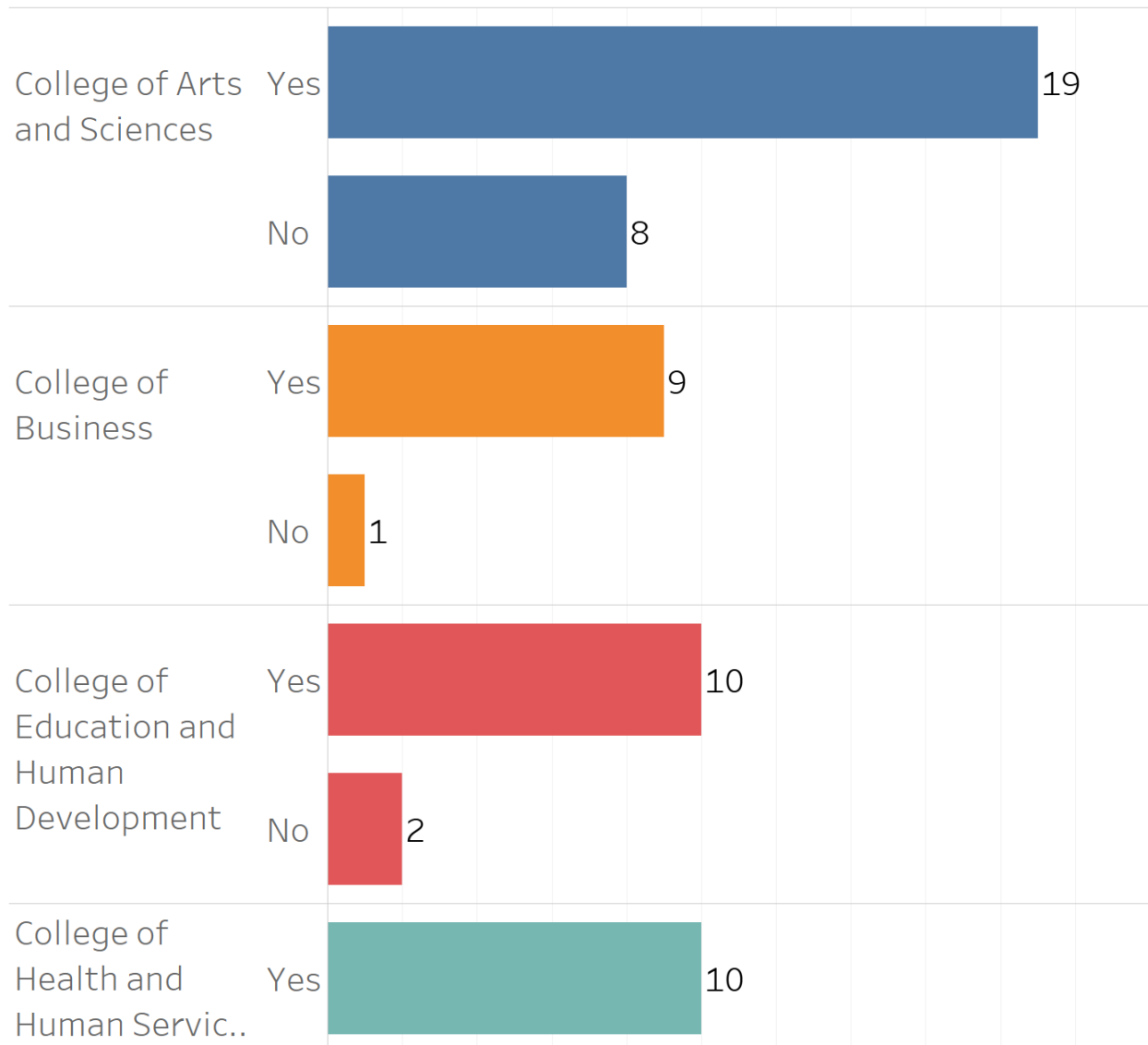


Appendix F

Additional Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Faculty: Interest in CTL Resources related to AI

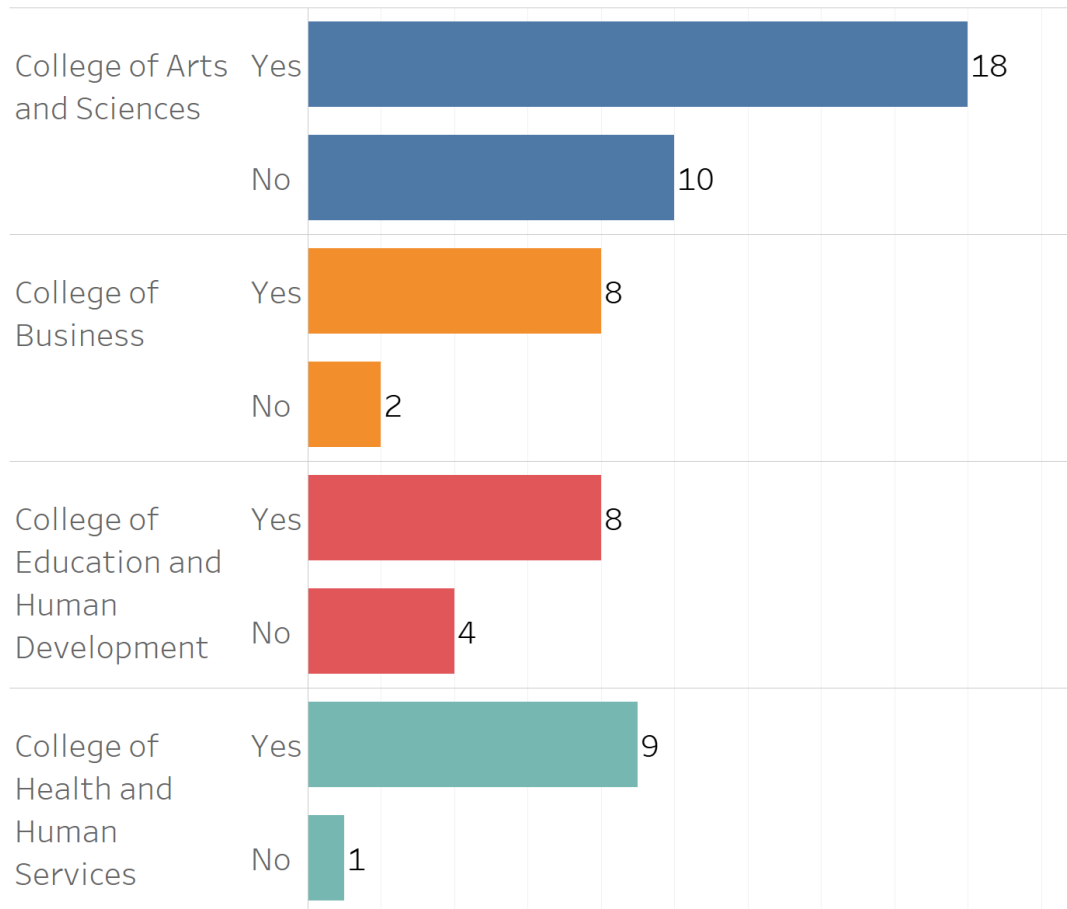


Appendix F

Additional Analyses of GovState Surveys on Digital Learning

Faculty Survey (administered 3/2024)

Faculty: Interest in CTL Resources related Lecture Discussion Courses



Appendix G

Technology Resources and Processes Managed by GovState ITS

On-Premise Resources

Application Name	Purpose
Honeywell DVM	security cameras
Honeywell EBI	door card swipes
Honeywell Fire server	Fire panels/alarms
Keystone	physical key database
IVS Valt	Counseling Lab video recording
Microtel Microcall	Call accounting
Veritas Netbackup	backup software
Niagara Supervisor	Prairie Place HVAC
Nlight	Lighting controls
OpManager	Network device monitoring
Blue Iris	Pearson testing video recording
Singlewire Informacast	Phone announcements
TempTrak	monitor refrigerator/freezer temperatures
Cisco Expressway	VOIP/Jabber gateway
Cisco UCM	Call Manager - phone system
Cisco Unity	Voice mail - phone system
Cisco CER	E911 - phone system
Microsoft Exchange	email
NICE	DPS radio recording
Delta Building Management	Building HVAC
Aruba Clearpass	Radius authentication
Siemens HVAC	Building HVAC
OCLC EZProxy	Library External Research Databases
Rebex Buru	SFTP
VMWare Site Recovery Manager	Disaster recovery
VMWare vSphere Replication	Disaster recovery

Appendix G

Technology Resources and Processes Managed by GovState ITS

On-Premise Resources

Application Name	Purpose
VMWare vCenter	ESXi management
Cisco Hyperflex	Cisco cluster - DR at ISU
Aruba Mobility Controller	access points
Palo Alto GlobalProtect	VPN software
WatchFire	Entrance signs
Source4 FormPort	Printing forms and signatures
Ellucian Colleague 18 SQL	ERP System
Ellucian Colleague UI	ERP User Interface
Ellucian Colleague Self-Service	ERP Web Services for Users
MyGSU Portal (SharePoint 2016)	Intranet
Ellucian Payment Gateway	Credit card payment processing
Ellucian OneCard Gateway	ID card commerce
Ektron CMS (Website)	Main Website CMS
Hyland Perceptive Content	Document management system
LiquidFiles Server	Secure File Transfer
Cayuse Department Manager	Grant accounting
SAP BusinessObjects Enterprise	ERP reporting, WEBI, ODS
Mercury/RMS Housing	Housing management
Synoptix Reporting Server	Financial reporting
Titanium EMR	Counseling center records management
MyGSU Mobile App Server	ERP Mobile App Access
PaperCut - students	Printing for students
PaperCut - Copiers	Printing for the copiers
Ivanti Endpoint Manager	Endpoint management
Sassafrass	Computer Lab Managment
Deep Freeze	Computer configuration managment

Appendix G

Technology Resources and Processes Managed by GovState ITS

Cloud-Based Resources

Application Name

Spektrix
Office365
Workzone
TerraDotta
HelloID
WCONLINE
NEOED Insight
NEOED Onboard
NEOED Perform
ChildPLus
The Soft Edge
College Cost Meter
OpenAthens
CampusLogic
ERezLife
IVY.ai
AssetWorks
National Student Clearinghouse
PERTS
Springshare
25Live
SONA
Cision Communications Cloud
Snowflake
SmartEvals
Raydiant for Universities
InScribe
Custom Viewbook
Compliance Resource Center (Hotline)
EAB Transfer Portal
Respondus
Rave
Webex
UKG Ready (Kronos)
Zoom
Digital Commons
Blackboard
ACI Worldwide
Heartland
LastPass
Stripe

Purpose

Ticket Sales
Student email system
GovState's Project Management software.
Terra Dotta for ISSS enables processing of key international student (SEVIS).
Single sign-on and authentication
Resource management for Tutoring and Writing Center
Applicant Tracking System
Onboarding new hires
Electronic Performance System
Manage operations of Family Development Center
Government relations and online advocacy solutions
Provide students with an email of cumulative loan borrowing each se
Provide single sign with university student sign-in system.
Scholarship processes
Visitor tracking for residence halls
AI Chat software
Inventory management for fixed assets
Verification, transcripts, and student reporting services
Promote social belonging and Growth Mindset to first year students.
Request books from inter-library loan system
Tracking, scheduling and management of university events
Management of research studies
Web and social media scraper
SUBSERVICE PROVIDER
Student evaluations of instruction/courses
Control wall monitors in the Academic Resource Center.
Virtual communication platform
Lead generation
Work concern reporting
Transfer Portal
Exam monitoring
Send SMS, voice and email notification for emergency events
Online meetings
Electronic Time Entry
Online meetings
Publishing of scholarly papers. OPUS
Learning Management System
Payment Processor
Payment Processor
Credential management
Payment Processor

Appendix G

Technology Resources and Processes Managed by GovState ITS

Cloud-Based Resources

Application Name

TouchNet
Worldpay
eCHECKUP TO GO
AMSA
iSpring
Panopto
Maxient
Launch Online
Blumen
Engage
Campus ESP (Admissions)
Enrole
IDP Connect
Campus ESP (Students)
Get Inclusive
Handshake
Happy or Not
PrestoWeb
PearDeck
Bluefin Payment Systems
Elavon, Inc.
QTS
Comics Plus
Omnigo
WebTMA
SAP Concur
Tableau
Grammarly
Sophos
FreedomPay
Outcomes Assessment Projects (formerly Aqua)
Student Learning & Licensure (formerly Via)
Watermark Insights (formerly Digital Measures)
Fusion
Acalog
Curriculog
Starfish
Constant Contact
Slate Advancement
Ivanti
Gardner
Qualtrics
SmartSheet
Adobe Cloud

Purpose

Payment Processor
Payment Processor
Counseling - Screening Tool
Interface between Slate and Colleague
Interactive Courses/Assignments
Video content management system
Student conduct case management
Online Orientation and Training
Data management for Trio projects
Student organization hub tracking activities and memberships
Parent communication
Course Management
International student recruitment
Parent communication
Online training
Promote jobs and internships
Anonymous satisfaction surveys
Web hosting services
Student data collecting
Payment Processor
Payment Processor
SUBSERVICE PROVIDER
Electronic resource of digital comics and graphic novels
Public safety management
FDM Service Desk Application
Corporate Travel
Data Display on GovState Dashboard
Online tool for writing
Client Security Management Suite
Payment Processor - Rec Center
Juried program and general education assessments for accreditation
Accreditation
Faculty evaluation
GovState Rec Center Management
Catalog curricular changes automatically.
Course management
Student retention and early alert system
Create and manage email and digital marketing campaigns
Communication and gift transaction platform
Asset Management, change control, incident tracking, helpdesk ticketing
Tool to help curriculum redesign.
Surveys
Project management and information tracking
Adobe software and storage

Appendix G

Technology Resources and Processes Managed by GovState ITS

Cloud-Based Resources

Application Name	Purpose
Jamf	Mobile Device Management
iGrad Financial Wellness	Financial literacy tool for students
Proctor360	Online exam proctoring
MDBR	Security focused DNS
Acquia	GovState Web Page
Slack	Project management and remote inter-office communication
Register Blast	Exam Registration
Cayuse	Grant management
MedProctor	Immunization verification and immunization compliance software
Docusign	Secure document signing
HireRight	New hire background screening

Appendix G

Technology Resources and Processes Managed by GovState ITS

Product Lifecycle Information

Software

- Windows
- MacOS
- Windows Server
- Virtual Environment
- Office365 including Email, Office Suite, and other software
- Cisco Prime

Hardware

- Wireless Infrastructure – HP Aruba
- Network Switches – Cisco and HP Aruba
- Firewalls – Palo Alto
- Disaster Recovery Solution – Cisco Servers, Switches, and storage. Firewalls Palo Alto.

End User Computing Refresh Program

- Replace end computer devices on a 6-year rotation for full-time employees, labs, and classrooms.
- Trickle-down turned in refresh computers to part-time employees, student workers, extra help, and Adjunct.

Windows End User Compute Devices

- Managed by Microsoft Intune
- Labs: Deep Freeze Client installed

Macintosh End User Compute Devices

- Managed by Apple School Manage and JAMF Software

Appendix G

Technology Resources and Processes Managed by GovState ITS

On-Premise Resources

Basic Classroom

Room with very little technology, such as a display with HDMI or a pull down screen.

Enhanced Technology Classrooms

Each technology enhanced classroom is equipped with a ceiling mounted projector, projection screen, webcam, speakers, and networked computer housed in a podium. Classrooms have wireless connections and some have wired student tables. Selected classrooms operate as labs fully equipped with Windows desktop and Macintosh computers.

Hyflex Classrooms

Each Hyflex classroom has similar technology as enhanced classroom technology along with equipment to allow faculty to instruct students in the classroom and on-line simultaneously. Those technologies include Robo camera to see preset views of the classroom, webcam, and capability for instructor microphone. Two of the Hyflex classrooms have room ceiling and wall microphones for complete room coverage.

Computer Labs

There are several computer labs throughout campus where students, faculty, staff, and general public have access to Windows desktop computers and Macintosh computers. Printers and copiers are available by labs and throughout campus.



*Note. Image created with the DALL-E plug-in for ChatGPT 4.0 (OpenAI, 2022).

**Quarterly Report of Income Producing Contracts of \$100,000 or More
 For the Period Ended June 30, 2024 (Q4FY24)
 (With Comparative Information For the Period Ended June 30, 2023 – Q4FY23)**

Federal Grants:

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
U.S. Department of Health & Human Services	Early Head Start Grant	\$1,273,102	\$985,732	Erin Soto COEHD/Family Dev Center	Period: 1/1/20 to 12/31/24 Award Amount: \$3,925,163
U.S Department of Education, passed through the Illinois Board of Higher Education	IL Tutoring Initiative Grant	\$1,166,308	\$883,945	Shannon Dermer COEHD	Period: 10/29/21 to 9/30/24 Amount: \$3,156,100
U.S. Department of Health & Human Services, passed through the Illinois Board of Higher Education	Child Care and Development Block Grant	\$882,448	\$1,190,848	Shannon Dermer COEHD	Period: 8/1/21 to 6/30/24 Award Amount: \$2,100,426
U.S Department of Education	TRIO Educational Opportunities Centers Project	\$321,940	\$ 289,060	Mushtaq Choudhary Dean of Students	Period: 10/1/21 to 9/30/26 Amount: \$1,160,250

Federal Grants (continued):

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
U.S. Department of Health & Human Services	Mental and Behavioral Health Education and Training Grants	\$219,906	\$346,490	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 9/1/21 to 8/31/25 Amount: \$1,424,720
National Science Foundation (NSF)	NSF Engines Development Award - Advancing Smart Logistics	\$177,583	\$1,149	Reggie Greenwood College of Business	Period: 5/15/23 to 4/30/25 Amount: \$1,000,000
U.S. Department of the Treasury, passed through the Illinois Department of Commerce and Economic Opportunity	Coronavirus State and Local Fiscal Recovery Grant	\$160,958	\$200,614	Craig Schmidt Extended Learning/Continuing Education	Period: 5/1/22 to 7/31/24 Award Amount: \$450,000
U.S. Department of Health & Human Services, passed through the Illinois Department of Human Services	Block Grants for Prevention and Treatment of Substance Abuse	\$97,058	\$242,645	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 7/1/22 to 6/30/24 Amount: \$562,477

Federal Grants (continued):

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
U.S. Department of Treasury; passed through the Illinois Will County	State and Local Fiscal Recovery Funds grant program (Will County's American Rescue Plan Act grant funding)	\$92,141	\$ -	Shannon Dermer/ COEHD; Catherine Balthazar/CHHS	Period: Fall 2023 through Fall 2026 Amount: \$2,500,000

State Grants:

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
IL Department of Public Health	Stroke Awareness Campaign	\$906,693	\$ -	Tonya Roberson/CHHS	Period: 7/1/23 to 6/30/25 Amount: \$1,000,000
IL Department of Human Services	Certified Recovery Support Specialist Success Grant Program	\$677,979	\$695,662	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 7/1/22 to 6/30/24 Amount: \$1,528,132
IL State Board of Education	Pre-K Block Grant, and Pre-K Expansion Grant	\$443,378	\$446,515	Erin Soto COEHD/Family Development Center	Period: 7/1/22 to 6/30/24 Award Amount: \$896,362

State Grants (continued):

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23	Principal Investigator (PI)/ College/Department	Award Period and Award Amount
IL Network of Child Care Resource and Referral Agencies	Child Care Restoration Grant	\$242,336	\$82,900	Erin Soto COEHD/Family Development Center	Period: 7/1/22 to 9/30/24 Amount: \$378,236
IL Board of Higher Education	Mental Health Early Action on Campus Act Grant	\$159,236	\$96,438	Mushtaq Choudhary/Dean of Students	Period: 7/1/22 to 6/30/24 Amount: \$274,741
IL Department of Human Services	Substance Use Prevention and Recovery - Certified Alcohol and Drug Counselor (CADC) Workforce Expansion Program	\$130,708	\$ -	Nancy Burley CHHS/Addiction Studies and Behavioral Health	Period: 12/1/23 to 6/17/24 Amount: \$507,000
IL Board of Higher Education	End Student Housing Insecurity (ESHI) grant	\$121,229	\$49,038	Kim Major-Ford/Counseling & Wellness Center	Period: 1/1/23 to 6/30/24 Amount: \$178,422

Others:

Provider Name	Type of Contract	Income 6.30.24 (Unaudited)	Income 6.30.23
Various Clients - Extended Learning	Training programs for professional development/ continuing professional education to individuals, school districts, and employees of certain private organizations	\$648,749	\$788,546
Clearwire Spectrum Holdings	Broadband Lease of Excess Channels	\$321,792	\$321,792
Various Clients - Foster Pride Program	Online training curriculum	\$110,990	\$154,990

Note: The above agreements generate income to the University throughout the fiscal year.

Resource/Contact: Corey S. Bradford, PhD, Vice President for Administration and Finance; cbradford2@govst.edu; 708.235.7421.

**University Contributions to University-Related Organization
 For the Period Ended June 30, 2024
 (With Comparative Information For the Period Ended June 30, 2023)**

Governors State University (“*University*”) recognizes the Governors State University Foundation (“*Foundation*”) as a University-Related Organization.

The Foundation has an ongoing contract with the University, which includes provisions requiring the Foundation to comply with Section VI of the “University Guidelines 1982 (as amended 2023)” as adopted by the State of Illinois Legislative Audit Commission. The contract requires the University to provide the Foundation with personnel and operational services at no cost. The estimated value of these services, which includes all direct payroll expenses and fringe benefits, for the comparative period ended June 30, 2024 and 2023 is as follows:

June 30, 2024 (Unaudited)	June 30, 2023 (Audited)
\$ 458,960	\$ 363,882

**Contributions to the University of \$25K or more
 For the Period Ended June 30, 2024
 (With Comparative Information For the Period Ended June 30, 2023)**

The Foundation provided the University with the following support for the comparative period ended June 30, 2024 and 2023:

	June 30, 2024 (Unaudited)	June 30, 2023 (Audited)
Support given to University departments	\$ 978,793	\$ 971,873
Support given for scholarships	277,113	384,545
Total	\$ 1,255,906	\$ 1,356,418

Resource/Contact: William A. Davis, Vice President for External Affairs , Chief Executive Officer, GSU Foundation, wdavis3@govst.edu, 708.235.7494; Villalyn Baluga, Associate Vice President for Finance, vbaluga@govst.edu, 708.534.4039.



GOVERNORS STATE UNIVERSITY

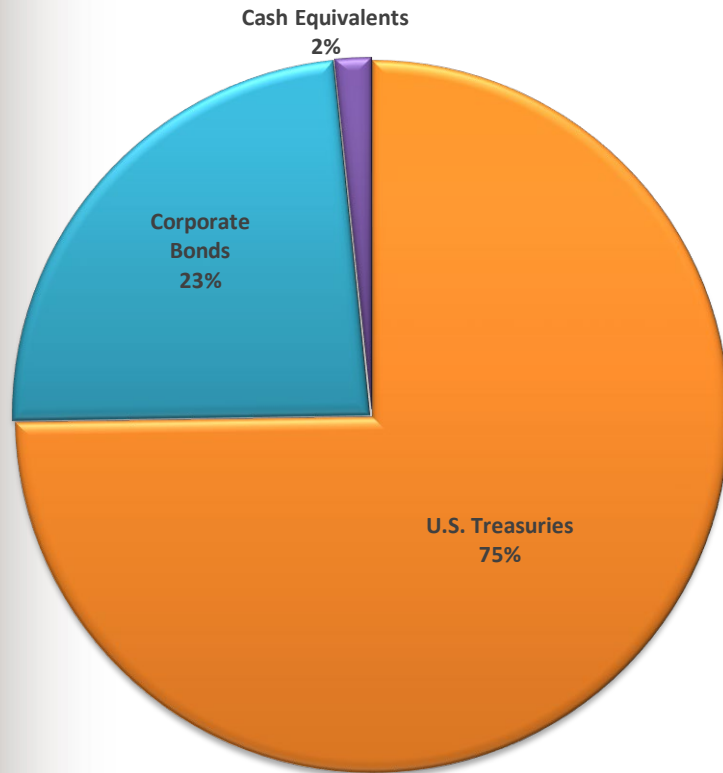
INVESTMENT REPORT JUNE 30, 2024

Prepared By: Lyn Baluga, AVP-Finance

Governors State University - Investment Strategy

- Investment in Fixed Income – U.S. Treasuries and Corporate Bonds, as authorized under the Illinois Public Funds Investment Act (30 ILCS 235).
- Advantages of U.S. Treasuries
 - Backed by the full faith and credit of the US Government.
 - Considered “the safest” investments.
 - Marketable and Liquid; they trade every day.
 - Stated coupon/interest rate is typically higher than bank accounts or CDs.
 - Typically purchased at discounts to protect principal.
 - Typically held until maturity when the maturity proceeds are paid in full.
 - Mitigates risks of increase/decrease in Fed Funds Rate.
 - NOT limited to \$250,000 for each bank CD due to FDIC insurance and NO penalties to sell.
 - Ladder the maturities to match cash flow needs of Governors State University.
- Active Investment Management
 - Investment portfolio is actively managed by a dedicated experienced Portfolio Manager in accordance with 30 ILCS 235 and the investment objectives of Governors State University.
 - Investment portfolio is laddered in maturities to meet cash flow needs.
 - Highest level of communication and client service orientation.

Governors State University - Investment Portfolio Holdings as of June 30, 2024



	Market Value	%
Fixed Income: U.S. Treasuries	\$ 28,012,012	75%
Fixed Income: Corporate Bonds	8,851,340	23%
Cash Equivalents	610,528	2%
Total Investments, June 30, 2024	\$37,473,880	100%

Note: Amounts shown above were obtained from the June 30, 2024 investment report provided by Old National Bank.



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Governors State University - Investment Summary as of June 30, 2024

Initial Amount Invested - December 1, 2022 Inception Date	\$	35,000,000
Additional Investments - June 2023		5,000,000
Withdrawals for Operations		(5,000,000)
Net Earnings (net of Investment Fee)		2,473,880
Ending Market Value, June 30, 2024	\$	37,473,880

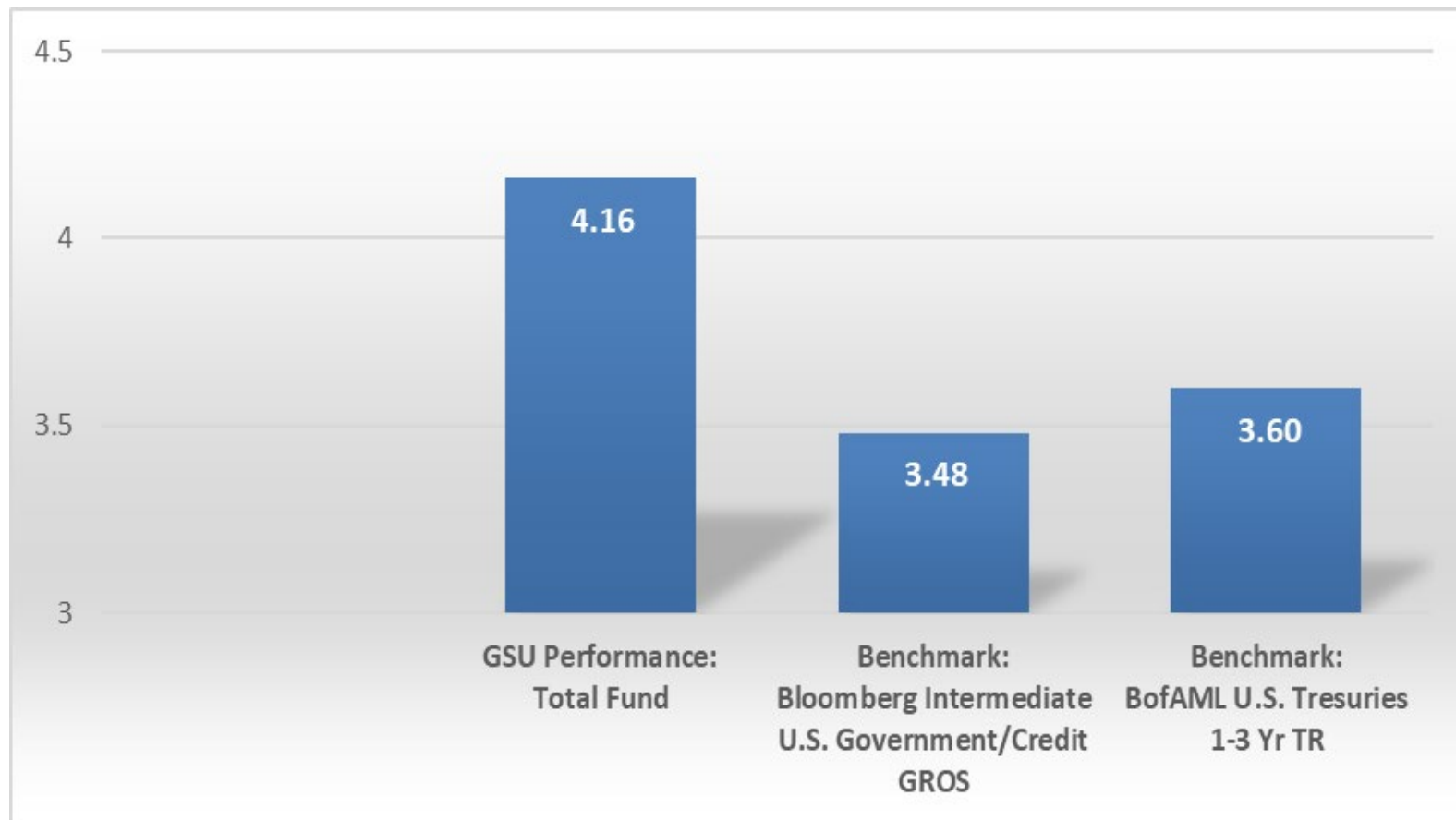
Total net investment earnings is at about \$2.47 million since inception.

Note: Amounts shown above were obtained from the June 30, 2024 investment report provided by Old National Bank.



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University's Investment Portfolio is Outperforming the Benchmark as of June 30, 2024



Note: Amounts shown above were obtained from the June 30, 2024 investment report provided by Old National Bank.

TAB 4

Resolution No. 25-01
Election of Officers and Representatives
for Academic Year 2024-2025

WHEREAS, The Board of Trustees of Governors State University (the “Board” and “University,” respectively) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain the University in accordance with the rights, powers, and duties vested by law in the Board;

WHEREAS, The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one of whom is a University student selected by student peers;

WHEREAS, The Board is empowered to operate, manage, control, and maintain the University and prescribe the courses of study to be followed pursuant to Sections 15-10 and 15-45 of the Illinois Governors State University Law, 110 ILCS 670/15-1 *et seq.*;

WHEREAS, The Illinois Governors State University Law, 110 ILCS 670/15-25, requires members of the Board of Trustees of Governors State University (the “Board”) to elect annually by secret ballot from their own number certain officer positions;

WHEREAS, Article II(2)(a) of the Board’s Bylaws, effective February 6, 2023 (“Bylaws”), provide for the annual election of officers consisting of a Chair, Vice Chair, and Secretary by secret ballot at the first meeting of the academic year; and

WHEREAS, The Board held its first meeting of the Academic Year 2024- 2025 on August 19, 2024 at which it conducted an annual election of officers and representative by secret ballot.

Now, therefore, it is:

Resolved, That the Board has elected the following members to serve as officers for Academic Year 2024-2025:

_____ as Chair;

_____ as Vice Chair; and

_____ as Secretary.

This Resolution is effective at the close of the August 19, 2024 meeting.

Approved August 19, 2024

Angela M. Sebastian, Chair
Board of Trustees

James Kvedaras, Secretary
Board of Trustees

TAB 5

EXECUTIVE SUMMARY**Resolution 25-02****I. ACTION ITEM:**

It is recommended that the Board of Trustees of Governors State University adopt proposed amendments to Board of Trustees Regulations Section II (Employees) and adopt the addition of a new regulation Section VIII (Ethics and Compliance). The language of the revised and new Regulations (the “Proposed Regulations”) is attached to the proposed resolution submitted herewith.

II. BACKGROUND:

The Board has the power and duty to “make rules, regulations and bylaws, not inconsistent with law, for the government and management of Governors State University . . .” 110 ILCS 670/15-45. The Board Regulations explain how they may be adopted, amended, or repealed as follows:

Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board. Requests for the adoption, amendment, or repeal of Board Regulations shall be submitted to the President, who shall notify the Board’s Chairperson of such requests. The President shall report such requests with recommendations for action to the Board. . . . [T]he adoption, amendment, or repeal of Board Regulation shall occur only after a proposal for adoption, amendment, or repeal has been presented to the Board for the first reading by the President.

Board Reg. Section I(C)(1).

As part of an ongoing process of regularly reviewing and updating the Board’s Regulations, the University’s administration has conducted a review of Section II (Employees) of the Regulations and identified proposals for updating them. The proposals are reflected in the redlined document attached as Exhibit B to the resolution submitted herewith, and are recommended by President Green. Certain changes were proposed to make Section II easier to use (e.g., reorganizing materials under more appropriate headings). Other changes were substantive, such as:

- Removing the ambiguous term “Provost/Vice President” and replacing it with “Provost, Vice Presidents” to remove said ambiguity;
- Adding an Equal Opportunity and Affirmative Action statement to reflect the University’s commitment to diversity, equity, and inclusion;
- Recognizing the passage of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, 29 USC § 218d, and delegating to the President the authority

to pass policies and procedures to meet the University's legal and regulatory requirements under these laws;

- Expressly delegating to the President the authority to enter into labor negotiations;
- Amending termination provisions that permitted termination of employees without cause to reflect current Illinois law, which requires "good cause" (or, for Civil Service employees, "just cause") to terminate employment;
- Deleting the Policy on Nepotism, which will be covered by the newly proposed, more robust, Section VIII (Ethics and Compliance) under a regulation on Avoidance of Nepotism, Conflicts of Interest and Conflicts of Commitment;
- Delegating to the President the authority to create Flexible Hour Positions in accordance with state law;
- Updating the Regulation to reflect the requirements of the University Faculty Research and Consulting Act, 110 ILCS 100/ *et seq.*, which requires faculty to obtain prior written approval of the President to perform research or provide consulting services to a nongovernmental agency;
- Amending the Holiday section to add Juneteenth and to replace Lincoln's Birthday, which the University no longer observes, with President's Day;
- Granting the President discretion to close the University as needed for administrative purposes;
- Authorizing the creation of a sick leave bank pursuant to the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*;
- Creating a new section addressing the variety of leaves of absence available under state and federal law, including but not limited to, the Paid Leave for All Workers Act, 820 ILCS 192/ *et seq.*, the Illinois Family Military Leave Act, 820 ILCS 151/ *et seq.*, the Illinois Victims' Economic Security and Safety Act, 820 ILCS 180 *et seq.*, the Illinois Family Bereavement Leave Act, 820 ILCS 154/ *et seq.* and the Illinois Child Extended Bereavement Leave Act, 820 ILCS 156/ *et seq.*, Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ *et seq.*, and the federal Uniformed Services Employment and Reemployment Rights Act, 38 USC §§ 4301 *et seq.*, the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/ *et seq.*, and the Illinois School Visitation Rights Act, 820 ILCS 147/ *et seq.*;
- Voluntarily creating a new section authorizing 25 days of parental leave for all employees not otherwise eligible for parental leave pursuant to a collective bargaining agreement;
- Deleting sections regarding Title IX, discrimination, and accommodations, which are moved to new Section VIII and now reflect the rights of both employees and students;
- Modifying the educational benefits section for faculty and administrative employees to reflect current practices, which are to offer benefits for attendance at Governors State University only;
- Modifying the administrative leave section, which grants qualifying employees up to six months administrative leave at retirement, to phase this benefit out but permit it for current employees who may have relied on the benefit; and
- Removing outdated language granting five additional holidays to employees working at the prevailing wage.

Also as part of an ongoing process of regularly reviewing and updating the Board's Regulations, the University's administration has drafted a new proposed section of Regulations, Section VIII, regarding Ethics and Compliance. The proposal is reflected in the document attached as Exhibit C to the resolution submitted herewith, and is recommended by President Green. Proposed Section VIII is intended to compile in one place:

- A Code of Conduct, which forms the foundation of every compliance program under standard practices at proposed Regulation VIII(A);
- Policies and procedures, primarily driven by federal and state legal requirements that are binding on the University and its employees, regarding:
 - a. anti-discrimination and harassment provisions, which are found in proposed Regulation VIII(B)(1)-(2);
 - b. restrictions against accepting gifts from a person or entity seeking official action from or doing business with the University, which are found in proposed Regulation VIII(C)(3);
 - c. restrictions against nepotism, conflicts of interest, and conflicts of commitment, which are found in proposed Regulation VIII(C)(5);
 - d. restrictions against the misuse of state resources, which are found in proposed Regulation VIII(D)(4)-(5);
 - e. restrictions against knowingly or intentionally making any materially false statement or misrepresentation on any official record or falsifying or knowingly failing to correct false information contained in an official record, which are found in proposed Regulation VIII(D)(9);
 - f. restrictions against breaching confidentiality, which are found in proposed Regulation VIII(D)(3); and
 - g. restrictions against prohibited political activity, which are found in proposed Regulation VIII(C)(4).

The proposal also draws employees' attention to their duty to comply with the Illinois State Officials and Employees Ethics Act (the "Ethics Act"), 5 ILCS 430/ *et seq.*, the "Code of Personal Conduct" prepared by the Department of Central Management Services on behalf of the Governor, and the "Illinois Board of Higher Education Personnel Policies for Public Universities" prepared by the Illinois Board of Higher Education and makes those documents accessible to employees by appending them to the proposed Regulation. Finally, the proposal includes standard clauses setting conduct expectations for any workplace (e.g., prohibition against violence found in proposed Regulation VIII(D)(8)).

III. Resolution: A proposed resolution is submitted herewith.

- IV. **Resource/Contact:** Therese King Nohos, JD, Vice President and General Counsel,
708.855.1553 or tnohos@govst.edu.

Resolution No. 25-02
Amend Section II of the Board of Trustees Regulations,
Adopt Section VIII of the Board of Trustees Regulations, and
Waive Initial Reading Thereof

WHEREAS, The Board of Trustees of Governors State University (the “Board” and “University,” respectively) was created on January 1, 1996, by Public Act 89-4 to operate, manage, control, and maintain the University in accordance with the rights, powers, and duties vested by law in the Board;

WHEREAS, The Board is comprised of eight members, seven of whom are appointed by the Governor of Illinois with the advice and consent of the Senate, and one of whom is a University student selected by student peers;

WHEREAS, The Board is empowered to operate, manage, control, and maintain the University and prescribe the courses of study to be followed pursuant to Sections 15-10 and 15-45 of the Illinois Governors State University Law, 110 ILCS 670/15-1 *et seq.*;

WHEREAS, Pursuant to the Illinois Governors State University Law, 110 ILCS 60/15-5, the Board is authorized and has the duty to make regulations not inconsistent with law for the government and management of Governors State University;

WHEREAS, Pursuant to Board of Trustees Regulation I(C)(1), Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board;

WHEREAS, Pursuant to Board of Trustees Regulation I(C)(1), Board Regulations may be adopted, amended or repealed only after a proposal for adoption, amendment, or repeal has been presented to the Board for a first reading;

WHEREAS, Pursuant to Board of Trustees Regulation I(C)(2), Board action on Board Regulations may not be taken until the first regular meeting after the proposed change has been read at a meeting;

WHEREAS, Pursuant to Board of Trustees Regulation I(C)(2), during the interim period between first reading and Board action, the President shall distribute copies of the proposal to appropriate faculty, staff, and student groups, and, up to 10 days prior to the Board meeting at which action is to be taken, such faculty, staff, and students may submit their views and comments in writing to the President for distribution to the Board together with the President's recommendation for action on the proposal;

WHEREAS, President Green recommends amendments to Regulations Section II (Employees) in the form attached hereto as Exhibit A (a redline comparison to the existing Regulations Section is attached as Exhibit B) and recommends adopting a new Regulations Section VIII (Ethics and Compliance) in the form attached hereto as Exhibit C; and

WHEREAS, The Board finds that the recommended amendments to Regulations Section II (Employees) and new Regulations Section VIII (Ethics and Compliance) are too lengthy and complex to be read at an open meeting.

Now, therefore, it is

Resolved, That the recitation, or first reading, of the proposed amendment to Regulations Section II (Employees) and proposed addition of Regulations Section VIII (Ethics and Compliance) at an open meeting is waived due to the extensive length of the proposed changes.

Resolved, That a true, accurate, and complete copy of the full text of the proposed amendment to Regulations Section II (Employees) and proposed addition of Regulations Section VIII (Ethics and Compliance) be posted for viewing by the University faculty, staff, and student body (the "University community") on the University's myGSU portal and that notice of the posting shall be sent via email to the University community.

Resolved, that a true, accurate, and complete copy of the full text of the proposed amendment to Regulations Section II (Employees) and proposed addition of Regulations Section VIII (Ethics and Compliance) be distributed to the presidents of the University Civil Service Senate, University Faculty Senate, and the University Student Senate for distribution to their respective members.

Resolved, That members of the University community wishing to submit their views and comments on the proposed amendment to Regulations Section II (Employees) and proposed addition of Regulations Section VIII (Ethics and Compliance) may do so in writing by submitting them to the Office of the General Counsel (Office of the General Counsel, Attn: Therese King Nohos, 1 University Pkwy – G364, University Park, IL 60484; GeneralCounsel@govst.edu) at least ten (10) days prior to the Board’s October 21, 2024 meeting (i.e., by **October 11, 2024**).

Resolved, That the University General Counsel shall analyze any and all written comments received by the October 11, 2024 deadline and make a recommendation to the Board as to whether, as a result of such comments, the proposed amendment to Regulations Section II (Employees) and proposed addition of Regulations Section VIII (Ethics and Compliance) should be adopted by Board resolution at the Board’s October 21, 2024 regular meeting as drafted or with modifications.

FURTHER RESOLVED, that the President and University Administration are hereby directed to take all other or additional actions necessary to effect this Resolution.

Approved August 19, 2024

Angela M. Sebastian, Chair
Board of Trustees

James Kvedaras, Secretary
Board of Trustees

EXHIBIT A

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES**

REGULATIONS

Issued July 12, 1996

With Amendments adopted by the Board on March 13, 1998; September 11, 1998; June 17, 2005; April 16, 2010; February 24, 2012; October 12, 2018; August 30, 2019; December 10, 2021; and October ___, 2024.

SECTION II. EMPLOYEES

A. General

1. Coverage

This Section II. Applies to all faculty, administrative and/or professional employees who are not civil service employees (collectively, “administrative”), civil service, and other employees of the Board of Trustees of Governors State University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement. The employment of the President of the University is subject solely to the employment contract between the President and the Board of Trustees of Governors State University.

2. Equal Opportunity and Affirmative Action

In accordance with applicable statutes and regulations, Governors State University is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations, and order pertaining to nondiscrimination, equal opportunity, and affirmative action.

3. Pregnant Workers and Workers with Related Conditions

- a. Governors State University will comply with statutory and regulatory requirements of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for

Nursing Mothers Act, 29 USC §218d, as they may be amended from time to time.

- b. The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with the PWFA and PUMP Act, which shall take effect upon approval by the President.

4. Authority to Employ

- a. Position Authorization

The Board of Trustees is the employer of all faculty, administrative, civil service, and other employees of Governors State University. Faculty, administrative, civil service, and all other positions shall be authorized by the president or designee.

- b. Appointments: All appointments and promotions shall be made by the President, except as otherwise provided herein.

- i. Major Administrative Appointments

The President shall inform the Board of the appointment, promotion, resignation, retirement, or other event concerning the employment of a Provost, Vice President, and Dean as soon as possible after the event.

- ii. Regular Appointments

Regular appointments are tenured faculty, faculty serving in probationary status on tenure track, other faculty designated as regular appointments, administrative positions not designated as temporary positions, and civil service positions not designated as temporary positions. The President or designee is authorized to make such appointments in accordance with Board Regulations as necessary and justified by prudent financial management.

- iii. Adjunct Appointments

The President or designee is authorized to make adjunct faculty appointments as necessary and in accordance with Board Regulations and Human Resources processes. Adjunct appointees will be appointed on an annual or semester basis and will not be eligible for tenure.

- iv. Visiting Appointments

The President or designee is authorized to make visiting faculty appointments to approved positions in accordance with Board Regulations as necessary and justified by prudent financial

management. Visiting appointments shall be made for persons employed outside the university or on temporary leave from such employment or retired from such employment. Visiting appointments shall be for a specific period of two years or less. There shall be no presumption of renewal or extension of visiting appointments. Visiting faculty shall not be eligible for tenure.

v. **Civil Service Appointments**

The Board of Trustees is designated by statute as the employer for all its appointments which are subject to the rules and regulations of the State University Civil Service System of Illinois (SUCSS) and for those positions deemed non-status positions pursuant to the rules and regulations of SUCSS (i.e., "900 hour workers"). The Board has authorized the President or designee to appoint Civil Service personnel to authorized positions. All Civil Service employees of Governors State University are employed in accordance with the provisions of the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and the rules of the University Civil Service System Merit Board (Merit Board), and are entitled to all the rights and subject to all the requirements contained therein.

vi. The President shall develop procedures for the appointment (including acting appointment) of faculty, administrative, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be: (a) consistent with the Board's delegation of authority in Section II.A.4; (b) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and (c) consistent with the Board's policy on participation in University governance.

c. **Resignations:** The President or designee may officially accept resignations and retirements tendered by employees.

d. **Academic Ranks, Promotion, and Related Titles:**

i. The academic ranks that shall be conferred within Governors State University are: professor, associate professor, and assistant professor. These faculty employees shall be categorized as probationary/tenure-track or tenured. Recommendations for award of tenure shall be presented by the President to the Board for approval. The creation, elimination, or modification of the categories of appointment specified in this section require Board approval.

- ii. In addition to the above academic ranks, the university is authorized to make other academic appointments to positions utilizing additional and related titles (e.g., Lecturer, Senior Lecturer, Instructor). These faculty employees shall be categorized as non-tenure track.

e. Position Administration:

- i. The University shall use recruitment practices aimed toward identifying, securing, and maintaining equitable representation and toward seeking full utilization of minorities and women in all organizational units and job classifications. The university shall also maintain affirmative action policies and procedures consistent with state and federal legal requirements which shall provide for the fair, impartial, and equal treatment of applicants for employment and promotion. The President or designee will administer internal promotion/applicant processes as well as external search procedures for vacant positions. Position design, reorganization processes, titles, and compensation practices will be administered in accordance with university needs as determined by the President or designee.
- ii. Title changes, consistent with changes in scope of assigned responsibilities or internal promotions can be implemented subject to approval by the President.
- iii. The President shall develop procedures and guidelines regarding the use of search committees to fill positions, which shall take effect upon approval by the President.

5. Labor Relations

- a. Authority for the negotiation, administration, and coordination of all collective bargaining agreements and overall responsibility for labor relations activities is delegated by the Board of Trustees to the President.
- b. No collective bargaining agreement shall be effective or implemented until first ratified by the certified employee representative and then approved by the Board of Trustees.
- c. All collective bargaining agreements shall be signed by the Chair and Secretary of the Board of Trustees or, where appropriate, by the President who shall sign such instruments on behalf of the Chair and Secretary.

6. Reassignment and Termination

- i. Reassignment

Employees at the University may be reassigned by the President without notice in advance. The President shall consult with and obtain the approval of the Board of Trustees prior to the reassignment of a Provost or Vice President. Employees, other than employees with a temporary appointment (including employees whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation as follows:

- a. In the first year of employment at the University not less than one month prior to the effective date of reduction in monthly compensation; and
- b. In the second or subsequent year of employment at the University not less than two months prior to the effective date of reduction in monthly compensation.

ii. Termination

- a. Consistent with the Governors State University Law, 670/15-45, the Board has authority to terminate employees for good cause, or in the case of a Civil Service Employee, for just cause (110 ILCS 70/36o), which authority is hereby delegated to the President and which authority may be delegated by the President to a delegatee.
- b. A civil service employee shall not be demoted, removed, or discharged after such employee's probationary period except in accordance with the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and related Merit Board rules.
- c. Termination of University employees shall require a pre-termination review by the Department of Human Resources and General Counsel.

iii. Severance Pay

- a. Upon termination and within the University's sole discretion, an employee may be offered severance pay based on the individual circumstances of the termination

provided the employee signs a separation agreement which, among other things, shall include a release of all potential claims to the fullest extent allowed by law. Severance pay may not be offered to an employee terminated for misconduct as defined by the Government Severance Pay Act (5 ILCS 415/5(1)).

- b. Any severance pay provided to any at-will or contractual university employee shall be subject to the provisions of the Government Severance Pay Act, as same may be amended from time to time (5 ILCS 415 *et seq.*), including, but not limited to, the requirement that severance pay may not exceed an amount greater than twenty (20) weeks of compensation.

B. Appointment Administration

1. Job Descriptions

A description shall be prepared for each administrative position, including Chairpersons, in the University, except for the position of President, and for each civil service and other positions. The President shall develop guidelines for the preparation, review, modification, and maintenance of position descriptions, which shall take effect upon approval by the President.

2. Administrative Organization

An organization chart of the administrative structure shall be prepared and maintained for the University.

3. Educational Requirements

The President shall develop a policy concerning the educational requirements necessary for appointment to faculty, including temporary appointments. All educational requirements shall be fulfilled by study in an accredited institution of higher education. The policy shall include the following provisions and such other provisions as are necessary and appropriate:

- a. The minimum educational requirements necessary for appointment;
- b. Any exceptions to the minimum requirements.

The policy and/or any changes shall become effective when approved by the President.

4. Flexible Hour Positions

The President is authorized to develop policies and procedures to implement flexible hour positions consistent with Governors State University Law, 110 ILCS 670/15-100, which shall take effect upon approval of the President.

C. Conditions of Employment

1. General Obligations and Administrative Rules

All employees are expected to comply fully with all applicable state and federal laws, policies, regulations, and decisions of the Board of Trustees, and policies, regulations and decisions promulgated by the President or designee.

2. Outside Employment

- a. An employee's participation in outside employment must be consistent with the employee's obligation to the Board as the primary employer and is subject to such conditions as may be imposed by federal or state law or the terms of a collective bargaining agreement. The President shall establish guidelines concerning outside employment.
- b. Faculty must have prior written approval of the President, or a designee, to perform research or provide consulting services to nongovernmental agencies. (University Faculty Research and Consulting Act, 110 ILCS 100/*et seq.*).

3. Employees Licensed to Practice Law

Employees of the Board who are licensed to practice law may not represent any person or entity in any litigation, administrative proceeding, or other matter (other than proceedings conducted pursuant to Board or University regulations or procedures or a collective bargaining agreement to which the Board is a party) in which the Board, the University, or other employees of the Board are adverse parties.

D. Benefits

1. Eligibility

The benefits described in this Section are available to faculty, administrative, civil service, and other employees, subject to the eligibility requirements stated in these

Regulations. In the instance where there is a conflict between these Regulations and an employee collective bargaining agreement, the collective bargaining agreement will prevail.

2. **Holidays**

- a. Holidays recognized by the Board shall be New Year's Day, day before or day after New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and day before or day after Christmas Day.
- b. The University will be closed, except for necessary operations, on the foregoing holidays. Eligible employees will be excused with regular pay on said holidays unless otherwise determined by the President.
- c. Eligible employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the University, paid time away from work equivalent to the number of hours worked on the holiday.
- d. Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
- e. Holidays which fall on a Saturday shall be observed on the preceding Friday; holidays which fall on a Sunday shall be observed on the following Monday.

3. **Administrative Closures:** The President may close the University for administrative purposes as determined within the President's discretion.

4. **Sick Leave Bank**

The University may establish a system for participation in a University sick leave bank pursuant the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*, as it may be amended

from time to time. The policy and procedures related thereto shall take effect when approved by the President.

5. Leaves of Absence

a. General Provisions

- i. The President shall develop procedures and guidelines to implement, monitor and document the University's leave programs outlined in this Section 5, which shall take effect upon approval by the President.
- ii. It is a violation of these Regulations to threaten to take or take any adverse action against employees who exercise or attempt to exercise their rights under these Section 5 Regulations, oppose practices which the employees believe violate these Regulations or applicable State or federal law, or support the exercise of rights of another to exercise rights under these Regulations.
- iii. Use of leave under these Section 5 Regulations shall not be considered a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.
- iv. Employees taking leave under these Regulations shall give reasonable notice of their intent to take leave where the reasonableness of the notice shall be judged by the circumstances giving rise to the request. Employees taking leave under these Regulations shall not be required to find coverage for the period of their leave.
- v. Except for PLAWA leave (defined below), the University may request reasonable documentation to support a request for leave under these Section 5 Regulations.
- vi. Leave under these Section 5 Regulations does not accumulate from fiscal year to fiscal year (i.e., it does not "carry over" if unused). Leave that is accrued but not used by the end of the fiscal year is forfeited; employees will not receive compensation for forfeited time. Employees will not be compensated for accrued but unused upon separation of employment for any reason, such as resignation, retirement, or termination.
- vii. Employees who take leave under these Section 5 Regulations should confer with the University about the timing, frequency, or duration of leave unless otherwise provided herein. Employees taking military

leave are not required to accommodate the University's needs regarding the timing, frequency, or duration of leave.

- viii. Eligibility requirements for leave under these Section 5 Regulations vary depending on the type of leave, as set forth below.

b. Paid Leave for All Workers Act

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Paid Leave for all Workers Act, 820 ILCS 192/ *et seq.*, as it may be amended from time to time (PLAWA).
- ii. All employees are eligible for PLAWA leave unless they are (i) student employees or (ii) temporary employees working less than two consecutive calendar quarters with no reasonable expectation that they will be rehired the following year. New employees shall be credited with 40 hours of PLAWA leave upon hire and will become eligible to take PLAWA leave 90 days after the commencement of their employment.
- iii. At the start of each University fiscal year, all eligible employees shall be credited with 40 hours of paid PLAWA leave. Subject to applicable law and the terms of this Regulation, leave may be taken in increments as low as two (2) hours per day. For employees whose scheduled workday is less than two (2) hours per day, a scheduled workday is the minimum increment of time. PLAWA leave will not run concurrently with FMLA leave (defined below).
- iv. PLAWA leave may be taken for any reason of the employee's choosing. Employees are not required to provide a reason for taking PLAWA leave and the University will not require documentation supporting the requested leave. If the requested leave is foreseeable, the employee shall give the University seven (7) calendar days' notice of that leave by notifying their supervisor and, if accessible, making a request via the University's electronic timekeeping software. If the requested leave is not foreseeable, the employee shall give the University such notice as is practicable after learning of the need for leave by notifying their supervisor via email or other communication, and later documenting the leave in the University's electronic timekeeping software if accessible.
- v. An employee may choose whether to use paid PLAWA leave provided prior to using any other leave. PLAWA leave shall not be charged or otherwise credited to an employee's paid time off bank or employee account.

c. Family Medical Leave Act Leave/Military Caregiver Leave

- i. Governors State University will comply with statutory and regulatory requirements of the federal Family Medical Leave Act of 1993, 29 USC § 2601 *et seq*, as amended from time to time (FMLA).
- ii. To be eligible for FMLA leave, employees must: (1) have worked for Governors State University for at least 12 months, although time worked need not be consecutive; (2) worked at least 1,250 hours in the 12 months preceding commencement of the leave; and (3) be employed at a worksite that has 50 or more employees within 75 miles of the worksite.
- iii. If eligible, employees may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While employees are on FMLA leave, the University will maintain the employees' group health insurance coverage at the same level and under the same circumstances as when they were actively working. On returning from approved FMLA leave, employees have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.
- iv. Conditioned on applicable law and U.S. Department of Labor Rules and Regulations, eligible employees may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which is measured using a "rolling" method that is measured backward from the date the employee uses any FMLA leave, for any of the following reasons:
 - 1) the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
 - 2) the placement of a child with the employee for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
 - 3) to care for a spouse, child, or parent of the employee with a serious health condition;
 - 4) to care for the employee's own serious health condition, which renders that employee unable to perform any of the essential functions of that employee's position; or
 - 5) a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).
- v. If agreed by the University, an employee may take leave under Subsection 5(c)(iv)(1) and (2) intermittently or on a reduced schedule.

Leave under Subsection 5(c)(iv)(3) and (4) and Subsection 5(c)(vi) may be taken intermittently or on a reduced schedule if medically necessary.

- vi. Employees may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that they take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).
 - a) Military caregiver leave is available for only a single 12-month period during an employee's employment with the University.
 - b) Employees taking military caregiver leave are entitled to a combined total of 26 weeks for leave in a 12-month period; they are not eligible to take an additional 12 weeks of leave under Subsection 5(c)(iv) above during the same 12-month period as when military caregiver leave is taken.
- vii. FMLA leave is unpaid. Employees will be required to substitute any accrued and unused vacation/paid time off/sick days/personal days, except PLAWA leave, for unpaid FMLA leave as described below:
 - If employees request leave because of a birth, adoption, or foster care placement of a child, parental leave (if available) will be first substituted for unpaid family/medical leave and run concurrently with FMLA leave, followed by any other accrued and unused paid leave, such as vacation or sick leave, which shall run concurrently with FMLA leave.
 - If employees request leave because of their own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave will be substituted for any unpaid family/medical leave and run concurrently with FMLA leave.
 - The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100% of the employee's salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

d. Parental Leave

- i. Subject to the approval of Human Resource Services and the conditions of this Regulation, twenty-five (25) paid workdays are

provided to eligible employees for continuous parental leave for the birth or adoption of a child or assuming the responsibility for a foster child. Except as otherwise provided herein, paid parental leave is in addition to whatever other leave (e.g., sick or vacation) the eligible employee has. Parental leave shall be utilized within 12 months of the date of birth or adoption or placement of the child and will run concurrently with FMLA leave. Requests for parental leave shall be submitted to the Department of Human Resources FMLA coordinator for processing at least thirty (30) days prior to the leave commencing when such leave is foreseeable. If the date of birth or adoption or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Parental leave may be taken intermittently only with the advanced approval of the University.

- ii. To be eligible for parental leave, employees must meet the eligibility requirements for FMLA leave and not otherwise be eligible for parental leave pursuant to a collective bargaining agreement. Employees who are eligible for parental leave under a collective bargaining agreement are subject to terms of that collective bargaining agreement.

e. Victims' Economic Security and Safety Act Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Victims' Economic Security and Safety Act, 820 ILCS 180 *et seq.*, as it may be amended from time to time (VESSA).
- ii. Subject to applicable law and the terms of this Regulation, eligible employees may take up to twelve (12) weeks unpaid leave if they are a victim of domestic violence, sexual violence, gender violence, or any other crime of violence (collectively, "Crime(s) of Violence") or their family or household member whose interests are not adverse to the employee as it relates to the crime is a victim of a Crime of Violence for the purposes set forth here. Leave may be taken if the employee or employee's family or household member is addressing a Crime of Violence by:
 - a) seeking medical attention for, or recovering from, physical or psychological injuries caused by a Crime of Violence to the employee or the employee's family or household member;
 - b) obtaining services from a victim services organization for the employee or the employee's family or household member;
 - c) obtaining psychological or other counseling for the employee or the employee's family or household member;
 - d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future Crimes of Violence or ensure economic security;
 - e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household

- member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from Crime of Violence;
- f) attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a Crime of Violence;
- g) making arrangements necessitated by the death of a family or household member who is killed in a Crime of Violence; or
- h) grieving the death of a family or household member who is killed in a Crime of Violence.
- iii. Leaves of absence pursuant to Subsection (ii)(6), (ii)(7) or (ii)(8) of this Section are limited to ten (10) workdays, which must be completed within sixty (60) days of the employee receiving notice of the death. If leave is taken under Subsection (ii)(6), (ii)(7) or (ii)(8) of this Section by an employee who also is entitled to leave under the Family Bereavement Leave Act (see below), the leaves shall run consecutively, provided that the overall leave does not exceed the unpaid leave time allowed under the FMLA.
- iv. Employees shall give at least 48 hours' notice of their intent to take leave under VESSA, unless such notice is impracticable in which case the employee shall give notice that is reasonable before or after beginning leave.
- f. **Bereavement Leave**
 - i. Governors State University will comply with statutory and regulatory requirements of the Family Bereavement Leave Act, 820 ILCS 154/ *et seq.* and the Child Extended Bereavement Leave Act, 820 ILCS 156/ *et seq.*, as they may be amended from time to time.
 - ii. All employees may take up to three (3) days with pay per occurrence in the event of the death of the employee's spouse, domestic partner as defined by rules set forth by the Illinois Department of Central Management Services, parent, step-parent, mother- and father-in-law, child, step-child, sibling, step-sibling, brother- and sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the employee's immediate household. Paid bereavement leave must be taken within five (5) workdays days of the employee receiving notice of the event giving rise to leave. At the employee's option, paid bereavement leave may run concurrently with unpaid bereavement leave described in Subsection (f)(iii) below, if available, or not. Paid bereavement leave may be taken in a single continuous period or intermittently in increments of no fewer than four (4) hours.
 - iii. Except as provided below in Subsection f(ii)(iv), (v), and (vii), all employees shall be entitled to use a maximum of 2 weeks (10 workdays) of unpaid bereavement leave to:

- a) attend the funeral or alternative to a funeral of an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent ("covered family member");
 - b) make arrangements necessitated by the death of the covered family member;
 - c) grieve the death of the covered family member; or
 - d) be absent from work due to:
 - a. a miscarriage;
 - b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. a failed surrogacy agreement;
 - e. a diagnosis that negatively impacts pregnancy or fertility; or
 - f. a stillbirth.
- iv. Except as provided in Subsection (f)(v) below, unpaid bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which another event giving rise to leave occurs.
- v. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.
- vi. In the event of the death of an employee's child (including biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) by suicide or homicide, the employee may take up to 12 weeks of unpaid bereavement leave within 12 months after the employee notifies the University of the loss, which may be taken in a single continuous period or intermittently in increments of no fewer than 4 hours.
- vii. This Regulation does not create a right to take more leave than would be available to an eligible employee under the FMLA (although employees need not meet the eligibility requirements for FMLA leave to take bereavement leave). Unpaid bereavement leave of longer duration than set forth above may be approved under special circumstances by the President.
- viii. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan, may elect to substitute any period of such leave for an equivalent period of leave provided under this Subsection. The University may

not require the employee to substitute available paid or unpaid leave for leave provided under this Subsection.

- ix. The University may require reasonable advance notice of the employee's intent to take a bereavement leave of absence, unless providing such notice is not reasonable and practicable. The University may request reasonable documentation to support a bereavement leave request.
- x. Leaves beyond these amounts may be approved under special circumstances by the President. However, such additional leave will normally be charged to applicable paid leave benefits.

g. Military Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ *et seq*, as it may be amended from time to time (ISERRA), and the federal Uniformed Services Employment and Reemployment Rights Act under Title 38 of the United States Code, as it may be amended from time to time (USERRA).
- ii. Except as otherwise provided herein, with appropriate notice under the circumstances, all employees are entitled to military leave to perform "active service," as defined by statute, which includes all forms of active and inactive duty regardless of voluntariness including, but not limited to, annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, State active duty, mobilizations, and muster duty.
 - a) Temporary employees employed briefly with no reasonable expectation that employment will continue for a significant period are not eligible for reinstatement of employment after a military leave.
 - b) The right to reinstatement shall terminate in accordance with applicable law, including but not limited to where the employee's separation from service was with a dishonorable or bad conduct charge or disqualifying discharge.
- iii. Employees on military leave shall be credited with the average performance rating or evaluation received for the three (3) years immediately before leave, or the rating that the employee received for the period immediately prior to military leave, whichever is higher.
- iv. All employment rights shall be extended to all employees on military service leave, unless otherwise stated.
 - a) Time spent on military leave shall be counted when computing seniority and service requirements for promotion eligibility or

any other benefit of employment, except this paragraph does not apply to probationary periods.

- b) Vacation, sick, educational or other similar leave shall continue to accrue while on military leave.
- c) Health plan benefits shall continue, except the University's share of the full premium and administrative costs shall continue to be paid by the University for active duty.
- v. Unless a statutory exception applies, the right to reinstatement to employment terminates in accordance with applicable law for employees on military leave for a cumulative period of five (5) years, unless the University's circumstances have so changed as to make reemployment within five (5) years impossible or unreasonable. Employees who are unqualified to perform their prior role due to a disability and cannot be accommodated absent undue burden shall be entitled to reinstatement in accordance with applicable law.
- vi. During periods of military leave for annual training for employees who are members of a reserve component, employees shall continue to receive full compensation for up to 30 days per calendar year. Military leave for purposes of receiving concurrent compensation may be performed nonsynchronously.
- vii. Except as otherwise provided herein, during periods of military leave for active service for employees who are members of a reserve component, employees shall receive differential compensation in accordance with the law, meaning the difference between the pay received from military service and the pay the employee would otherwise have earned from the University if not on military leave, which shall be calculated on a daily basis in accordance with applicable law.
 - a) Employees may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.
 - b) For voluntary active service, differential compensation is limited to 60 workdays per calendar year. There is no limit to differential compensation for involuntary active service.
 - c) For active service without pay, differential compensation shall not be paid.

h. Family Military Leave

- i. Governors State University will comply with the statutory and regulatory requirements of the Family Military Leave Act, 820 ILCS 151/ *et seq.*, as it may be amended from time to time.
- ii. Eligible employees are those employees who have been employed by the University for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.
- iii. Subject to applicable law and the terms of this Regulation, upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take up to 30 days unpaid leave if the spouse, parent, child, or grandparent of that employee is called to military service lasting longer than 30 days with the State or the United States pursuant to the orders of the Governor or the President while deployment orders are in effect.
 - a) The number of days provided to an eligible employee under this Regulation because a spouse or child is called to military service shall be reduced by the number of days of leave, if any, taken under the FMLA because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty as defined in that Act (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
 - b) Eligible employees shall not take family military leave unless the employee has first exhausted all accrued vacation, personal, compensatory or other leave except sick and disability leave.

i. **Civil Air Patrol Leave**

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/ *et seq.* as it may be amended from time to time. "Civil air patrol leave" means leave requested by an employee who is a member of the civilian auxiliary of the U.S. Air Force.
- ii. Eligible employees for civilian air patrol leave consist of those employees who have been employed by the University for at least twelve (12) months and who have worked for at least 1,250 hours of

service during the 12-month period immediately preceding commencement of the leave.

- iii. Upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take 30 days of unpaid civil air patrol leave. Eligible employees may, but need not, choose to use accrued vacation leave, personal leave, compensatory leave, sick or disability leave, or any other leave available to them if they wish to remain in paid status during civil air patrol leave.
- iv. An eligible employee taking civil air patrol duty leave is entitled to be restored to the position held prior to taking the leave with equivalent seniority status, employee benefits, pay, and other conditions of employment, unless circumstances unrelated to taking protected leave exist that preclude reinstatement.
- v. An eligible employee taking civil air patrol duty leave is entitled to maintain their health insurance benefits at the employee's expense during leave.

j. School Visitation Leave

- i. Governors State University will comply with statutory and regulatory requirements of the School Visitation Rights Act, 820 ILCS 147/ *et seq.*, as it may be amended from time to time.
- ii. Eligible employees consist of those who (1) have worked for the University for at least six (6) consecutive months preceding the request for leave and (2) work an average number of hours per week equal to at least one-half the full-time equivalent position in the University's job classification system or policy.
- iii. With appropriate notice under the circumstances of at least seven (7) days absent an emergency, eligible employees may take up to eight (8) hours unpaid leave during any school year, which may be taken in increments of up to four (4) hours per occurrence, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours. Eligible employees must first exhaust all accrued vacation leave, personal leave, compensatory leave and any other leave except sick or disability leave before taking school visitation leave.

k. Court Service

- i. An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency who is scheduled to work during the time that he/she is called, shall be granted leave with pay and any jury or witness fees may be retained

by the employee, provided that no employee shall be given leave with pay for:

1. Appearing as a party in a non-GSU employment related proceeding involving such employee;
2. Appearing as an expert witness when the employee is compensated for such appearance; or
3. Appearing as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent.

In granting leave of absence for jury duty, an employee may be required to return to work for the time during which the employee is not required in any jury attendance.

I. Emergency Leave

- i. If an emergency arises (such as a severe snowstorm, tornado, riot, etc.) in which the safety, health, or welfare of employees is a matter of concern, the President may order employees to absent themselves from work with pay.
- ii. Civil Service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.
- iii. Employees not excused from work under such circumstances who fail to report for work as scheduled may be denied compensation for such absence.

m. Extended Sick Leave

The President of the University may grant an employee sick leave with full pay for a period not to exceed 60 calendar days, if the employee: (i) has completed at least three full years of service at the University; (ii) has exhausted all sick leave benefits; (iii) is a participant in the State Universities Retirement System; and (iv) is entitled to and has applied for disability benefits under the State Universities Retirement System.

n. Compulsory Disability Leave

- i. If the President for the University believes an employee is unable to perform assigned duties due to illness or injury, the President may inform the employee in writing of the basis for such belief and require the employee to obtain a medical examination by a doctor chosen and paid for by the University or by a doctor chosen and paid for by the

employee who is acceptable to the President. Refusal of an employee to submit to a medical examination may result in suspension of the employee or other disciplinary action. The doctor shall submit an opinion to the President as to whether the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from performing the duties required by the position of employment. A copy of the doctor's opinion shall be given to the employee. At the employee's discretion and expense, a second medical opinion may be obtained for consideration by the President.

- ii. If the medical evidence indicates that the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from satisfactorily performing the duties required by the position of employment, the President may place the employee on compulsory disability leave. The President shall notify the employee in writing of the duration of the compulsory leave period. Any earned leave credits shall be used during the compulsory leave period. That portion of the compulsory disability leave, if any, which is not covered by earned leave credits shall be without pay.
- iii. After expiration of one-half of the compulsory disability leave period, the employee may upon prior notice to the President, and at the employee's expense, seek a medical opinion from a doctor acceptable to the President as to the ability of the employee to return to work. If the opinion indicates the employee is able to return to work, the employee may return to work at a time mutually agreed upon between the employee and the employer.
- iv. If, in the opinion of a doctor chosen and paid for by the University or of a doctor chosen and paid for by the employee who is acceptable to the President an employee is unable to return to work at the end of a compulsory disability leave, the President may (i) extend the leave without pay; (ii) request the employee's resignation; or (iii) terminate the employee's employment.

o. Other Leave Programs

The President may establish other leave programs that do not add to the leave or conflict with the leave benefits in collective bargaining agreements or in the Board of Trustees Regulations.

6. Benefits While on Compensated Leave

- i. An employee eligible for such leave shall earn vacation leave and sick leave while on compensated leave other than educational leave or administrative leave.
- ii. An employee on compensated leave may continue to contribute toward and receive the benefits of any State or Board insurance program and may continue to contribute toward and receive retirement credit in the State Universities Retirement System if the laws, rules, regulations, policies, and procedures governing the administration of such insurance programs or the State Universities Retirement System so permit.
- iii. Upon return to the University from a compensated leave, an employee's salary shall be adjusted to reflect nondiscretionary increases which the employee would have received if not on leave.

7. Failure to Return to Work Following the Expiration of an Approved Leave of Absence

If an employee fails to return to work following the expiration of an approved leave absence and has not submitted a request to extend the leave which includes documentation to support the extension within five days of the expiration of the approved leave, the University will consider that the employee to have voluntarily resigned his/her position and will so notify the employee.

8. Retirement

Employees are subject to the statutes and rules governing the State Universities Retirement System.

9. Tax Deferred Retirement Plan

- a. It shall be the policy of the Board of Trustees to, in its discretion, sponsor the Governors State University Tax Deferred Annuity Plan in which eligible employees may participate.
- b. Plan Administration
This plan shall be administered by the President who shall have authority to prescribe guidelines, procedures, rules and regulations consistent with Section 403(b) of the Internal Revenue code of 1986, as amended "the Code", whereby

eligible employees of the University may enter into agreement with the University to elect to receive, in lieu of salary or wages, benefits which are tax deferred under the Code. Governors State University is the Plan Sponsor and Plan Administrator and as such, reserves the right, in its sole discretion to amend, change or terminate this plan as permitted by law.

10. Tuition Reduction Benefits

- a. It shall be the policy of the Board of Trustees to, in its discretion, make available to each eligible employee now or hereafter employed, the opportunity to participate in a Tuition Reduction Plan that exempts the employee from tuition and certain fees.
- b. The specific benefits available to University employees, if approved, are described in Section II.E(7) for faculty and administrative employees and in Section II.F for Civil Service employees of these Regulations, and the tuition waiver provisions, if any, of applicable collective bargaining agreements.
- c. **Benefit Administration**
This benefit shall be administered by the President who shall have the authority to prescribe guidelines, procedures, rules and requirements consistent with a tax-exempt tuition reduction provision under the Internal Revenue code, where employees of the University may obtain tuition and certain fee waivers on a tax-exempt basis. The Board of Trustees of Governors State University, in its sole discretion, reserves the right to amend, change or terminate the benefits under this program.
- d. **Employee Dependents**
Governors State University provides a partial tuition waiver benefit for certain dependents of eligible employees subject to the provision and limitation of the Governors State University Law, 110 ILCS 670/15-90. Dependents under the age of twenty-five of eligible employees shall receive a fifty percent (50%) reduction of the tuition for undergraduate education at any Illinois state university named in the Act for a period not to exceed four years. Fees and charges other than tuition are not included in this waiver.

E. Faculty and Administrative Employees

1. Coverage

This Subsection E. applies to all faculty and administrative employees of the University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Salaries and Compensation

- a. The President shall develop guidelines for the initial and continuing salaries and salary increases of administrative employees.
- b. The President shall develop policies concerning salaries for Chairpersons. The policies and any changes shall become effective when approved by the President.
- c. The salary of any individual becoming a member of the faculty after relinquishing an administrative position shall be determined on the basis of such individual's qualifications as a faculty member.

3. Administrative Employees with Faculty Rank

The following provisions shall apply to administrative employees with faculty rank (including Chairperson) and shall not apply to employees covered by a collective bargaining agreement.

- a. An administrative employee may retain faculty rank in a department (or equivalent academic unit) in which it has previously been granted by the University. Furthermore, an administrative employee may be granted faculty rank at the time of appointment or subsequent thereto or may be promoted in faculty rank if such employee satisfies the educational requirements established pursuant to Subsection B.3. above and faculty rank or promotion is recommended by the appropriate department/division (or equivalent academic unit), the Dean, and Provost and approved by the President.
- b. An administrative employee with faculty rank previously granted tenure by the Board shall retain such tenure, which shall not be transferred from one department (or equivalent academic unit) to another except by approval of the Board upon recommendation by the President after consultation with the departments (or equivalent academic units) involved.
- c. At the time of initial employment by the University, an administrative employee whose preceding employment included faculty rank and tenure may be granted

tenure only if so recommended by the department (or equivalent academic unit), the Dean, the Provost, and the President and approved by the Board.

- d. Except for a Chairperson, who shall be eligible for tenure as provided in paragraph e. below, an administrative employee with faculty rank but without tenure shall not be eligible for tenure during the period that such employee occupies an administrative position.
- e. Chairpersons shall be eligible for consideration for tenure during their term of service as Chairperson if they hold at least the rank of Assistant Professor and meet the following requirements:
 - i. Educational Requirements
A Chairperson shall be eligible for consideration for tenure if the employee meets the educational requirements established by the University for tenure for faculty employees covered by a collective bargaining agreement.
 - ii. Years of Service
 - a) Except as provided in paragraph c) below, a Chairperson may not apply for tenure before the employee's sixth probationary year of employment at the University.
 - b) A Chairperson who has no previous full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year one at the time of initial appointment.
 - c) A Chairperson who has one year of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year two at the time of initial appointment.
 - d) A Chairperson who has two years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year three at the time of initial employment.
 - e) A Chairperson who has three or more years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year four at the time of initial appointment.

- f) A Chairperson may elect to be placed in a lower-numbered probationary year by written notification to the Provost by the close of the first academic term following such employee's initial appointment.
- iii. Consideration for Tenure on the Basis of Exception
 - a) A Chairperson who does not satisfy the educational requirements of tenure established pursuant to paragraph (i.) above or the years of service requirement specified in paragraph (ii.) above may apply for consideration for tenure in his/her fourth, fifth, or sixth year of full-time service at the University on the basis of exceptional teaching/performance of primary duties, research/creative activity, or service.
 - b) A Chairperson who applies for consideration for tenure as an exception to the educational requirements or years of service requirements shall present evidence in support of his/her claim for an exception.
- iv. Tenure for Chairpersons shall not be acquired automatically by length of service. Tenure shall be granted and may be acquired only by specific action of the Board after receipt of a specific recommendation of the President. Tenure shall be in an academic department/division or equivalent unit.
- v. The performance of a Chairperson during the entire term of employment shall be considered by the Board in determining whether to grant tenure.
- vi. An eligible Chairperson must apply to the Dean of such employee's college (or equivalent unit) prior to the commencement of the tenure process in order to be considered for tenure. In the event that an eligible Chairperson does not submit an application for tenure in the sixth probationary year, such employee shall receive a terminal contract for the next subsequent academic year.
- vii. Removal from Office

In appropriate circumstances, removal of a Chairperson from office may be initiated by vote of a 2/3 majority of all probationary and tenured faculty members of the department/division, or by the Dean of the College after consultation with members of the department/division and the Provost. The final decision with respect to removal of a Chairperson shall be made by the President. In the event of removal from office, a Chairperson shall be entitled to return to such employee's department/division to assume faculty responsibilities at such employee's then-current faculty rank. The President shall establish guidelines concerning the removal of a Chairperson from office. The guidelines shall ensure due process for the incumbent Chairperson.

4. Sick Leave and Vacation

a. Temporary Appointments

- i. An faculty member hired specifically for a full-time non-tenure track position shall, during the first fiscal year of such appointment, earn non-cumulative sick leave at the rate of 10 days per year (credited to the employee at the beginning of the appointment), shall be eligible for paid holidays, bereavement leave, and leave for court required service. Such employee shall not receive any benefit for unused sick leave at the end of the fiscal year or at the end of the appointment, whichever is earlier. If such appointment is at least half-time but less than full-time, the employee shall be eligible to receive the benefits listed in this paragraph on a pro-rated basis.
- ii.
 - a) A faculty member hired specifically for a full-time non-tenure track position, who is appointed to said position for more than one consecutive fiscal year, shall be eligible for paid holidays, bereavement leave, and leave for court required service.
 - b) In addition, effective at the beginning of the second consecutive fiscal year of such appointment, such employee shall become eligible for educational benefits, shall earn non-cumulative sick leave at the rate of one day per month of appointment (credited to the employee at the beginning of the fiscal year), and, if employed on a 12-month basis, shall (i), if such appointment is supported less than 50% by grant or contract funds, earn vacation leave as specified in paragraph b. below or (ii), if such appointment is supported at least 50% by grant or contract funds, earn non-cumulative vacation leave credited at the rate of two days per month. Such employee shall not receive any benefit for unused sick leave or non-cumulative vacation leave at the end of the fiscal year or at the end of the appointment, whichever is earlier.
 - c) If the foregoing appointment is at least half-time but less than full-time, the benefits listed in this paragraph (ii.) shall be provided on a pro-rated basis, and the employee shall not become eligible to earn the benefits

listed in paragraph b) above until the beginning of the third consecutive fiscal year of such appointment.

- iii. Part-time faculty employees paid on a per-course basis and employees with appointments for less than half-time shall not be eligible for any benefits described above.

b. Permanent Appointment

i. Vacation Leave

Employees with 12-month appointments shall earn vacation leave at the rate of two days per month during each month, or major fraction thereof, of service in pay status. Employees with less than 12-month appointments shall earn no vacation leave. Vacation leave may be accrued up to a maximum of 48 days. An employee who accrues the maximum will, except as provided below, earn no further vacation leave until the employee's use of vacation leave reduces the accrual below the maximum. An employee who is required to work on a special assignment may, at the discretion of the President, be permitted to earn up to 12 days of vacation leave beyond the maximum of 48 days. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment.

Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

ii. Sick Leave

- a) The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits.
- b) Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.
- c) An employee, while in pay status, shall earn non-cumulative sick leave at the rate of ten days per year of employment, which shall be credited to the employee at the beginning of the employment year, starting with the first year of employment. Such non-cumulative leave shall not be carried forward into the next fiscal year.

- d) An employee, while in pay status, shall earn cumulative sick leave at the rate of 1.5 days per month. An employee may accrue cumulative sick leave up to a maximum of 300 work days. An employee who accrues the maximum will earn no further sick leave until the employee's use of sick leave reduces the accrual below the maximum. In accordance with the Illinois State Finance Act, 30 ILCS 105/14a(f), sick leave earned after December 31, 1997 shall not be eligible for compensation at termination. Sick leave earned prior to January 1, 1984 shall not be eligible for compensation at termination.
- e) Sick leave may be used for injury or illness of an employee, including temporary disability or illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, which prevents the employee from performing assigned duties.
- f) Deductions of sick leave shall not be made during any Board approved holiday. One day of sick leave shall be deducted for each day an employee is absent because of injury or illness. No more than five days of sick leave shall be deducted in any one calendar week.
- g) Upon termination of employment, and provided the employee is not reemployed at the same place of employment within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997. The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of cumulative sick leave earned by the employee, in accordance with paragraph d) above, minus any days, or fractions thereof, of cumulative sick leave used by the employee; or (ii) the number of days, or fractions thereof, of cumulative sick leave earned by the employee in accordance with paragraph d) above between January 1, 1984 and December 31, 1997.
- h) Noncumulative sick leave days shall be used first, and cumulative sick leave days shall be used in the following order:
 - 1. Days accrued through December 31, 1983;
 - 2. Days accrued after December 31, 1997;
 - 3. Days accrued between January 1, 1984 and December 31, 1997.

- i) An employee who has received a lump sum payment for accrued sick leave and who, within two years, is reemployed by the Board may, if separated in good standing, have such employee's accrued sick leave restored if, within 30 days after commencement of such reemployment, the employee repays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount such employee was paid for one day of accrued sick leave. An employee may have part or all of such employee's accrued sick leave restored in this manner; however, if the employee does not make any such repayment to the Board, such employee shall not be entitled to have any such sick leave so restored.

5. Educational Leave

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to such employee's unit/department head. If the unit/department head approves the request, it shall be forwarded to the appropriate Vice President for consideration. If recommended by the Vice President, the request shall be submitted to the President for approval together with the written recommendation of the unit/department and the Vice President.

a. Applications for education leave may be approved for the following purposes:

- i. Study and research, including related travel;
- ii. Creative work in the employee's field of endeavor.

b. The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon the termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused therefrom by the President for reasons satisfactory to the President, an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.

c. An educational leave shall not be awarded more than once in every seven years, and educational leave time shall not be cumulative.

d. Salary payments during educational leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.

e. The maximum number of educational leave units that may be used during each fiscal year at the University shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave.

6. Leave Without Salary

- a. An employee may apply for a leave without salary. Ordinarily, such leave may be granted only after the employee has completed at least two consecutive years of full-time service at the University.
- b. A leave without salary may be granted at the discretion of the President following a determination that the employee intends to return to service at the end of such leave. The initial grant of a leave without salary may be for a period of up to one calendar year. The leave may be extended upon the agreement of the President for a period of up to two successive calendar years.

7. Educational Benefits

- i. An employee may enroll in the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and fees. The fees which will be waived include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived. Each faculty or administrative employee who wishes to enroll for credit must file with the department head, program coordinator, or other immediate supervisor a statement outlining the extent and goals of the proposed program of studies. That individual will forward

the statement with recommendations to the appropriate dean or director for final approval. Approval by the employee's dean or director is a prerequisite for enrollment in any course. Faculty who hold the rank of assistant professor or higher may take graduate courses but may not be admitted to or enrolled in a program leading to a graduate degree in the same program area or department in which they instruct.

- ii. So long as required by each Illinois state university's respective governing statute, children of employees who have been employed for an aggregate period of at least 7 years may receive 50% tuition waivers for undergraduate education at any campus under such Illinois state university's governance. To be eligible to receive a partial tuition waiver, the child of an employee (i) must be under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective, and (ii) must qualify for admission under the same admissions requirements, standards and policies which such university applies to applicants for admission generally to its respective undergraduate colleges and programs. An eligible applicant who has continued to maintain satisfactory academic progress toward graduation may have such applicant's partial tuition waiver renewed until the time as 4 years of undergraduate partial tuition waiver benefits have been expended.
- iii. The natural, adopted, foster, and step-children and the spouse of an employee who dies while in service shall be entitled to a waiver of tuition and fees up to and including the baccalaureate degree at Governors State University. Should both parents be employees, the death of one parent makes the child eligible for the waiver. Children of a deceased employee who is divorced shall be eligible for a waiver of tuition and fees if such employee had been contributing to their support at the time of death.
- iv. An employee who has retired from the University may enroll in the University for a maximum of one course, or three credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and such fees as may be waived in accordance with paragraph (i.) above.

8. **Administrative Leave**

- a. In the event that any President, Vice President (including Associate or Assistant Vice President), or administrative officer holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson hired on or before July 1, 2025, elect to terminate employment in those positions, they shall be eligible, upon approval by the Board (following recommendation of the President) to receive six months' leave at full pay or twelve months' leave at half pay if they meet all the following criteria at the time of retirement:
 - ii. They do not continue in a tenured teaching appointment;
 - iii. They have been in one or more of the aforementioned positions for a period of at least ten years prior to retirement; and
 - iv. They have not had a sabbatical or educational leave during the ten years immediately preceding retirement.
- b. Individuals employed in positions specified in paragraph (a.) above may be afforded continued employment as follows:
 - ii. Vice Presidents who hold faculty rank but not tenure who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the department (or equivalent academic units) in which they hold rank, if any, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
 - iii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, Director, Registrar, or Business Manager who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval

of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.

- iv. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the department (or equivalent academic units) involved shall not be required for Deans, Associate or Assistant Deans, Vice Deans, Department/Division Chairs holding tenure immediately prior to termination of employment in an administrative position.

F. Civil Service Employees

1. Coverage

This Subsection F. applies to all civil service employees of the Board unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Work Week

- a. The standard work week (exclusive of unpaid meal periods) for all full-time employees shall consist of 37 ½ hours per week, except for those classifications maintaining 24-hour per day operations including, but not limited to, Security and Plant Engineers, for which the standard work week shall consist of 40 hours per week.
- b. Any change in the standard work week for represented full-time employees shall require approval of the President.

3. Work Schedules and Shift Assignments

A schedule of work days and shift assignments shall be maintained for each civil service employee. Work day schedules and shift assignments may be changed to

meet operating conditions and needs of the University upon reasonable notice to the Civil Service employees affected.

4. Performance Evaluation

The University shall develop a performance evaluation program for employees consistent with these Regulations and the statutes and rules governing the State University Civil Service System. The programs and any changes shall become effective when approved by the President. Each performance evaluation program shall include the following elements and such other elements as are necessary and appropriate:

- a. A description of the evaluation structure;
- b. An identification of the roles and responsibilities of employees and supervisors;
- c. A statement of job related criteria for performance evaluation; and
- d. A description of the employee appeal procedure with respect to recommendations or decisions made pursuant to a performance evaluation.

5. Grievance Procedure

- a. The University shall establish a grievance procedure for the resolution of employee grievances. An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or policies established by the University. Each grievance procedure shall contain the following elements and such other elements as are necessary and appropriate:
 - i. Provisions for informal resolution;
 - ii. Formal procedures for filing a grievance; and
 - iii. Provisions for a formal decision of the Director of Human Resources and an appeal by the employee of that decision.
- b. The decision made at the conclusion of the appeal shall be final and binding, and shall be consistent with these Regulations.
- c. If an employee seeks resolution of the grievance in any other forum, whether administrative or judicial, or pursuant to a grievance procedure under a collective bargaining agreement, the Director of Human Resources shall have no obligation to process the grievance under the procedure established in accordance with this regulation.

- d. An employee grievance committee may be established for the purpose of advising the Director of Human Resources on employee grievances.
- e. The grievance procedures described above and any changes therein shall become effective when approved by the President.

6. Employee Discipline Program

- a. The University shall develop and maintain an employee discipline program specifying reasonable rules of conduct, descriptions of inappropriate behavior, and corrective disciplinary measures. Each program shall contain the following elements and such other elements as are necessary and appropriate:
 - i. Rules of conduct with examples of unacceptable behaviors;
 - ii. The following levels of disciplinary action:
 - a) Oral reprimand;
 - b) Written reprimand;
 - c) Suspension and/or Administrative Leave;
 - d) Discharge.
 - iii. An employee appeal procedure.
- b. The discipline programs described above and any changes therein shall become effective when approved by the President.

7. Employee Benefits

- a. Limitations and Eligibility

Except as otherwise indicated for prevailing wage rate groups, employee benefits shall be made available to employees in status positions, including, for the purposes of this paragraph, employees in appointments designed to qualify employees for status in the class, i.e. learner, trainee, apprentice, and, where appropriate, provisional. Civil Service employees in other types of non-status appointments will not be extended employee benefits under this paragraph except that employees with temporary appointments shall be eligible for holiday pay in accordance with paragraph c. below. An employee with a full-time appointment shall be eligible to receive the benefits specified in this paragraph. An employee whose appointment is at least half-time but less than full-time shall be eligible to receive such benefits on a pro-rated basis. An employee whose appointment is for

less than half-time shall not be eligible for benefits under this paragraph, except that such an employee shall be eligible for holiday pay in accordance with paragraph c. below on a pro-rated basis.

b. Vacation Leave

- i. Non-exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Rate Earned/Hr. of Pay Status</u>	<u>Equiv. Days Per Year</u>
At Least	Not More Than		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- ii. Exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Leave Days Earned Per Year</u>
At Least	Not More than	
0	3	25
3	6	26
6	9	27
9		28

- iii. Beginning October 1, 1972, where there has been a break in service, the service year shall be determined by the addition of all previous periods of State service with a SURS employer which qualified for earning of vacation leave.
- iv. An employee who leaves the service of the University for any reason, provided that the employee is not reemployed within 30 calendar days at the same place of employment, shall receive pay for vacation leave to the extent of any accrued balance as of the date of separation from service.

No vacation leave will be available or payable for employees whose service is terminated prior to the completion of the probationary period.

- v. Except as provided below, an employee may not accumulate more than two times the appropriate annual level of vacation leave. Upon reaching this maximum, vacation leave will cease to be earned except as the accumulation is reduced. An employee who is required to work on a special assignment may, at the discretion of the President be permitted to earn up to 12 days of vacation leave beyond the maximum provided above. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment. Extra pay in lieu of vacation leave will not be allowed. Observed holidays that occur during the approved vacation leave shall not be charged against vacation leave. Leaves for vacation purposes shall be arranged with due regard for the operational needs of the university and shall require supervisory approval.
- vi. Vacation leave shall not be taken during the probationary period, except for good cause and upon approval of the employer representative.
- vii. Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

c. Holidays

- i.
 - a) Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned principal and supplemental holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
 - b) For employees who work other than a Monday through Friday work schedule, the calendar date on which a principal holiday falls shall be considered the holiday for purposes of receiving premium pay if work

is performed on that date, in which case premium pay will not apply to work performed on the date the principal holiday is observed by the University. If departmental needs permit, employees may be granted the calendar holiday off with full pay instead of the observed holiday in which case premium pay will not apply to work performed on the observed holiday.

- ii.
 - a) Prevailing rate craft employees will be excused for all holidays designated in their area agreements and shall be compensated as stipulated and in accordance with provisions contained in said area agreements for said holidays.
 - b) Prevailing rate craft employees shall have the option of charging any unpaid area agreement holiday to vacation leave which they have available on holidays on which they are excused.
- iii. Employees covered by a collective bargaining agreement shall be granted paid holidays in accordance with the express terms of that agreement.
- iv. In the event that work is required on any observed holiday as specified in paragraph i. above, compensation shall be determined as follows:
 - a) Employees who are eligible for holiday pay shall receive straight time pay for the holiday, plus compensation at the rate of time and one-half for hours worked or, by mutual agreement between the employee and employer representative, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
 - b) Employees who are not eligible for holiday pay shall be compensated at the rate of time and one-half for hours worked, or, by mutual agreement between the employee and the employee's unit head, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
 - c) Exempt employees, as defined by Fair Labor Standards Act criteria, who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employee's unit

head, paid time away from work equivalent to the number of hours worked on the holiday.

- d) Prevailing rate craft employees shall be compensated in accordance with the terms of their area agreement for holidays designated in the area agreement.

- iv. To be eligible for holiday compensation, employees must be on the active payroll on their last scheduled work day preceding the observed holiday and their first scheduled work day following the observed holiday, unless they are absent on such day(s) for good cause and such absence is approved by the employee's supervisor.

d. Sick Leave

- i.
 - a) An employee in a status position shall earn credit for sick leave with full pay at the rate of 0.0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve regular work days per year.
 - b) A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month.
- ii. There shall be no limit in the amount of sick leave which may be accumulated.
- iii. The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits. Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.
- iv. An employee whose employment or reemployment by the University commences within two years after termination of his or

her employment by an employer covered by the State Universities Civil Service System shall, if separated in good standing, be allowed to transfer his or her accrued sick leave to the University, provided that such employee has not received a lump sum payment for accrued sick leave. If such employee has received a lump sum payment for accrued sick leave, only accrued sick leave which was earned before January 1, 1984 or after December 31, 1997 may be transferred; credit for accrued sick leave which was earned between January 1, 1984 and December 31, 1997 shall be governed by paragraph (iv.) below.

v.

- a) Upon termination of employment at the University and provided the employee is not reemployed at the University within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997.
- b) The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of sick leave earned by the employee, in accordance with paragraph (i.) above, minus any days, or fractions thereof, of sick leave used by the employee; or (ii) the number of days, or fractions thereof, of sick leave earned by the employee in accordance with paragraph (i.) above between January 1, 1984 and December 31, 1997. Sick leave days shall be used in the following order:
 - 1. Days accrued through December 31, 1983;
 - 2. Days accrued after December 31, 1997;
 - 3. Days accrued between January 1, 1984 and December 31, 1997.
- c) An employee may waive payment for all or part of his/her eligible accrued sick leave (one-half of the employee's accumulated and unused sick leave earned between January 1, 1984 and December 31, 1997) by executing an appropriate waiver form prior to termination of employment.

d) An employee who has received a lump sum payment for accrued sick leave from an employer covered by the State Universities Civil Service System and who, within two years, is employed or reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such employment or reemployment, the employee pays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such payment to the Board, he or she shall not be entitled to have any such sick leave so restored.

vi. An employee may use accumulated sick leave only when the employee is prevented from performing assigned duties because of illness, injury, or temporary disabilities or illness caused or contributed to by pregnancy, or is obtaining medical or dental consultation or treatment, or for special circumstances stipulated under the Bereavement Leave provision of these Regulations.

vii. Unless approved in writing by the employee's unit head, sick leave requested during a work stoppage may be denied and the absence from work treated as unexcused.

e. Leave of Absence

Requests for leave of absence without pay for reasons other than disability (including but not limited to leaves of absence without pay for advanced study), upon recommendation of a supervisor, may be granted by the employee's department head after vacation leave is reduced to not more than five days. Each request will be considered on the basis of its individual merits and the operational needs of the department/unit. The department head may waive the above vacation reduction requirement when it is determined to be in the best interests of the employer to do so.

f. Educational Benefits

- i. Tuition and fee waivers shall be granted by each state university in Illinois to status Civil Service employees of the University. The following credit hour maxima shall apply to employees who enroll in courses at the University:

	<u>Academic Term</u>	<u>Annual</u>
Full-time employee	6 c.h.	18 c.h.
$\frac{3}{4}$ time employee	4 c.h.	12 c.h.
$\frac{1}{2}$ time employee	3 c.h.	9 c.h.

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve service. The fees which will be waived by the Board include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state universities in Illinois outside the university, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

- ii. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i.) above.

- iii. The natural, adopted, foster, or step-children and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at the University shall be entitled to a waiver of tuition and fees (as defined in paragraph (i.) above) up to and including the baccalaureate degree at the University. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.
- iv. An employee who has retired from the University shall be eligible for a waiver of tuition and fees at the University as specified in paragraph (i.) above for one-half time employees.

g. Overtime Compensation

- i.
 - a) Except as provided in paragraph (7.g.ii.) above, employees in non-negotiated classifications that are covered by the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half either in cash or by allowing compensatory time off, for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule. Employees shall not receive overtime compensation on both a daily and weekly basis for the same work time.
 - b) For the purpose of computing overtime, paid benefit time for which work is not performed shall count as time worked in any work week.
- ii. For employees paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime is payable, and the rate of overtime pay will depend on the number of hours and the rate being paid locally pursuant to the appropriate multi-employee area agreement.
- iii. For employees in a negotiated classification, overtime payment shall be in accordance with the provisions of the applicable collective bargaining agreement.

- iv. Employees in position that are exempt from the overtime provisions of the Fair Labor Standards Act shall work as required by their position.

F. Other Employees

For employees of the Board other than faculty, administrative, and civil service employees, the President shall develop guidelines concerning appointment, benefits, and other conditions of employment.

G. Acknowledgement

With gratitude, certain materials in this Regulation were informed by or adapted from the Northern Illinois University Board of Trustees' Regulations Section II: Faculty and Administrative Employees (available at <https://www.niu.edu/board/regs/sectionii.shtml> (last visited Aug. 5, 2024)).

EXHIBIT B

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES**

REGULATIONS

Issued July 12, 1996

With Amendments adopted by the Board on March 13, 1998; September 11, 1998; June 17, 2005; April 16, 2010; February 24, 2012; October 12, 2018; August 30, 2019; December 10, 2021; and October ___, 2024.

SECTION II. EMPLOYEES

A. General

1. Coverage

This Section II. Applies to all faculty, administrative and/or professional employees who are not civil service employees (collectively, “administrative”), civil service, and other employees of the Board of Trustees of Governors State University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement. The employment of the President of the University is subject solely to the employment contract between the President and the Board of Trustees of Governors State University.

2. Equal Opportunity and Affirmative Action

In accordance with applicable statutes and regulations, Governors State University is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations, and order pertaining to nondiscrimination, equal opportunity, and affirmative action.

3. Pregnant Workers and Workers with Related Conditions

- a. Governors State University will comply with statutory and regulatory requirements of the Pregnant Workers Fairness Act (PWFA), 42 USC §§ 2000gg *et seq.*, and the Providing Urgent Maternal Protections (PUMP) for

Nursing Mothers Act, 29 USC §218d, as they may be amended from time to time.

- b. The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with the PWFA and PUMP Act, which shall take effect upon approval by the President.

4. Authority to Employ

- a. Position Authorization

The Board of Trustees is the employer of all faculty, administrative, civil service, and other employees of Governors State University. Faculty, administrative, civil service, and all other positions shall be authorized by the president or designee.

- b. Appointments: All appointments and promotions shall be made by the President, except as otherwise provided herein.

- i. Major Administrative Appointments

The President shall inform the Board of the appointment, promotion, resignation, retirement, or other event concerning the employment of a Provost, Vice President, and Dean as soon as possible after the event.

- ii. Regular Appointments

Regular appointments are tenured faculty, faculty serving in probationary status on tenure track, other faculty designated as regular appointments, administrative positions not designated as temporary positions, and civil service positions not designated as temporary positions. The President or designee is authorized to make such appointments in accordance with Board Regulations as necessary and justified by prudent financial management.

- iii. Adjunct Appointments

The President or designee is authorized to make adjunct faculty appointments as necessary and in accordance with Board Regulations and Human Resources processes. Adjunct appointees will be appointed on an annual or semester basis and will not be eligible for tenure.

- iv. Visiting Appointments

The President or designee is authorized to make visiting faculty appointments to approved positions in accordance with Board Regulations as necessary and justified by prudent financial

management. Visiting appointments shall be made for persons employed outside the university or on temporary leave from such employment or retired from such employment. Visiting appointments shall be for a specific period of two years or less. There shall be no presumption of renewal or extension of visiting appointments. Visiting faculty shall not be eligible for tenure.

v. **Civil Service Appointments**

The Board of Trustees is designated by statute as the employer for all its appointments which are subject to the rules and regulations of the State University Civil Service System of Illinois (SUCSS) and for those positions deemed non-status positions pursuant to the rules and regulations of SUCSS (i.e., "900 hour workers"). The Board has authorized the President or designee to appoint Civil Service personnel to authorized positions. All Civil Service employees of Governors State University are employed in accordance with the provisions of the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and the rules of the University Civil Service System Merit Board (Merit Board), and are entitled to all the rights and subject to all the requirements contained therein.

vi. The President shall develop procedures for the appointment (including acting appointment) of faculty, administrative, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be: (a) consistent with the Board's delegation of authority in Section II.A.4; (b) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and (c) consistent with the Board's policy on participation in University governance.

c. **Resignations:** The President or designee may officially accept resignations and retirements tendered by employees.

d. **Academic Ranks, Promotion, and Related Titles:**

i. The academic ranks that shall be conferred within Governors State University are: professor, associate professor, and assistant professor. These faculty employees shall be categorized as probationary/tenure-track or tenured. Recommendations for award of tenure shall be presented by the President to the Board for approval. The creation, elimination, or modification of the categories of appointment specified in this section require Board approval.

- ii. In addition to the above academic ranks, the university is authorized to make other academic appointments to positions utilizing additional and related titles (e.g., Lecturer, Senior Lecturer, Instructor). These faculty employees shall be categorized as non-tenure track.

e. Position Administration:

- i. The University shall use recruitment practices aimed toward identifying, securing, and maintaining equitable representation and toward seeking full utilization of minorities and women in all organizational units and job classifications. The university shall also maintain affirmative action policies and procedures consistent with state and federal legal requirements which shall provide for the fair, impartial, and equal treatment of applicants for employment and promotion. The President or designee will administer internal promotion/applicant processes as well as external search procedures for vacant positions. Position design, reorganization processes, titles, and compensation practices will be administered in accordance with university needs as determined by the President or designee.
- ii. Title changes, consistent with changes in scope of assigned responsibilities or internal promotions can be implemented subject to approval by the President.
- iii. The President shall develop procedures and guidelines regarding the use of search committees to fill positions, which shall take effect upon approval by the President.

5. Labor Relations

- a. Authority for the negotiation, administration, and coordination of all collective bargaining agreements and overall responsibility for labor relations activities is delegated by the Board of Trustees to the President.
- b. No collective bargaining agreement shall be effective or implemented until first ratified by the certified employee representative and then approved by the Board of Trustees.
- c. All collective bargaining agreements shall be signed by the Chair and Secretary of the Board of Trustees or, where appropriate, by the President who shall sign such instruments on behalf of the Chair and Secretary.

6. Reassignment and Termination

- i. Reassignment

Employees at the University may be reassigned by the President without notice in advance. The President shall consult with and obtain the approval of the Board of Trustees prior to the reassignment of a Provost or Vice President. Employees, other than employees with a temporary appointment (including employees whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation as follows:

- a. In the first year of employment at the University not less than one month prior to the effective date of reduction in monthly compensation; and
- b. In the second or subsequent year of employment at the University not less than two months prior to the effective date of reduction in monthly compensation.

ii. Termination

- a. Consistent with the Governors State University Law, 670/15-45, the Board has authority to terminate employees for good cause, or in the case of a Civil Service Employee, for just cause (110 ILCS 70/36o), which authority is hereby delegated to the President and which authority may be delegated by the President to a delegatee.
- b. A civil service employee shall not be demoted, removed, or discharged after such employee's probationary period except in accordance with the State University Civil Service Act, 110 ILCS 70/, as it may be amended from time to time, and related Merit Board rules.
- c. Termination of University employees shall require a pre-termination review by the Department of Human Resources and General Counsel.

iii. Severance Pay

- a. Upon termination and within the University's sole discretion, an employee may be offered severance pay based on the individual circumstances of the termination

provided the employee signs a separation agreement which, among other things, shall include a release of all potential claims to the fullest extent allowed by law. Severance pay may not be offered to an employee terminated for misconduct as defined by the Government Severance Pay Act (5 ILCS 415/5(1)).

- b. Any severance pay provided to any at-will or contractual university employee shall be subject to the provisions of the Government Severance Pay Act, as same may be amended from time to time (5 ILCS 415 *et seq.*), including, but not limited to, the requirement that severance pay may not exceed an amount greater than twenty (20) weeks of compensation.

B. Appointment Administration

1. Job Descriptions

A description shall be prepared for each administrative position, including Chairpersons, in the University, except for the position of President, and for each civil service and other positions. The President shall develop guidelines for the preparation, review, modification, and maintenance of position descriptions, which shall take effect upon approval by the President.

2. Administrative Organization

An organization chart of the administrative structure shall be prepared and maintained for the University.

3. Educational Requirements

The President shall develop a policy concerning the educational requirements necessary for appointment to faculty, including temporary appointments. All educational requirements shall be fulfilled by study in an accredited institution of higher education. The policy shall include the following provisions and such other provisions as are necessary and appropriate:

- a. The minimum educational requirements necessary for appointment;
- b. Any exceptions to the minimum requirements.

The policy and/or any changes shall become effective when approved by the President.

4. Flexible Hour Positions

The President is authorized to develop policies and procedures to implement flexible hour positions consistent with Governors State University Law, 110 ILCS 670/15-100, which shall take effect upon approval of the President.

C. Conditions of Employment

1. General Obligations and Administrative Rules

All employees are expected to comply fully with all applicable state and federal laws, policies, regulations, and decisions of the Board of Trustees, and policies, regulations and decisions promulgated by the President or designee.

2. Outside Employment

- a. An employee's participation in outside employment must be consistent with the employee's obligation to the Board as the primary employer and is subject to such conditions as may be imposed by federal or state law or the terms of a collective bargaining agreement. The President shall establish guidelines concerning outside employment.
- b. Faculty must have prior written approval of the President, or a designee, to perform research or provide consulting services to nongovernmental agencies. (University Faculty Research and Consulting Act, 110 ILCS 100/*et seq.*).

3. Employees Licensed to Practice Law

Employees of the Board who are licensed to practice law may not represent any person or entity in any litigation, administrative proceeding, or other matter (other than proceedings conducted pursuant to Board or University regulations or procedures or a collective bargaining agreement to which the Board is a party) in which the Board, the University, or other employees of the Board are adverse parties.

D. Benefits

1. Eligibility

The benefits described in this Section are available to faculty, administrative, civil service, and other employees, subject to the eligibility requirements stated in these

Regulations. In the instance where there is a conflict between these Regulations and an employee collective bargaining agreement, the collective bargaining agreement will prevail.

2. **Holidays**

- a. Holidays recognized by the Board shall be New Year's Day, day before or day after New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and day before or day after Christmas Day.
- b. The University will be closed, except for necessary operations, on the foregoing holidays. Eligible employees will be excused with regular pay on said holidays unless otherwise determined by the President.
- c. Eligible employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the University, paid time away from work equivalent to the number of hours worked on the holiday.
- d. Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
- e. Holidays which fall on a Saturday shall be observed on the preceding Friday; holidays which fall on a Sunday shall be observed on the following Monday.

3. **Administrative Closures:** The President may close the University for administrative purposes as determined within the President's discretion.

4. **Sick Leave Bank**

The University may establish a system for participation in a University sick leave bank pursuant the Illinois Sick Leave Bank Act, 5 ILCS 400/ *et seq.*, as it may be amended

from time to time. The policy and procedures related thereto shall take effect when approved by the President.

5. Leaves of Absence

a. General Provisions

- i. The President shall develop procedures and guidelines to implement, monitor and document the University's leave programs outlined in this Section 5, which shall take effect upon approval by the President.
- ii. It is a violation of these Regulations to threaten to take or take any adverse action against employees who exercise or attempt to exercise their rights under these Section 5 Regulations, oppose practices which the employees believe violate these Regulations or applicable State or federal law, or support the exercise of rights of another to exercise rights under these Regulations.
- iii. Use of leave under these Section 5 Regulations shall not be considered a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.
- iv. Employees taking leave under these Regulations shall give reasonable notice of their intent to take leave where the reasonableness of the notice shall be judged by the circumstances giving rise to the request. Employees taking leave under these Regulations shall not be required to find coverage for the period of their leave.
- v. Except for PLAWA leave (defined below), the University may request reasonable documentation to support a request for leave under these Section 5 Regulations.
- vi. Leave under these Section 5 Regulations does not accumulate from fiscal year to fiscal year (i.e., it does not "carry over" if unused). Leave that is accrued but not used by the end of the fiscal year is forfeited; employees will not receive compensation for forfeited time. Employees will not be compensated for accrued but unused upon separation of employment for any reason, such as resignation, retirement, or termination.
- vii. Employees who take leave under these Section 5 Regulations should confer with the University about the timing, frequency, or duration of leave unless otherwise provided herein. Employees taking military

leave are not required to accommodate the University's needs regarding the timing, frequency, or duration of leave.

- viii. Eligibility requirements for leave under these Section 5 Regulations vary depending on the type of leave, as set forth below.

b. Paid Leave for All Workers Act

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Paid Leave for all Workers Act, 820 ILCS 192/ *et seq.*, as it may be amended from time to time (PLAWA).
- ii. All employees are eligible for PLAWA leave unless they are (i) student employees or (ii) temporary employees working less than two consecutive calendar quarters with no reasonable expectation that they will be rehired the following year. New employees shall be credited with 40 hours of PLAWA leave upon hire and will become eligible to take PLAWA leave 90 days after the commencement of their employment.
- iii. At the start of each University fiscal year, all eligible employees shall be credited with 40 hours of paid PLAWA leave. Subject to applicable law and the terms of this Regulation, leave may be taken in increments as low as two (2) hours per day. For employees whose scheduled workday is less than two (2) hours per day, a scheduled workday is the minimum increment of time. PLAWA leave will not run concurrently with FMLA leave (defined below).
- iv. PLAWA leave may be taken for any reason of the employee's choosing. Employees are not required to provide a reason for taking PLAWA leave and the University will not require documentation supporting the requested leave. If the requested leave is foreseeable, the employee shall give the University seven (7) calendar days' notice of that leave by notifying their supervisor and, if accessible, making a request via the University's electronic timekeeping software. If the requested leave is not foreseeable, the employee shall give the University such notice as is practicable after learning of the need for leave by notifying their supervisor via email or other communication, and later documenting the leave in the University's electronic timekeeping software if accessible.
- v. An employee may choose whether to use paid PLAWA leave provided prior to using any other leave. PLAWA leave shall not be charged or otherwise credited to an employee's paid time off bank or employee account.

c. Family Medical Leave Act Leave/Military Caregiver Leave

- i. Governors State University will comply with statutory and regulatory requirements of the federal Family Medical Leave Act of 1993, 29 USC § 2601 *et seq*, as amended from time to time (FMLA).
- ii. To be eligible for FMLA leave, employees must: (1) have worked for Governors State University for at least 12 months, although time worked need not be consecutive; (2) worked at least 1,250 hours in the 12 months preceding commencement of the leave; and (3) be employed at a worksite that has 50 or more employees within 75 miles of the worksite.
- iii. If eligible, employees may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While employees are on FMLA leave, the University will maintain the employees' group health insurance coverage at the same level and under the same circumstances as when they were actively working. On returning from approved FMLA leave, employees have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.
- iv. Conditioned on applicable law and U.S. Department of Labor Rules and Regulations, eligible employees may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which is measured using a "rolling" method that is measured backward from the date the employee uses any FMLA leave, for any of the following reasons:
 - 1) the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
 - 2) the placement of a child with the employee for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
 - 3) to care for a spouse, child, or parent of the employee with a serious health condition;
 - 4) to care for the employee's own serious health condition, which renders that employee unable to perform any of the essential functions of that employee's position; or
 - 5) a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).
- v. If agreed by the University, an employee may take leave under Subsection 5(c)(iv)(1) and (2) intermittently or on a reduced schedule.

Leave under Subsection 5(c)(iv)(3) and (4) and Subsection 5(c)(vi) may be taken intermittently or on a reduced schedule if medically necessary.

- vi. Employees may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that they take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).
 - a) Military caregiver leave is available for only a single 12-month period during an employee's employment with the University.
 - b) Employees taking military caregiver leave are entitled to a combined total of 26 weeks for leave in a 12-month period; they are not eligible to take an additional 12 weeks of leave under Subsection 5(c)(iv) above during the same 12-month period as when military caregiver leave is taken.
- vii. FMLA leave is unpaid. Employees will be required to substitute any accrued and unused vacation/paid time off/sick days/personal days, except PLAWA leave, for unpaid FMLA leave as described below:
 - If employees request leave because of a birth, adoption, or foster care placement of a child, parental leave (if available) will be first substituted for unpaid family/medical leave and run concurrently with FMLA leave, followed by any other accrued and unused paid leave, such as vacation or sick leave, which shall run concurrently with FMLA leave.
 - If employees request leave because of their own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave will be substituted for any unpaid family/medical leave and run concurrently with FMLA leave.
 - The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100% of the employee's salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

d. Parental Leave

- i. Subject to the approval of Human Resource Services and the conditions of this Regulation, twenty-five (25) paid workdays are

provided to eligible employees for continuous parental leave for the birth or adoption of a child or assuming the responsibility for a foster child. Except as otherwise provided herein, paid parental leave is in addition to whatever other leave (e.g., sick or vacation) the eligible employee has. Parental leave shall be utilized within 12 months of the date of birth or adoption or placement of the child and will run concurrently with FMLA leave. Requests for parental leave shall be submitted to the Department of Human Resources FMLA coordinator for processing at least thirty (30) days prior to the leave commencing when such leave is foreseeable. If the date of birth or adoption or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Parental leave may be taken intermittently only with the advanced approval of the University.

- ii. To be eligible for parental leave, employees must meet the eligibility requirements for FMLA leave and not otherwise be eligible for parental leave pursuant to a collective bargaining agreement. Employees who are eligible for parental leave under a collective bargaining agreement are subject to terms of that collective bargaining agreement.

e. Victims' Economic Security and Safety Act Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Victims' Economic Security and Safety Act, 820 ILCS 180 *et seq.*, as it may be amended from time to time (VESSA).
- ii. Subject to applicable law and the terms of this Regulation, eligible employees may take up to twelve (12) weeks unpaid leave if they are a victim of domestic violence, sexual violence, gender violence, or any other crime of violence (collectively, "Crime(s) of Violence") or their family or household member whose interests are not adverse to the employee as it relates to the crime is a victim of a Crime of Violence for the purposes set forth here. Leave may be taken if the employee or employee's family or household member is addressing a Crime of Violence by:
 - a) seeking medical attention for, or recovering from, physical or psychological injuries caused by a Crime of Violence to the employee or the employee's family or household member;
 - b) obtaining services from a victim services organization for the employee or the employee's family or household member;
 - c) obtaining psychological or other counseling for the employee or the employee's family or household member;
 - d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future Crimes of Violence or ensure economic security;
 - e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household

member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from Crime of Violence;

- f) attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a Crime of Violence;
 - g) making arrangements necessitated by the death of a family or household member who is killed in a Crime of Violence; or
 - h) grieving the death of a family or household member who is killed in a Crime of Violence.
- iii. Leaves of absence pursuant to Subsection (ii)(6), (ii)(7) or (ii)(8) of this Section are limited to ten (10) workdays, which must be completed within sixty (60) days of the employee receiving notice of the death. If leave is taken under Subsection (ii)(6), (ii)(7) or (ii)(8) of this Section by an employee who also is entitled to leave under the Family Bereavement Leave Act (see below), the leaves shall run consecutively, provided that the overall leave does not exceed the unpaid leave time allowed under the FMLA.
 - iv. Employees shall give at least 48 hours' notice of their intent to take leave under VESSA, unless such notice is impracticable in which case the employee shall give notice that is reasonable before or after beginning leave.

f. **Bereavement Leave**

- i. Governors State University will comply with statutory and regulatory requirements of the Family Bereavement Leave Act, 820 ILCS 154/ *et seq.* and the Child Extended Bereavement Leave Act, 820 ILCS 156/ *et seq.*, as they may be amended from time to time.
- ii. All employees may take up to three (3) days with pay per occurrence in the event of the death of the employee's spouse, domestic partner as defined by rules set forth by the Illinois Department of Central Management Services, parent, step-parent, mother- and father-in-law, child, step-child, sibling, step-sibling, brother- and sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the employee's immediate household. Paid bereavement leave must be taken within five (5) workdays days of the employee receiving notice of the event giving rise to leave. At the employee's option, paid bereavement leave may run concurrently with unpaid bereavement leave described in Subsection (f)(iii) below, if available, or not. Paid bereavement leave may be taken in a single continuous period or intermittently in increments of no fewer than four (4) hours.
- iii. Except as provided below in Subsection f(ii)(iv), (v), and (vii), all employees shall be entitled to use a maximum of 2 weeks (10 workdays) of unpaid bereavement leave to:

- a) attend the funeral or alternative to a funeral of an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent ("covered family member");
- b) make arrangements necessitated by the death of the covered family member;
- c) grieve the death of the covered family member; or
- d) be absent from work due to:
 - a. a miscarriage;
 - b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. a failed surrogacy agreement;
 - e. a diagnosis that negatively impacts pregnancy or fertility; or
 - f. a stillbirth.
- iv. Except as provided in Subsection (f)(v) below, unpaid bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which another event giving rise to leave occurs.
- v. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.
- vi. In the event of the death of an employee's child (including biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis) by suicide or homicide, the employee may take up to 12 weeks of unpaid bereavement leave within 12 months after the employee notifies the University of the loss, which may be taken in a single continuous period or intermittently in increments of no fewer than 4 hours.
- vii. This Regulation does not create a right to take more leave than would be available to an eligible employee under the FMLA (although employees need not meet the eligibility requirements for FMLA leave to take bereavement leave). Unpaid bereavement leave of longer duration than set forth above may be approved under special circumstances by the President.
- viii. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan, may elect to substitute any period of such leave for an equivalent period of leave provided under this Subsection. The University may

not require the employee to substitute available paid or unpaid leave for leave provided under this Subsection.

- ix. The University may require reasonable advance notice of the employee's intent to take a bereavement leave of absence, unless providing such notice is not reasonable and practicable. The University may request reasonable documentation to support a bereavement leave request.
- x. Leaves beyond these amounts may be approved under special circumstances by the President. However, such additional leave will normally be charged to applicable paid leave benefits.

g. Military Leave

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/ *et seq*, as it may be amended from time to time (ISERRA), and the federal Uniformed Services Employment and Reemployment Rights Act under Title 38 of the United States Code, as it may be amended from time to time (USERRA).
- ii. Except as otherwise provided herein, with appropriate notice under the circumstances, all employees are entitled to military leave to perform "active service," as defined by statute, which includes all forms of active and inactive duty regardless of voluntariness including, but not limited to, annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, State active duty, mobilizations, and muster duty.
 - a) Temporary employees employed briefly with no reasonable expectation that employment will continue for a significant period are not eligible for reinstatement of employment after a military leave.
 - b) The right to reinstatement shall terminate in accordance with applicable law, including but not limited to where the employee's separation from service was with a dishonorable or bad conduct charge or disqualifying discharge.
- iii. Employees on military leave shall be credited with the average performance rating or evaluation received for the three (3) years immediately before leave, or the rating that the employee received for the period immediately prior to military leave, whichever is higher.
- iv. All employment rights shall be extended to all employees on military service leave, unless otherwise stated.
 - a) Time spent on military leave shall be counted when computing seniority and service requirements for promotion eligibility or

any other benefit of employment, except this paragraph does not apply to probationary periods.

- b) Vacation, sick, educational or other similar leave shall continue to accrue while on military leave.
- c) Health plan benefits shall continue, except the University's share of the full premium and administrative costs shall continue to be paid by the University for active duty.
- v. Unless a statutory exception applies, the right to reinstatement to employment terminates in accordance with applicable law for employees on military leave for a cumulative period of five (5) years, unless the University's circumstances have so changed as to make reemployment within five (5) years impossible or unreasonable. Employees who are unqualified to perform their prior role due to a disability and cannot be accommodated absent undue burden shall be entitled to reinstatement in accordance with applicable law.
- vi. During periods of military leave for annual training for employees who are members of a reserve component, employees shall continue to receive full compensation for up to 30 days per calendar year. Military leave for purposes of receiving concurrent compensation may be performed nonsynchronously.
- vii. Except as otherwise provided herein, during periods of military leave for active service for employees who are members of a reserve component, employees shall receive differential compensation in accordance with the law, meaning the difference between the pay received from military service and the pay the employee would otherwise have earned from the University if not on military leave, which shall be calculated on a daily basis in accordance with applicable law.
 - a) Employees may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.
 - b) For voluntary active service, differential compensation is limited to 60 workdays per calendar year. There is no limit to differential compensation for involuntary active service.
 - c) For active service without pay, differential compensation shall not be paid.

h. Family Military Leave

- i. Governors State University will comply with the statutory and regulatory requirements of the Family Military Leave Act, 820 ILCS 151/ *et seq.*, as it may be amended from time to time.
- ii. Eligible employees are those employees who have been employed by the University for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.
- iii. Subject to applicable law and the terms of this Regulation, upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take up to 30 days unpaid leave if the spouse, parent, child, or grandparent of that employee is called to military service lasting longer than 30 days with the State or the United States pursuant to the orders of the Governor or the President while deployment orders are in effect.
 - a) The number of days provided to an eligible employee under this Regulation because a spouse or child is called to military service shall be reduced by the number of days of leave, if any, taken under the FMLA because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty as defined in that Act (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
 - b) Eligible employees shall not take family military leave unless the employee has first exhausted all accrued vacation, personal, compensatory or other leave except sick and disability leave.

i. **Civil Air Patrol Leave**

- i. Governors State University will comply with statutory and regulatory requirements of the Illinois Civil Air Patrol Leave Act, 820 ILCS 148/ *et seq.* as it may be amended from time to time. "Civil air patrol leave" means leave requested by an employee who is a member of the civilian auxiliary of the U.S. Air Force.
- ii. Eligible employees for civilian air patrol leave consist of those employees who have been employed by the University for at least twelve (12) months and who have worked for at least 1,250 hours of

service during the 12-month period immediately preceding commencement of the leave.

- iii. Upon appropriate notice of at least fourteen (14) days if the intended leave will consist of 5 days or more of consecutive workdays or such notice as is practicable if less than 5 consecutive workdays, eligible employees may take 30 days of unpaid civil air patrol leave. Eligible employees may, but need not, choose to use accrued vacation leave, personal leave, compensatory leave, sick or disability leave, or any other leave available to them if they wish to remain in paid status during civil air patrol leave.
- iv. An eligible employee taking civil air patrol duty leave is entitled to be restored to the position held prior to taking the leave with equivalent seniority status, employee benefits, pay, and other conditions of employment, unless circumstances unrelated to taking protected leave exist that preclude reinstatement.
- v. An eligible employee taking civil air patrol duty leave is entitled to maintain their health insurance benefits at the employee's expense during leave.

j. School Visitation Leave

- i. Governors State University will comply with statutory and regulatory requirements of the School Visitation Rights Act, 820 ILCS 147/ *et seq.*, as it may be amended from time to time.
- ii. Eligible employees consist of those who (1) have worked for the University for at least six (6) consecutive months preceding the request for leave and (2) work an average number of hours per week equal to at least one-half the full-time equivalent position in the University's job classification system or policy.
- iii. With appropriate notice under the circumstances of at least seven (7) days absent an emergency, eligible employees may take up to eight (8) hours unpaid leave during any school year, which may be taken in increments of up to four (4) hours per occurrence, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during nonwork hours. Eligible employees must first exhaust all accrued vacation leave, personal leave, compensatory leave and any other leave except sick or disability leave before taking school visitation leave.

k. Court Service

- i. An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency who is scheduled to work during the time that he/she is called, shall be granted leave with pay and any jury or witness fees may be retained

by the employee, provided that no employee shall be given leave with pay for:

1. Appearing as a party in a non-GSU employment related proceeding involving such employee;
2. Appearing as an expert witness when the employee is compensated for such appearance; or
3. Appearing as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent.

In granting leave of absence for jury duty, an employee may be required to return to work for the time during which the employee is not required in any jury attendance.

I. Emergency Leave

- i. If an emergency arises (such as a severe snowstorm, tornado, riot, etc.) in which the safety, health, or welfare of employees is a matter of concern, the President may order employees to absent themselves from work with pay.
- ii. Civil Service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.
- iii. Employees not excused from work under such circumstances who fail to report for work as scheduled may be denied compensation for such absence.

m. Extended Sick Leave

The President of the University may grant an employee sick leave with full pay for a period not to exceed 60 calendar days, if the employee: (i) has completed at least three full years of service at the University; (ii) has exhausted all sick leave benefits; (iii) is a participant in the State Universities Retirement System; and (iv) is entitled to and has applied for disability benefits under the State Universities Retirement System.

n. Compulsory Disability Leave

- i. If the President for the University believes an employee is unable to perform assigned duties due to illness or injury, the President may inform the employee in writing of the basis for such belief and require the employee to obtain a medical examination by a doctor chosen and paid for by the University or by a doctor chosen and paid for by the

employee who is acceptable to the President. Refusal of an employee to submit to a medical examination may result in suspension of the employee or other disciplinary action. The doctor shall submit an opinion to the President as to whether the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from performing the duties required by the position of employment. A copy of the doctor's opinion shall be given to the employee. At the employee's discretion and expense, a second medical opinion may be obtained for consideration by the President.

- ii. If the medical evidence indicates that the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from satisfactorily performing the duties required by the position of employment, the President may place the employee on compulsory disability leave. The President shall notify the employee in writing of the duration of the compulsory leave period. Any earned leave credits shall be used during the compulsory leave period. That portion of the compulsory disability leave, if any, which is not covered by earned leave credits shall be without pay.
- iii. After expiration of one-half of the compulsory disability leave period, the employee may upon prior notice to the President, and at the employee's expense, seek a medical opinion from a doctor acceptable to the President as to the ability of the employee to return to work. If the opinion indicates the employee is able to return to work, the employee may return to work at a time mutually agreed upon between the employee and the employer.
- iv. If, in the opinion of a doctor chosen and paid for by the University or of a doctor chosen and paid for by the employee who is acceptable to the President an employee is unable to return to work at the end of a compulsory disability leave, the President may (i) extend the leave without pay; (ii) request the employee's resignation; or (iii) terminate the employee's employment.

o. Other Leave Programs

The President may establish other leave programs that do not add to the leave or conflict with the leave benefits in collective bargaining agreements or in the Board of Trustees Regulations.

6. Benefits While on Compensated Leave

- i. An employee eligible for such leave shall earn vacation leave and sick leave while on compensated leave other than educational leave or administrative leave.
- ii. An employee on compensated leave may continue to contribute toward and receive the benefits of any State or Board insurance program and may continue to contribute toward and receive retirement credit in the State Universities Retirement System if the laws, rules, regulations, policies, and procedures governing the administration of such insurance programs or the State Universities Retirement System so permit.
- iii. Upon return to the University from a compensated leave, an employee's salary shall be adjusted to reflect nondiscretionary increases which the employee would have received if not on leave.

7. Failure to Return to Work Following the Expiration of an Approved Leave of Absence

If an employee fails to return to work following the expiration of an approved leave absence and has not submitted a request to extend the leave which includes documentation to support the extension within five days of the expiration of the approved leave, the University will consider that the employee to have voluntarily resigned his/her position and will so notify the employee.

8. Retirement

Employees are subject to the statutes and rules governing the State Universities Retirement System.

9. Tax Deferred Retirement Plan

- a. It shall be the policy of the Board of Trustees to, in its discretion, sponsor the Governors State University Tax Deferred Annuity Plan in which eligible employees may participate.
- b. Plan Administration
This plan shall be administered by the President who shall have authority to prescribe guidelines, procedures, rules and regulations consistent with Section 403(b) of the Internal Revenue code of 1986, as amended "the Code", whereby

eligible employees of the University may enter into agreement with the University to elect to receive, in lieu of salary or wages, benefits which are tax deferred under the Code. Governors State University is the Plan Sponsor and Plan Administrator and as such, reserves the right, in its sole discretion to amend, change or terminate this plan as permitted by law.

10. Tuition Reduction Benefits

- a. It shall be the policy of the Board of Trustees to, in its discretion, make available to each eligible employee now or hereafter employed, the opportunity to participate in a Tuition Reduction Plan that exempts the employee from tuition and certain fees.
- b. The specific benefits available to University employees, if approved, are described in Section II.E(7) for faculty and administrative employees and in Section II.F for Civil Service employees of these Regulations, and the tuition waiver provisions, if any, of applicable collective bargaining agreements.
- c. **Benefit Administration**
This benefit shall be administered by the President who shall have the authority to prescribe guidelines, procedures, rules and requirements consistent with a tax-exempt tuition reduction provision under the Internal Revenue code, where employees of the University may obtain tuition and certain fee waivers on a tax-exempt basis. The Board of Trustees of Governors State University, in its sole discretion, reserves the right to amend, change or terminate the benefits under this program.
- d. **Employee Dependents**
Governors State University provides a partial tuition waiver benefit for certain dependents of eligible employees subject to the provision and limitation of the Governors State University Law, 110 ILCS 670/15-90. Dependents under the age of twenty-five of eligible employees shall receive a fifty percent (50%) reduction of the tuition for undergraduate education at any Illinois state university named in the Act for a period not to exceed four years. Fees and charges other than tuition are not included in this waiver.

E. Faculty and Administrative Employees

1. Coverage

This Subsection E. applies to all faculty and administrative employees of the University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Salaries and Compensation

- a. The President shall develop guidelines for the initial and continuing salaries and salary increases of administrative employees.
- b. The President shall develop policies concerning salaries for Chairpersons. The policies and any changes shall become effective when approved by the President.
- c. The salary of any individual becoming a member of the faculty after relinquishing an administrative position shall be determined on the basis of such individual's qualifications as a faculty member.

3. Administrative Employees with Faculty Rank

The following provisions shall apply to administrative employees with faculty rank (including Chairperson) and shall not apply to employees covered by a collective bargaining agreement.

- a. An administrative employee may retain faculty rank in a department (or equivalent academic unit) in which it has previously been granted by the University. Furthermore, an administrative employee may be granted faculty rank at the time of appointment or subsequent thereto or may be promoted in faculty rank if such employee satisfies the educational requirements established pursuant to Subsection B.3. above and faculty rank or promotion is recommended by the appropriate department/division (or equivalent academic unit), the Dean, and Provost and approved by the President.
- b. An administrative employee with faculty rank previously granted tenure by the Board shall retain such tenure, which shall not be transferred from one department (or equivalent academic unit) to another except by approval of the Board upon recommendation by the President after consultation with the departments (or equivalent academic units) involved.
- c. At the time of initial employment by the University, an administrative employee whose preceding employment included faculty rank and tenure may be granted

tenure only if so recommended by the department (or equivalent academic unit), the Dean, the Provost, and the President and approved by the Board.

- d. Except for a Chairperson, who shall be eligible for tenure as provided in paragraph e. below, an administrative employee with faculty rank but without tenure shall not be eligible for tenure during the period that such employee occupies an administrative position.
- e. Chairpersons shall be eligible for consideration for tenure during their term of service as Chairperson if they hold at least the rank of Assistant Professor and meet the following requirements:
 - i. Educational Requirements
A Chairperson shall be eligible for consideration for tenure if the employee meets the educational requirements established by the University for tenure for faculty employees covered by a collective bargaining agreement.
 - ii. Years of Service
 - a) Except as provided in paragraph c) below, a Chairperson may not apply for tenure before the employee's sixth probationary year of employment at the University.
 - b) A Chairperson who has no previous full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year one at the time of initial appointment.
 - c) A Chairperson who has one year of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year two at the time of initial appointment.
 - d) A Chairperson who has two years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year three at the time of initial employment.
 - e) A Chairperson who has three or more years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year four at the time of initial appointment.

- f) A Chairperson may elect to be placed in a lower-numbered probationary year by written notification to the Provost by the close of the first academic term following such employee's initial appointment.
- iii. Consideration for Tenure on the Basis of Exception
 - a) A Chairperson who does not satisfy the educational requirements of tenure established pursuant to paragraph (i.) above or the years of service requirement specified in paragraph (ii.) above may apply for consideration for tenure in his/her fourth, fifth, or sixth year of full-time service at the University on the basis of exceptional teaching/performance of primary duties, research/creative activity, or service.
 - b) A Chairperson who applies for consideration for tenure as an exception to the educational requirements or years of service requirements shall present evidence in support of his/her claim for an exception.
- iv. Tenure for Chairpersons shall not be acquired automatically by length of service. Tenure shall be granted and may be acquired only by specific action of the Board after receipt of a specific recommendation of the President. Tenure shall be in an academic department/division or equivalent unit.
- v. The performance of a Chairperson during the entire term of employment shall be considered by the Board in determining whether to grant tenure.
- vi. An eligible Chairperson must apply to the Dean of such employee's college (or equivalent unit) prior to the commencement of the tenure process in order to be considered for tenure. In the event that an eligible Chairperson does not submit an application for tenure in the sixth probationary year, such employee shall receive a terminal contract for the next subsequent academic year.
- vii. Removal from Office

In appropriate circumstances, removal of a Chairperson from office may be initiated by vote of a 2/3 majority of all probationary and tenured faculty members of the department/division, or by the Dean of the College after consultation with members of the department/division and the Provost. The final decision with respect to removal of a Chairperson shall be made by the President. In the event of removal from office, a Chairperson shall be entitled to return to such employee's department/division to assume faculty responsibilities at such employee's then-current faculty rank. The President shall establish guidelines concerning the removal of a Chairperson from office. The guidelines shall ensure due process for the incumbent Chairperson.

4. Sick Leave and Vacation

a. Temporary Appointments

- i. An faculty member hired specifically for a full-time non-tenure track position shall, during the first fiscal year of such appointment, earn non-cumulative sick leave at the rate of 10 days per year (credited to the employee at the beginning of the appointment), shall be eligible for paid holidays, bereavement leave, and leave for court required service. Such employee shall not receive any benefit for unused sick leave at the end of the fiscal year or at the end of the appointment, whichever is earlier. If such appointment is at least half-time but less than full-time, the employee shall be eligible to receive the benefits listed in this paragraph on a pro-rated basis.
- ii.
 - a) A faculty member hired specifically for a full-time non-tenure track position, who is appointed to said position for more than one consecutive fiscal year, shall be eligible for paid holidays, bereavement leave, and leave for court required service.
 - b) In addition, effective at the beginning of the second consecutive fiscal year of such appointment, such employee shall become eligible for educational benefits, shall earn non-cumulative sick leave at the rate of one day per month of appointment (credited to the employee at the beginning of the fiscal year), and, if employed on a 12-month basis, shall (i), if such appointment is supported less than 50% by grant or contract funds, earn vacation leave as specified in paragraph b. below or (ii), if such appointment is supported at least 50% by grant or contract funds, earn non-cumulative vacation leave credited at the rate of two days per month. Such employee shall not receive any benefit for unused sick leave or non-cumulative vacation leave at the end of the fiscal year or at the end of the appointment, whichever is earlier.
 - c) If the foregoing appointment is at least half-time but less than full-time, the benefits listed in this paragraph (ii.) shall be provided on a pro-rated basis, and the employee shall not become eligible to earn the benefits

listed in paragraph b) above until the beginning of the third consecutive fiscal year of such appointment.

- iii. Part-time faculty employees paid on a per-course basis and employees with appointments for less than half-time shall not be eligible for any benefits described above.

b. Permanent Appointment

i. Vacation Leave

Employees with 12-month appointments shall earn vacation leave at the rate of two days per month during each month, or major fraction thereof, of service in pay status. Employees with less than 12-month appointments shall earn no vacation leave. Vacation leave may be accrued up to a maximum of 48 days. An employee who accrues the maximum will, except as provided below, earn no further vacation leave until the employee's use of vacation leave reduces the accrual below the maximum. An employee who is required to work on a special assignment may, at the discretion of the President, be permitted to earn up to 12 days of vacation leave beyond the maximum of 48 days. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment.

Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

ii. Sick Leave

- a) The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits.
- b) Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.
- c) An employee, while in pay status, shall earn non-cumulative sick leave at the rate of ten days per year of employment, which shall be credited to the employee at the beginning of the employment year, starting with the first year of employment. Such non-cumulative leave shall not be carried forward into the next fiscal year.

- d) An employee, while in pay status, shall earn cumulative sick leave at the rate of 1.5 days per month. An employee may accrue cumulative sick leave up to a maximum of 300 work days. An employee who accrues the maximum will earn no further sick leave until the employee's use of sick leave reduces the accrual below the maximum. In accordance with the Illinois State Finance Act, 30 ILCS 105/14a(f), sick leave earned after December 31, 1997 shall not be eligible for compensation at termination. Sick leave earned prior to January 1, 1984 shall not be eligible for compensation at termination.
- e) Sick leave may be used for injury or illness of an employee, including temporary disability or illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, which prevents the employee from performing assigned duties.
- f) Deductions of sick leave shall not be made during any Board approved holiday. One day of sick leave shall be deducted for each day an employee is absent because of injury or illness. No more than five days of sick leave shall be deducted in any one calendar week.
- g) Upon termination of employment, and provided the employee is not reemployed at the same place of employment within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997. The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of cumulative sick leave earned by the employee, in accordance with paragraph d) above, minus any days, or fractions thereof, of cumulative sick leave used by the employee; or (ii) the number of days, or fractions thereof, of cumulative sick leave earned by the employee in accordance with paragraph d) above between January 1, 1984 and December 31, 1997.
- h) Noncumulative sick leave days shall be used first, and cumulative sick leave days shall be used in the following order:
 - 1. Days accrued through December 31, 1983;
 - 2. Days accrued after December 31, 1997;
 - 3. Days accrued between January 1, 1984 and December 31, 1997.

- i) An employee who has received a lump sum payment for accrued sick leave and who, within two years, is reemployed by the Board may, if separated in good standing, have such employee's accrued sick leave restored if, within 30 days after commencement of such reemployment, the employee repays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount such employee was paid for one day of accrued sick leave. An employee may have part or all of such employee's accrued sick leave restored in this manner; however, if the employee does not make any such repayment to the Board, such employee shall not be entitled to have any such sick leave so restored.

5. Educational Leave

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to such employee's unit/department head. If the unit/department head approves the request, it shall be forwarded to the appropriate Vice President for consideration. If recommended by the Vice President, the request shall be submitted to the President for approval together with the written recommendation of the unit/department and the Vice President.

a. Applications for education leave may be approved for the following purposes:

- i. Study and research, including related travel;
- ii. Creative work in the employee's field of endeavor.

b. The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon the termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused therefrom by the President for reasons satisfactory to the President, an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.

- c. An educational leave shall not be awarded more than once in every seven years, and educational leave time shall not be cumulative.
- d. Salary payments during educational leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.
- e. The maximum number of educational leave units that may be used during each fiscal year at the University shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave.

6. Leave Without Salary

- a. An employee may apply for a leave without salary. Ordinarily, such leave may be granted only after the employee has completed at least two consecutive years of full-time service at the University.
- b. A leave without salary may be granted at the discretion of the President following a determination that the employee intends to return to service at the end of such leave. The initial grant of a leave without salary may be for a period of up to one calendar year. The leave may be extended upon the agreement of the President for a period of up to two successive calendar years.

7. Educational Benefits

- i. An employee may enroll in the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and fees. The fees which will be waived include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived. Each faculty or administrative employee who wishes to enroll for credit must file with the department head, program coordinator, or other immediate supervisor a statement outlining the extent and goals of the proposed program of studies. That individual will forward

the statement with recommendations to the appropriate dean or director for final approval. Approval by the employee's dean or director is a prerequisite for enrollment in any course. Faculty who hold the rank of assistant professor or higher may take graduate courses but may not be admitted to or enrolled in a program leading to a graduate degree in the same program area or department in which they instruct.

- ii. So long as required by each Illinois state university's respective governing statute, children of employees who have been employed for an aggregate period of at least 7 years may receive 50% tuition waivers for undergraduate education at any campus under such Illinois state university's governance. To be eligible to receive a partial tuition waiver, the child of an employee (i) must be under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective, and (ii) must qualify for admission under the same admissions requirements, standards and policies which such university applies to applicants for admission generally to its respective undergraduate colleges and programs. An eligible applicant who has continued to maintain satisfactory academic progress toward graduation may have such applicant's partial tuition waiver renewed until the time as 4 years of undergraduate partial tuition waiver benefits have been expended.
- iii. The natural, adopted, foster, and step-children and the spouse of an employee who dies while in service shall be entitled to a waiver of tuition and fees up to and including the baccalaureate degree at Governors State University. Should both parents be employees, the death of one parent makes the child eligible for the waiver. Children of a deceased employee who is divorced shall be eligible for a waiver of tuition and fees if such employee had been contributing to their support at the time of death.
- iv. An employee who has retired from the University may enroll in the University for a maximum of one course, or three credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and such fees as may be waived in accordance with paragraph (i.) above.

8. Administrative Leave

- a. In the event that any President, Vice President (including Associate or Assistant Vice President), or administrative officer holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson hired on or before July 1, 2025, elect to terminate employment in those positions, they shall be eligible, upon approval by the Board (following recommendation of the President) to receive six months' leave at full pay or twelve months' leave at half pay if they meet all the following criteria at the time of retirement:
 - ii. They do not continue in a tenured teaching appointment;
 - iii. They have been in one or more of the aforementioned positions for a period of at least ten years prior to retirement; and
 - iv. They have not had a sabbatical or educational leave during the ten years immediately preceding retirement.
- b. Individuals employed in positions specified in paragraph (a.) above may be afforded continued employment as follows:
 - ii. Vice Presidents who hold faculty rank but not tenure who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the department (or equivalent academic units) in which they hold rank, if any, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
 - iii. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, Director, Registrar, or Business Manager who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval

of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.

- iv. Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson who elect to terminate employment in those positions in accordance with paragraph (a.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the department (or equivalent academic units) involved shall not be required for Deans, Associate or Assistant Deans, Vice Deans, Department/Division Chairs holding tenure immediately prior to termination of employment in an administrative position.

F. Civil Service Employees

1. Coverage

This Subsection F. applies to all civil service employees of the Board unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

2. Work Week

- a. The standard work week (exclusive of unpaid meal periods) for all full-time employees shall consist of 37 ½ hours per week, except for those classifications maintaining 24-hour per day operations including, but not limited to, Security and Plant Engineers, for which the standard work week shall consist of 40 hours per week.
- b. Any change in the standard work week for represented full-time employees shall require approval of the President.

3. Work Schedules and Shift Assignments

A schedule of work days and shift assignments shall be maintained for each civil service employee. Work day schedules and shift assignments may be changed to

meet operating conditions and needs of the University upon reasonable notice to the Civil Service employees affected.

4. Performance Evaluation

The University shall develop a performance evaluation program for employees consistent with these Regulations and the statutes and rules governing the State University Civil Service System. The programs and any changes shall become effective when approved by the President. Each performance evaluation program shall include the following elements and such other elements as are necessary and appropriate:

- a. A description of the evaluation structure;
- b. An identification of the roles and responsibilities of employees and supervisors;
- c. A statement of job related criteria for performance evaluation; and
- d. A description of the employee appeal procedure with respect to recommendations or decisions made pursuant to a performance evaluation.

5. Grievance Procedure

- a. The University shall establish a grievance procedure for the resolution of employee grievances. An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or policies established by the University. Each grievance procedure shall contain the following elements and such other elements as are necessary and appropriate:
 - i. Provisions for informal resolution;
 - ii. Formal procedures for filing a grievance; and
 - iii. Provisions for a formal decision of the Director of Human Resources and an appeal by the employee of that decision.
- b. The decision made at the conclusion of the appeal shall be final and binding, and shall be consistent with these Regulations.
- c. If an employee seeks resolution of the grievance in any other forum, whether administrative or judicial, or pursuant to a grievance procedure under a collective bargaining agreement, the Director of Human Resources shall have no obligation to process the grievance under the procedure established in accordance with this regulation.

- d. An employee grievance committee may be established for the purpose of advising the Director of Human Resources on employee grievances.
- e. The grievance procedures described above and any changes therein shall become effective when approved by the President.

6. Employee Discipline Program

- a. The University shall develop and maintain an employee discipline program specifying reasonable rules of conduct, descriptions of inappropriate behavior, and corrective disciplinary measures. Each program shall contain the following elements and such other elements as are necessary and appropriate:
 - i. Rules of conduct with examples of unacceptable behaviors;
 - ii. The following levels of disciplinary action:
 - a) Oral reprimand;
 - b) Written reprimand;
 - c) Suspension and/or Administrative Leave;
 - d) Discharge.
 - iii. An employee appeal procedure.
- b. The discipline programs described above and any changes therein shall become effective when approved by the President.

7. Employee Benefits

- a. Limitations and Eligibility

Except as otherwise indicated for prevailing wage rate groups, employee benefits shall be made available to employees in status positions, including, for the purposes of this paragraph, employees in appointments designed to qualify employees for status in the class, i.e. learner, trainee, apprentice, and, where appropriate, provisional. Civil Service employees in other types of non-status appointments will not be extended employee benefits under this paragraph except that employees with temporary appointments shall be eligible for holiday pay in accordance with paragraph c. below. An employee with a full-time appointment shall be eligible to receive the benefits specified in this paragraph. An employee whose appointment is at least half-time but less than full-time shall be eligible to receive such benefits on a pro-rated basis. An employee whose appointment is for

less than half-time shall not be eligible for benefits under this paragraph, except that such an employee shall be eligible for holiday pay in accordance with paragraph c. below on a pro-rated basis.

b. Vacation Leave

- i. Non-exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Rate Earned/Hr. of Pay Status</u>	<u>Equiv. Days Per Year</u>
At Least	Not More Than		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- ii. Exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Leave Days Earned Per Year</u>
At Least	Not More than	
0	3	25
3	6	26
6	9	27
9		28

- iii. Beginning October 1, 1972, where there has been a break in service, the service year shall be determined by the addition of all previous periods of State service with a SURS employer which qualified for earning of vacation leave.
- iv. An employee who leaves the service of the University for any reason, provided that the employee is not reemployed within 30 calendar days at the same place of employment, shall receive pay for vacation leave to the extent of any accrued balance as of the date of separation from service.

No vacation leave will be available or payable for employees whose service is terminated prior to the completion of the probationary period.

- v. Except as provided below, an employee may not accumulate more than two times the appropriate annual level of vacation leave. Upon reaching this maximum, vacation leave will cease to be earned except as the accumulation is reduced. An employee who is required to work on a special assignment may, at the discretion of the President be permitted to earn up to 12 days of vacation leave beyond the maximum provided above. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment. Extra pay in lieu of vacation leave will not be allowed. Observed holidays that occur during the approved vacation leave shall not be charged against vacation leave. Leaves for vacation purposes shall be arranged with due regard for the operational needs of the university and shall require supervisory approval.
- vi. Vacation leave shall not be taken during the probationary period, except for good cause and upon approval of the employer representative.
- vii. Subject to applicable State law, if an employee leaves the service of the institution for any reason, including death, a lump sum payment will be granted for the amount of vacation accrued as of the last day of work.

c. Holidays

- i.
 - a) Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned principal and supplemental holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
 - b) For employees who work other than a Monday through Friday work schedule, the calendar date on which a principal holiday falls shall be considered the holiday for purposes of receiving premium pay if work

is performed on that date, in which case premium pay will not apply to work performed on the date the principal holiday is observed by the University. If departmental needs permit, employees may be granted the calendar holiday off with full pay instead of the observed holiday in which case premium pay will not apply to work performed on the observed holiday.

ii.

a) Prevailing rate craft employees will be excused for all holidays designated in their area agreements and shall be compensated as stipulated and in accordance with provisions contained in said area agreements for said holidays.

b) Prevailing rate craft employees shall have the option of charging any unpaid area agreement holiday to vacation leave which they have available on holidays on which they are excused.

iii. Employees covered by a collective bargaining agreement shall be granted paid holidays in accordance with the express terms of that agreement.

iv. In the event that work is required on any observed holiday as specified in paragraph i. above, compensation shall be determined as follows:

a) Employees who are eligible for holiday pay shall receive straight time pay for the holiday, plus compensation at the rate of time and one-half for hours worked or, by mutual agreement between the employee and employer representative, shall be credited with compensatory time equal to one and one-half times the number of hours worked.

b) Employees who are not eligible for holiday pay shall be compensated at the rate of time and one-half for hours worked, or, by mutual agreement between the employee and the employee's unit head, shall be credited with compensatory time equal to one and one-half times the number of hours worked.

c) Exempt employees, as defined by Fair Labor Standards Act criteria, who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employee's unit

head, paid time away from work equivalent to the number of hours worked on the holiday.

- d) Prevailing rate craft employees shall be compensated in accordance with the terms of their area agreement for holidays designated in the area agreement.

- iv. To be eligible for holiday compensation, employees must be on the active payroll on their last scheduled work day preceding the observed holiday and their first scheduled work day following the observed holiday, unless they are absent on such day(s) for good cause and such absence is approved by the employee's supervisor.

d. Sick Leave

- i.
 - a) An employee in a status position shall earn credit for sick leave with full pay at the rate of 0.0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve regular work days per year.
 - b) A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month.
- ii. There shall be no limit in the amount of sick leave which may be accumulated.
- iii. The university reserves the right to require acceptable evidence of illness, injury, or disability before allowing any sick leave benefits. Any employee who is (or expects to be) absent from employment shall notify the appropriate university supervisor immediately, and, in cases where the absence will be for more than three days, the employee shall notify the supervisor of the anticipated length of absence so that arrangements can be made for the employee's duties to be assumed during said absence.
- iv. An employee whose employment or reemployment by the University commences within two years after termination of his or

her employment by an employer covered by the State Universities Civil Service System shall, if separated in good standing, be allowed to transfer his or her accrued sick leave to the University, provided that such employee has not received a lump sum payment for accrued sick leave. If such employee has received a lump sum payment for accrued sick leave, only accrued sick leave which was earned before January 1, 1984 or after December 31, 1997 may be transferred; credit for accrued sick leave which was earned between January 1, 1984 and December 31, 1997 shall be governed by paragraph (iv.) below.

v.

- a) Upon termination of employment at the University and provided the employee is not reemployed at the University within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997.
- b) The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of sick leave earned by the employee, in accordance with paragraph (i.) above, minus any days, or fractions thereof, of sick leave used by the employee; or (ii) the number of days, or fractions thereof, of sick leave earned by the employee in accordance with paragraph (i.) above between January 1, 1984 and December 31, 1997. Sick leave days shall be used in the following order:
 - 1. Days accrued through December 31, 1983;
 - 2. Days accrued after December 31, 1997;
 - 3. Days accrued between January 1, 1984 and December 31, 1997.
- c) An employee may waive payment for all or part of his/her eligible accrued sick leave (one-half of the employee's accumulated and unused sick leave earned between January 1, 1984 and December 31, 1997) by executing an appropriate waiver form prior to termination of employment.

d) An employee who has received a lump sum payment for accrued sick leave from an employer covered by the State Universities Civil Service System and who, within two years, is employed or reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such employment or reemployment, the employee pays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such payment to the Board, he or she shall not be entitled to have any such sick leave so restored.

vi. An employee may use accumulated sick leave only when the employee is prevented from performing assigned duties because of illness, injury, or temporary disabilities or illness caused or contributed to by pregnancy, or is obtaining medical or dental consultation or treatment, or for special circumstances stipulated under the Bereavement Leave provision of these Regulations.

vii. Unless approved in writing by the employee's unit head, sick leave requested during a work stoppage may be denied and the absence from work treated as unexcused.

e. Leave of Absence

Requests for leave of absence without pay for reasons other than disability (including but not limited to leaves of absence without pay for advanced study), upon recommendation of a supervisor, may be granted by the employee's department head after vacation leave is reduced to not more than five days. Each request will be considered on the basis of its individual merits and the operational needs of the department/unit. The department head may waive the above vacation reduction requirement when it is determined to be in the best interests of the employer to do so.

f. Educational Benefits

- i. Tuition and fee waivers shall be granted by each state university in Illinois to status Civil Service employees of the University. The following credit hour maxima shall apply to employees who enroll in courses at the University:

	<u>Academic Term</u>	<u>Annual</u>
Full-time employee	6 c.h.	18 c.h.
$\frac{3}{4}$ time employee	4 c.h.	12 c.h.
$\frac{1}{2}$ time employee	3 c.h.	9 c.h.

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve service. The fees which will be waived by the Board include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state universities in Illinois outside the university, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

- ii. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i.) above.

- iii. The natural, adopted, foster, or step-children and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at the University shall be entitled to a waiver of tuition and fees (as defined in paragraph (i.) above) up to and including the baccalaureate degree at the University. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.
- iv. An employee who has retired from the University shall be eligible for a waiver of tuition and fees at the University as specified in paragraph (i.) above for one-half time employees.

g. Overtime Compensation

- i.
 - a) Except as provided in paragraph (7.g.ii.) above, employees in non-negotiated classifications that are covered by the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half either in cash or by allowing compensatory time off, for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule. Employees shall not receive overtime compensation on both a daily and weekly basis for the same work time.
 - b) For the purpose of computing overtime, paid benefit time for which work is not performed shall count as time worked in any work week.
- ii. For employees paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime is payable, and the rate of overtime pay will depend on the number of hours and the rate being paid locally pursuant to the appropriate multi-employee area agreement.
- iii. For employees in a negotiated classification, overtime payment shall be in accordance with the provisions of the applicable collective bargaining agreement.

- iv. Employees in position that are exempt from the overtime provisions of the Fair Labor Standards Act shall work as required by their position.

F. Other Employees

For employees of the Board other than faculty, administrative, and civil service employees, the President shall develop guidelines concerning appointment, benefits, and other conditions of employment.

G. Acknowledgement

With gratitude, certain materials in this Regulation were informed by or adapted from the Northern Illinois University Board of Trustees' Regulations Section II: Faculty and Administrative Employees (available at <https://www.niu.edu/board/regs/sectionii.shtml> (last visited Aug. 5, 2024)).

EXHIBIT C

GOVERNORS STATE UNIVERSITY

BOARD OF TRUSTEES

REGULATIONS

Issued October __, 2024

SECTION VIII. ETHICS AND COMPLIANCE

A. Code of Conduct

1. Purpose

- a. Governors State University (the “University”) operates on behalf of the people of Illinois to achieve the University’s mission of offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society. As such, it is important that the University and all those acting on its behalf act ethically and with integrity, transparency, and respect for others. Moreover, the University’s institutional accreditation is dependent upon its ability to operate with integrity in its financial, academic, human resources, and auxiliary functions.
- b. This Code of Conduct (“Code”) establishes standards of ethical conduct and provides guidelines and resources to help effect them. Employees (as defined below) are expected to act professionally and ethically whenever conducting business on behalf of the University or stewarding University property. This Code is intended to guide employees’ conduct when engaging in duties and fulfilling responsibilities related to the University, regardless of whether the conduct is specifically described in this policy, other policies, laws, or regulations.
- c. The University adopts this Code as an important element of the University’s comprehensive ethics and compliance efforts, which include but are not limited to annual mandatory ethics training. The effectiveness of the University’s compliance program depends on the commitment and participation of each individual.

2. Scope

- a. As used in this Policy, the term “employee(s)” is broadly defined to include without limitation: officers; full-time employees; part-time employees; independent contractors; faculty, staff, and administrative employees; Civil Service employees; employees represented by unions and not represented by unions; paid and unpaid appointees; volunteers; student workers and graduate assistants; and individuals holding similar positions in any office, department, or program under the University’s jurisdiction. For purposes of this Code, “employees” includes trustees and/or members of the University Board of Trustees and the Governors State University Foundation Board.
- b. Engaging in unethical conduct or otherwise violating this Code may subject an employee to discipline up to and including termination. It also may subject an employee to civil, administrative, or criminal fines or penalties by the State of Illinois.

3. Standards of Personal Responsibility

- a. The University operates in a highly regulated environment. The various roles it plays, from educator to employer to recipient of public and private funds, mean the University is subject to numerous federal, state, and local laws, regulations, and accreditation requirements. This Code does not attempt to summarize all laws, regulations, and standards applicable to the University and its employees. Rather, the focus of this Code is the ***personal responsibility*** of all employees to conduct themselves in an ethical manner and make ethical decisions when doing business on behalf of the University or handling University property.
- b. Whenever employees are unsure how to conduct themselves in an ethical manner, they should consult the University Ethics Officer. And, when an employee is not sure whether something is legal or compliant with applicable regulations or standards, the employee should consult with the University General Counsel. The following principles should guide each employee’s conduct and decision-making:
 - i. Public service is a public trust, not to be exploited for personal gain.

- (a) University employees may not use their positions of employment for personal gain, including but not limited to taking bribes or gifts in exchange for fulfilling their official duties or improperly favoring one over another.
 - (b) University employees may not engage in other employment or activities that conflict with their official duties and responsibilities.
 - (c) University employees must take appropriate action to identify, disclose, avoid, and mitigate potential conflicts of interest in the performance of their official duties. Taking part in a hiring or promotion decision of a relative is a conflict of interest, as is engaging in romantic relationships with employees in one's own reporting line or with students under one's own direct supervision or instruction.
- ii. Public service requires honest and impartial performance.
 - (a) University employees must conduct their duties with honesty and integrity, including but not limited to accurately reporting time worked.
 - (b) University employees must be diligent in their efforts and not be willfully idle during their working hours.
- iii. Public servants serve as stewards of taxpayer resources.
 - (a) University employees must protect and conserve University property and not use it for any purpose other than authorized activities.
 - (b) University employees must report waste, fraud, abuse, and corruption to the appropriate authorities.
 - (c) University employees must appropriately maintain resources entrusted to them, including but not limited to following security and cybersecurity policies and procedures.
- iv. Public servants are good citizens.

- (a) University employees should avoid any action that creates the appearance of a violation of the law, University policy, or the ethical standards set forth in this Code, or which would reflect negatively on the reputation of the University.
 - (b) University employees must report violations of the Code to appropriate authorities.
 - (c) University employees who, in good faith, report misconduct or participate in an investigation or hearing regarding misconduct are protected from unlawful retaliation.
- v. Public service must be an equal opportunity for all.
 - (a) University employees must adhere to all laws, regulations, and policies that provide equal opportunity for all, including but not limited to the University's anti-discrimination policies.
 - (b) There must be no unlawful discrimination or harassment in any University employment practice based on race, color, national origin, religion, age, sex, pregnancy, marital status, physical or mental disability, ancestry, sexual orientation, military service, unfavorable discharge from military service, order of protection status, or any other protected status.
- c. Reporting Obligations. Whenever an employee learns that another individual subject to this Code has committed a violation of the Code, the employee has a duty to report such suspected violation to the Ethics Officer promptly. The duty to report applies whenever an employee has a good faith belief that a violation may have occurred; the employee has no duty to investigate or obtain incontrovertible evidence of a violation before making a report. The duty to report belongs to each individual even where multiple employees know of a single instance of a violation; each one is personally responsible for reporting the misconduct to the Ethics Officer. It is a violation of this Code to fail to report a reasonably suspected violation.

4. Related Policies, Laws, and Regulations

Employees should take care to familiarize themselves with the following related policies, which describe specific types of prohibited conduct:

- a. **Discrimination and Harassment:** Discriminating and/or harassing someone based on a status protected by law, such as disability, race, or sex, see Anti-Discrimination, Harassment, and Retaliation Policy 52, and Interim Anti-Sex Discrimination Policy 78.
- b. **Gift ban:** Soliciting or accepting a gift(s) from a person or entity seeking official action from or doing business with the University, or whose interests may be substantially affected by the performance or

nonperformance of the employee's duties. More information on the gift ban is found in Regulation VIII(C)(3).

- c. **Nepotism/Conflicts of Interest/Conflicts of Commitment:** Employees are expected to avoid conflicts of interest and the appearance of conflicts of interest, and to disclose them when unavoidable, see Regulation VIII(C)(5).
- d. **Misuse of State Resources:** Using State property for private, personal, financial, or political gain or other unauthorized use. State property includes time, monies and physical items (including electronics) as well as electronic resources (including the University's IT infrastructure). Improper work time reporting constitutes misuse of state resources. More information can be found in Regulation VIII(D)(4)-(5).
- e. **Dishonesty or Deception:** Knowingly or intentionally making any materially false statement or misrepresentation on any official record or falsifying or knowingly failing to correct false information contained in an official record or document related to the performance of job duties. More information can be found in Regulation VIII(D)(9).
- f. **Breach of Confidentiality:** Failing to safeguard confidential information or violating confidentiality requirements related to employment or service to the university.
- g. **Prohibited Political Activity:** Engaging in prohibited political activity during any compensated time, excluding vacation, personal, or compensatory time off, or intentionally misappropriating any State property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization. More information on prohibited political activity is found in Regulation VII(C)(4).
- h. **Ethics Act:** The Illinois State Officials and Employees Ethics Act (the "Ethics Act"), 5 ILCS 430/.
- i. **The "Code of Personal Conduct":** Prepared by the Department of Central Management Services on behalf of the Governor and appended hereto.
- j. **The "Illinois Board of Higher Education Personnel Policies for Public Universities":** Prepared by the Illinois Board of Higher Education ("IBHE") and appended hereto.

5. Application of Code of Conduct

- a. The Code is intended to govern University employees concurrently with:
 - The Governor's "Code of Personal Conduct"; and
 - The IBHE's "Illinois Board of Higher Education Personnel Policies for Public Universities."
- b. More detailed policies and procedures that apply to University employees or certain groups of University employees are set forth in other

documents, and the Code should not be considered a complete listing of all actions University employees must or must not take. While the other policies are not part of the Code, each University employee is expected to conduct themselves consistently with the Code, the Governor's Code of Personal Conduct, the IBHE's Personnel Policies for Public Universities, and all other applicable laws, regulations, and University policies and procedures.

- c. To the extent the Code conflicts with the Ethics Act, the Governor's Code of Personal Conduct, the IBHE's Personnel Policies for Public Universities, or any generally applicable federal or state law or policy, the more restrictive provision will control. Further, it is the University's intention that the Code be compatible with the requirements of all collective bargaining agreements to which it is a party. Accordingly, to the extent this Code conflicts with any collective bargaining agreement, the terms of the collective bargaining agreement will control with respect to the employees covered thereby.
- d. Unless expressly stated otherwise, the provisions of the Code are applicable to all employees when on compensated time (other than compensatory time off), on University property or handling/managing/responsible for University property, or carrying out the employee's official duties. For purposes of this Code:
 - i. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of that employee's employment, but for purposes of the Code, does not include any compensatory time off;
 - ii. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the University and any other time when the officer or employee is executing his or her official duties, regardless of location; and
 - iii. "Compensatory time off" means all University-recognized and -observed official holidays, administrative closure time, and periods when an employee is using benefit time, such as vacation leave, sick leave, bereavement leave, military leave, and FMLA leave.

B. Anti-Discrimination and Anti-Retaliation Policies

1. Anti-Discrimination Policies and Procedures

- a. Governors State University will comply with all statutory and regulatory requirements prohibiting unlawful discrimination in the workplace and in

its educational programs, including but not limited to: Title VIII of the Civil Rights Act of 1964, 42 USC §§ 2000e et seq; the Equal Pay Act of 1963, 29 USC § 206(d); the Age Discrimination in Employment Act of 1967, 29 USC §§ 621 et seq; the Americans with Disabilities Act of 1990, 42 USC §§ 12101; the Rehabilitation Act of 1973, 29 UCS § 791; the Genetic Information Nondiscrimination Act of 2008, 42 USC §§ 2000ff; Title IX of the Education Amendments Act of 1972, 20 U.S.C. §§1681; and the Illinois Human Rights Act, 775 ILCS 5/ et seq, as each may be amended from time to time.

- b. The President shall develop policies and procedures to implement, monitor, and document the University's programs put into place to ensure compliance with applicable anti-discrimination and anti-retaliation laws, which shall take effect upon approval by the President.

2. Persons with Disabilities

- a. Governors State University will comply with all applicable federal, state, and local laws, regulations and guidelines, as they may be amended from time to time, protecting the rights of persons with disabilities and ensuring their access to the University's programs, including employment, through reasonable accommodations, including but not limited to the Americans with Disabilities Act of 1990 ("ADA"), including changes made by the ADA Amendments Act of 2008, 42 U.S.C. §§ 12101 et seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 et seq. (the "Rehabilitation Act"), and the Illinois Human Rights Act, 775 ILCS 5/1-101.
- b. The President shall develop policies and procedures to implement, monitor and document the University's programs put into place to ensure compliance with the ADA, the Rehabilitation Act, and the Illinois Human Rights Act, which shall take effect upon approval by the President.

C. Personnel Regulations

1. Work Time Requirements, Timekeeping, and Documentation of Time Worked

- a. Employees are required to truthfully and accurately record in writing their time spent on University business on a daily basis.
- b. While on duty, employees should dedicate their efforts to the performance of assigned work and other job responsibilities. Employees (i) must perform all work duties assigned to them; (ii) must not perform any work duties in a negligent or willfully reckless or erroneous manner that results in the risk of a material delay or material financial loss to the University; and (iii) must not engage in willful idleness while on the job.
- c. As and when required by University procedure, employees must personally submit periodic timesheets that accurately document their time spent each day on official University business to the nearest quarter ($\frac{1}{4}$ or 0.25) hour. Such time sheets must also accurately reflect use of relevant compensatory time off used or occurring during the period covered by each timesheet.

2. Documentation for Reimbursement for Travel on Official University Business

Employees who wish to seek reimbursement for travel expenses incurred on official University business must comply with the pre-approval requirements (where applicable) and “travel voucher” processes and procedures set by University Financial Services. Financial Services shall promulgate and update such requirements, processes, and procedures from time to time as necessary to bring them into compliance with the rules of the Higher Education Travel Control Board and other applicable laws and regulations, as now adopted or hereinafter amended, which shall take effect upon approval by the President. Any expense for which reimbursement is sought must be actual, reasonable, and adequately documented.

3. Gift Ban

As defined and detailed below, the Gift Ban prohibits University employees and their close family members from taking gifts from persons who seek to do business with the University or otherwise influence the employee.

a. Definitions

For purposes of the gift ban (“Gift Ban”) described in article 10 of the Ethics Act, as modified by Illinois Executive Order 2015-09 (“EO 15-09”), and as set forth in this Section VIII.B, the following definitions apply.

- i. “Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee. Pursuant to EO 15-09, the exceptions to the statutory gift ban contained in subsection 10-15(8) of the Ethics Act (food and refreshments of up to \$75 per day) and subsection 10-15(12) of the Ethics Act (other gifts of up to \$100 per year) **do not apply to University employees**. University

employees may accept only *de minimis* meals or refreshments served at a business meeting or reception attended by the University employee in the course of their official duties.

- ii. "Prohibited source" means any individual or entity that:
 - (a) Is seeking official action (1) by a University employee or (2) by an officer or another employee of the University directing that employee;
 - (b) Does business or seeks to do business (1) with a University employee or (2) with an officer or another employee of the University directing that employee;
 - (c) Conducts activities regulated (1) by a University employee or (2) by an officer or another employee of the University directing that employee; or
 - (d) Has interests that may be substantially affected by the performance or non-performance of the official duties of the employee.

b. Policy

- i. *General Gift Ban.* Except as expressly permitted by applicable law (including but not limited to the Ethics Act and Illinois Executive Order 2015-09), no employee, and no spouse of or immediate family member living with any employee, (collectively, "recipients") shall intentionally solicit or accept any gift from any prohibited source or gift that is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section IV.D.
- ii. *Limited Exceptions.* The Gift Ban is not applicable to the following:

- (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (b) Anything for which the recipient pays the fair market value.
- (c) Any (1) contribution that is lawfully made under the Election Code or (2) activities associated with a fundraising event in support of a political organization or candidate.
- (d) a gift from a relative.
- (e) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship.
- (f) Intra-governmental gifts (*i.e.*, any gifts given to one employee from another employee) and inter-governmental gifts (*i.e.*, any gifts given to an employee by an officer or employee of another Illinois governmental entity).
- (g) Bequests, inheritances, and other transfers at death.

Each of the exceptions listed in this Section VIII.B.3 is mutually exclusive and independent of every other.

- iii. *Disposition of Gifts.* Recipients who unintentionally accept a gift from a prohibited source do not violate this Code if they promptly take reasonable action: (1) to return the gift to the prohibited source; or (2) to give the gift, or a monetary amount equal to its value, to an appropriate charity that is exempt from income taxation under section 501(c)(3) of the Internal Revenue Code of 1986.
- iv. *Financial Aid Professionals.* The University's "Code of Conduct and Statement of Ethical Principles for Financial Aid Professionals" also includes gift ban provisions as required by federal law.

4. Prohibited Political Activities

As detailed below, employees may not engage in prohibited political activities while on University compensated time, while on University property, or while using University resources.

a. Definitions

For purposes of the prohibition set forth in this Section VIII.B(4), the following definition applies.

- i. "Prohibited political activity" means any of the following:
- (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - (j) Preparing or reviewing responses to candidate questionnaires.
 - (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election.

b. Policy

- i. No employee shall intentionally perform any prohibited political activity during any compensated time. No employee shall intentionally use any University property or resources in connection with any prohibited political activity.
- ii. At no time shall any employee intentionally require any other employee to perform any prohibited political activity (a) as part of that other employee's duties, (b) as a condition of employment, or (c) during compensatory time off.
- iii. No employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.
- iv. Nothing in this Section prohibits activities that are permissible for an employee to engage in as part of their official duties, or activities that are undertaken by an employee on a voluntary basis which are not prohibited by this Code.
- v. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

5. Avoidance of Nepotism, Conflicts of Interest, and Conflicts of Commitment

All employees are expected to avoid and, where unavoidable, disclose actual and potential conflicts of interest and commitment.

a. Definitions

For purposes of the prohibition set forth in this Section IV.G, the following definitions apply.

- i. “Alternative arrangements” are remedial or mitigating actions to remove the responsibility or influence that leads to a benefit to the employee or to any person who is that employee’s relative or in a significant relationship or in a business association with that employee.
- ii. “Immediate family members” means a given individual’s spouse or domestic partner, parents, siblings, and children.
- iii. “Intimate personal relationship” means any relationship of a sexual, amorous, dating, or romantic nature. This definition will be applied based upon the nature, not the duration, of the relationship. Any contact of a sexual, amorous, dating, or romantic nature would be considered an “intimate personal relationship” under this Code even if it does not recur.
- iv. “Related Individual” means, with respect to a specific employee, any person who is a relative of that employee by blood or marriage or in a significant relationship or a business association with that employee.
- v. “Relatives” means the people, regardless of where they reside, related to a given individual as spouse, son/daughter/child (dependent and independent), parent, grandparent, grandchild, sibling, half-sibling, aunt, uncle, nephew, niece, first cousin, mother/father/parent-in-law, son/daughter/child-in-law, stepchild, stepparent, step-grandparent, stepsibling, step-aunt, and step-uncle. The term also includes any other people related by law, blood, or marriage who reside in the same household as a given individual.
- vi. “Significant relationship” means people living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

b. Policy

- i. Avoiding Nepotism in Employment Matters

- (a) All University personnel decisions that involve a direct benefit (initial employment, promotion, salary or pay rate changes, leaves of absence, etc.) to a recipient must be conducted in a manner that enhances public confidence in the University; prevents situations that give the appearance of partiality, preferential treatment, improper influence, or conflict of interest; and are in accordance with federal, state, and local laws.
- (b) Every University employee is prohibited from participating in or influencing any University personnel decision that directly benefits any Related Individual. This means that an employee may not advocate for, nor appoint, hire, or promote a Related Individual into a University position. An employee is also prohibited from serving on an interview panel of or a search committee considering a Related Individual. An employee is prohibited from having a Related Individual in their direct chain of reporting, in either direction, and may not evaluate the job performance of a Related Individual nor recommend a salary increase for them. An employee may not participate in the discipline, discharge, or investigation related to a Related Individual's alleged or actual misconduct.
- (c) If a chain-of-reporting conflict arises due to a promotion, transfer, or other personnel decision that otherwise complies with this Code, the affected department/unit shall work expeditiously to eliminate the conflict to the extent permitted by law and/or any relevant collective bargaining agreement. This may involve alternative arrangements, relocation, or transfer to a comparable position with minimal inconvenience for the transferring employee.
- (d) Provided that the employees involved comply with any and all approved alternate arrangements necessary to avoid a violation of this Code, the following are not prohibited:
 - (1) Marriage or significant relationship occurring between two employees subsequent to their employment within same the department/unit; provided that the employees involved notify their department/unit of their significant relationship/marriage and the affected department/unit and the Human Resources Department ("HR") approves alternative arrangements to ensure that no chain-of-reporting conflict exists.
 - (2) Employment in a department/unit prior to the appointment of a Related Individual to the supervisory position (e.g., a husband is employed by the Division of Arts and Sciences and his wife becomes Chair of that Division); provided that alternative arrangements are

approved by HR so that there is no chain-of-reporting conflict.

(3) The Related Individual of a supervisory employee working in the same department/unit as the supervisory employee as long as the supervisory employee does not participate in the hiring/promotion/transfer of the Related Individual and has no direct line of supervision over the Related Individual; provided that HR approves all alternative arrangements necessary to ensure no violation of this Code.

In any of those situations, the affected department/unit must submit proposed alternative arrangements in writing to HR for approval.

University employees must be familiar with and abide by all applicable provisions of Illinois Executive Order 2018-12 regarding the prohibition on nepotism in State Government hiring.

ii. Avoiding Nepotism in Student-Related Matters

(a) All University decisions that involve a direct benefit (admissions, enrollment, the awarding of financial aid, grading, etc.) to a prospective or current student must be conducted in a manner that enhances public confidence in the University; prevents situations that give the appearance of or result in partiality, preferential treatment, improper influence, or conflict of interest; and is in accordance with federal and state laws and regulations.

(b) Every University employee is prohibited from participating in or influencing any University decision that directly benefits a student that is a Related Individual of that employee. This means that an employee may not advocate for or participate in the decision to admit a Related Individual as a student at the University or in a decision awarding financial aid to a Related Individual who is a student. An employee is also prohibited from overseeing or serving on any panel or group involved in awarding grades, grants, prizes, opportunities, employment, or achievements to a Related Individual. An employee may not participate in the discipline, expulsion, or investigation related to misconduct of a Related Individual who is a student at the University.

(c) In cases where an immediate family member relationship or significant relationship exists between a student enrolled in a course and an instructor with direct evaluative authority for grades for that course, the affected division/department or college shall work expeditiously to eliminate the conflict to the extent permitted by law and/or any relevant collective bargaining agreement. This

may involve alternative arrangements or transfer of the affected student to an alternative section of the course (if any) without causing undue delay to the student's academic progress.

(d) In cases where an issue of nepotism arises between a candidate for an award, scholarship, or grant and an employee with direct oversight into the selection process, the employee with oversight must remove themselves from the entire process.

(e) Employees are prohibited from entering into any intimate personal relationship with a student of the University, regardless of whether the employee has supervisory or evaluative authority over the student. Intimate personal relationships between employees and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest because an employee's influence and power may extend beyond the classroom, department, or team. There is always the possibility that the employee may unexpectedly be placed in a position of power over the student. Due to the institutional power differential in employee-student relationships, there is the inherent risk of coercion and the perception by others of exploitation, particularly where undergraduate students are involved. Students' broad educational opportunities and experiences are such that plans to manage these important issues are typically inadequate as a remedy. In the event an intimate personal relationship between an employee and a student predates the student's enrollment at the University (e.g., an employee's spouse chooses to further their education at the University), subsections (a)-(d) of this Section IV.D(2)(ii) apply.

iii. Disclosing Nepotism

(a) Candidates (both external and internal) for University employment must disclose, at the time of application, the names of any Related Individuals currently employed by the University.

(b) University employees must identify and disclose to the head of their department/unit any relationship covered by the definitions, prohibitions, and requirements of this Section IV.G as soon as reasonably practicable after a conflict arises (e.g., after a Related Individual applies for employment, after a transfer results in a chain-of-reporting conflict, after two employees enter into a significant relationship, or after the child of an admissions employee applies to the University). This includes, but is not limited to, when a Related Individual applies for a University position and an employee reasonably believes they are in a position of participation or influence over employment decisions discussed in this Code.

(c) Each department/unit head who receives a disclosure regarding, or otherwise identifies, any conflict involving nepotism

in an employment matter should immediately notify HR. Each department/unit head who receives a disclosure regarding, or otherwise identifies, any conflict involving nepotism in a student-related matter should immediately notify either the Provost (regarding academic matters) or the Vice President for Student Affairs and Enrollment Management (regarding non-academic matters).

(d) HR, the Provost, or the Vice President for Student Affairs and Enrollment Management, as appropriate, shall work with affected departments/units to determine, approve, and impose appropriate alternative arrangements to avoid conflicts involving nepotism.

(e) Failure to disclose an actual or potential conflict involving nepotism or a failure to abide by approved alternative arrangements may subject an employee to discipline up to and including termination.

iv. Avoiding Conflicts of Interest and Conflicts of Commitment

(a) A conflict of interest occurs when a University employee is in a position to influence a decision on policy or purchases that actually or potentially provides a benefit to that employee or to a Related Individual of that employee. It is not only the actual benefit conferred but the mere appearance of its occurrence that the University seeks to avoid. Conflicts of interest also occur when an employee or a member of their immediate family is or seeks to be in a vendor relationship with the University, either directly or by having a financial or ownership interest in a vendor doing business with the University. Employees should use sound judgment, professional commitment, and ethics to protect the University and themselves from becoming entangled in such conflicts.

(b) Conflicts of commitment occur when an employee's involvement in an outside activity substantially interferes with the employee's primary commitment to the University.

(c) University employees shall not use their positions to secure for themselves or any Related Individuals anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties to the University. Further, employees shall avoid conflicts of commitment that substantially and adversely impact their ability to perform their duties for the University.

(d) The following are examples of conflicts of interest/commitment prohibited by this Code:

- Using one's position to secure approval of a University contract in which the employee or a Related Individual of the employee has a financial interest.
- Soliciting or accepting anything of value that could have a substantial and improper influence on the employee's performance of their position.
- Being paid or accepting any form of compensation for personal services rendered on a matter before, or a sale of goods or services to, the University.
- Using or disclosing confidential information of the University or information otherwise protected by law, without receiving proper authorization, to benefit oneself or a Related Individual.
- Having responsibilities outside the scope of the employee's duties to the University that substantially and adversely impact the employee's performance of such duties.

(e) The provisions of this Code prohibiting conflicts of interest are in addition to, and function in concert with, the Board of Trustees Bylaws (especially article VIII thereof), the Board of Trustees Regulations (especially section II.6 thereof), Policy 68 regarding financial conflicts of interest in externally sponsored research and educational activities, and Policy 87 regarding the "Revolving Door Prohibition" of the Ethics Act.

v. Disclosing Conflicts of Interest and Conflicts of Commitment

(a) University employees shall request and obtain approval prior to engaging in activities or relationships that present actual or reasonably perceived conflicts of interest or commitment with their duties to the University.

(b) Such activities include:

- Non-University income-producing activities.
- Non-University financial relationships or fiduciary roles that constitute actual or reasonably perceived conflicts of interest to the University.
- Activities conducted by immediate family members that present an actual or reasonably perceived conflicts of interest to the University.

(c) If required to do so by the Illinois Governmental Ethics Act (5 ILCS 420/art. 4A) and EO 15-09, an employee must submit an annual Statement of Economic Interest to the Illinois Secretary of State and an annual Supplemental Statement of Economic Interest to the Illinois Executive Ethics Committee by May 1st each year.

D. Other Conduct Policies

1. Insubordination

An employee (i) must execute the lawful instructions, whether oral or written, of a supervisor or member of the University administration having authority over the employee or the University department having subject matter jurisdiction over the matter involved (e.g., HR over personnel matters, Financial Services over financial matters, or Information Technology Services over cybersecurity matters); (ii) may not be disrespectful in their conduct and communication, whether oral or written, directed toward a supervisor or member of management; and (iii) will comply with State law and University policy as directed.

2. Disruptive Conduct

An employee may not (i) engage in disruptive conduct or activities, pranks, or roughhousing that interrupts work or impedes the work of others; or (ii) use abusive or threatening or discriminatory or harassing language, gestures, or similar conduct.

3. Breach of Confidentiality

Employees must take all reasonable measures to protect confidential information in their possession. Employees may not knowingly (i) fail to follow and abide by University cybersecurity and network security protocols and policies; (ii) fail to safeguard confidential information; (iii) take actions which would reasonably be foreseen to result in a breach of confidential information; or (iv) otherwise violate confidentiality requirements inherent to the employee's position or the University's Mission.

4. Stealing

An employee may not steal or attempt to steal the property of the University or another individual or entity or collude with another person to commit such acts.

5. Misuse or Abuse of State Property

Except for very limited (*de minimis*) personal use, an employee must use State property provided by the University for official purposes only and not for personal benefit or political gain. When entrusted with safeguarding State property, an employee may not (i) intentionally or recklessly lose or damage such State property; or (ii) knowingly and willfully use or authorize the use of a State vehicle for other than an official purpose.

6. Improper Destruction of University Records

An employee may not destroy or otherwise dispose of University records, regardless of physical form or characteristics of the records, without proper authorization in compliance with the Illinois State Records Act (5 ILCS 160) and University policy and procedures.

7. Conduct Unbecoming of a Supervisor

An employee in a position with supervisory authority may not (i) intentionally, negligently, or recklessly order employees or students to commit any illegal act or violation of State or University policies; (ii) order employees or students to perform a task for other than an official purpose; or (iii) exploit supervisory authority for personal gain or personal profit.

8. Threatening Words or Actions and Violence

An employee may not (i) threaten or attempt to inflict bodily harm on another individual, or (ii) hit or push another person or have hostile or unwelcomed contact with another person. For more information on the University's intolerance on violence and reporting obligations, please see the University's Violence in the Workplace Policy. Nothing herein is intended to prohibit lawful conduct by the University Department of Public Safety.

9. False Statement

An employee may not (i) make any materially false statement and/or knowing misrepresentation on an application for State or University employment or other document pertaining to qualifications or any other official record; (ii) knowingly and/or intentionally misrepresent themselves or the University to students or the public; (iii) knowingly and/or intentionally make any false or malicious statement against a fellow employee (including the employee's co-workers, supervisors, and subordinates) with the intent of harming or destroying the reputation, authority, or official standing of that individual; (iv) knowingly make any deliberate misrepresentation or omission of a material fact, such as perjury, making any false sworn statement, and lying to a supervisor; or (v) falsify or knowingly fail to correct false information contained in, or omit material information from, official documentation or an official record related to the performance of such employee's job duties, including but not limited to timesheets and expense reimbursement requests.

10. Health and Safety Violation

An employee will maintain a clean and orderly work area and will follow all applicable safety rules and regulations, including (i) abiding by the University's Smoke-Free/Tobacco-Free Campus Initiative promulgated under the Illinois Smoke-Free Campus Act; (ii) not possessing a lighter, match, or other flammable materials in any explosive or hazardous area; (iii) reporting to a supervisor any on-the-job personal injury or accident experienced by the employee or for which the employee had primary responsibility; (iv) observing all precautions for personal safety, posted rules, signs, and written or oral safety instructions; (v) using appropriate protective clothing and equipment in any hazardous area; (vi) following all material traffic regulations and not engaging in reckless driving or improper operation of a motor vehicle while on property owned or controlled by the University or the State or while driving a University vehicle; and (vii) abiding by the University's Weapons and Firearms-Free Campus Policy and the University Concealed Carry Policy.

11. Official Misconduct

No employee, when in their official capacity, may:

- i. Intentionally or recklessly fail to perform a mandatory duty as required by law; or
- ii. Knowingly perform an act that the employee knows to be forbidden by law to perform; or
- iii. Intentionally perform an act in excess of the employee's lawful authority with intent to obtain a personal advantage for themselves or another; or
- iv. Knowingly accept or purposefully solicit a fee or reward for the performance of any act which the employee knows is unauthorized by law.

In addition to being a violation of this Code, such conduct is a violation of article 33 of the Illinois Criminal Code of 2012, and an employee convicted of violating any provision of that statute is guilty of a Class 3 felony.

12. Failure to Complete Mandatory Trainings

All employees must complete the mandatory annual ethics training and harassment and discrimination prevention training as required under the Ethics Act as directed by the University Ethics Officer and/or Human Resources. Employees must also complete any other trainings deemed mandatory by the University, such as the Mandated Reporter Training required under the Illinois Abused and Neglected Child Reporting Act as directed by the Ethics Officer and/or Human Resources. A failure to complete a mandatory training as directed will be a violation of this Code.

E. No Creation of Rights

This Regulation VIII does not, and may not be interpreted to, create any rights for any person or entity other than Governors State University. Nothing in this Regulation VIII may be construed as altering the employment relationship between the University and any employee. Employees in supervisory positions or in positions with the ability to recommend employee discipline will comply with applicable law and collective bargaining agreements when imposing discipline pursuant to this Regulation VIII.

===== END OF CODE TEXT =====

Content of the Employee Code of Conduct was adapted in part from the State of Illinois Personal Code of Conduct (revised Mar. 17, 2021), issued by the Illinois Department of Central Management Services, and from the Model Ethics Ordinance, issued by the Office of the Illinois

Attorney General. Content of the non-fraternization provisions of the Code was adapted from the University of Illinois System.



State of Illinois
Code of Personal Conduct
Revised 3/17/21

Introduction

Employees of the State of Illinois are a team of public servants working on behalf of the people of Illinois. State employees perform critical services upon which our residents and businesses depend. State employees are entrusted to make important decisions and carry out responsibilities that affect the future of our communities.

The purpose of this Code of Personal Conduct (**Code**) is to:

- Ensure that State employees are conducting the business of the State in an honest and respectful manner.
- Promote accountability to the taxpayers and the people of Illinois.
- Promote honest and ethical conduct and fair dealing.
- Promote compliance with applicable laws, policies, rules, and regulations.
- Deter wrongdoing.

Authority and Applicability

This Code was prepared by the Department of Central Management Services, on behalf of the Governor, pursuant to Section IV of Executive Order 2016-04, Executive Order 2018-2 and Executive Order 2018-12, and filed with the Executive Ethics Commission pursuant to Section 5-5(b) of the State Officials and Employees Ethics Act (5 ILCS 430) (**Ethics Act**).

This Code applies to all officers, employees (including without limitation full-time, part-time, and contractual employees), appointees (including without limitation paid and unpaid appointees), and persons holding similar positions (**State Employees**) in any office, department, agency, board, commission, or authority of the Executive Branch of the State of Illinois under the jurisdiction of the Governor for the purposes of Section 20-10(c) of the Ethics Act (**State Agencies**).

More detailed policies and procedures that apply to all State Employees or certain groups of State Employees are set forth in other documents. While these other policies are not part of this Code, each State Employee covered by this Code is expected to conduct himself or herself consistently with this Code and all other applicable policies, laws, and regulations. Nothing in this Code prohibits any State Agency from adopting or maintaining policies or rules of personal conduct that are more restrictive than those set forth in this Code, as long as such policies or rules comply with applicable law and the requirements of any collective bargaining agreement. To the extent any State Agency policy conflicts with this Code, the more restrictive policy will control.

State Employee conduct in violation of this Code may result in discipline, up to and including discharge. The principles of just cause shall apply to the extent required by law or any collective bargaining agreement. In addition to any discipline imposed by a State Agency, any State Employee who knowingly violates this Code, with the intent to defraud the State of Illinois, is in violation of the Ethics Act and will be subject to disciplinary action under the Ethics Act as set forth without limitation in Sections 20-15, 20-20, 20-50, 20-55, 50-5 and 50-10 of the Ethics Act and Title 2, Sections 1620.1100 and 1620.1110 of the Illinois Administrative Code.

This Code does not, and may not be interpreted to, create any rights for any person or entity other than the State of Illinois, the State Agencies, the Executive Ethics Commission, and the Office of Executive Inspector General for the Agencies of the Illinois Governor. Nothing in this Code may be construed as altering the employment relationship between the State of Illinois and any State Employee. Application of progressive discipline pursuant to this Code to State Employees who serve at-will is discretionary and does not affect the at-will status of any such State Employee. State Employees in supervisory positions or in positions with the ability to recommend employee discipline will comply with applicable law and collective bargaining agreements when imposing discipline pursuant to this Code.

This Code is effective as of July 1, 2016. Copies of this Code will be made available to all State Agencies and publicly posted on the Department of Central Management Services website. The Department of Central Management Services will provide training to all State Agencies regarding the implementation of this Code.

The Department of Central Management Services has the ability to amend or supplement this Code with the approval of the Office of the Governor. Any amendment of, or supplement to, this Code will be filed with the Executive Ethics Commission and made publicly available by the Department of Central Management Services, including through posting its website.

Principles of Public Service

While serving in his or her official capacity, each State Employee has a responsibility to the people of the State of Illinois to act with integrity and to treat the people we serve, our colleagues, and other parties with dignity and respect. State Employees hold a position of public trust and are expected to conduct themselves in a responsible and professional manner.

The following principles apply to every State Employee and form the basis for the standards contained in this Code. When a situation is not covered by the standards set forth in this Code or in other applicable policies, laws, or regulations, State Employees will apply the principles set forth in this section in determining whether their conduct is proper.

Public service is a public trust, not to be abused for private gain.

- Except as permitted by applicable law (including but not limited to the Ethics Act and Executive Order 15-09), State Employees may not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the State Employee's State Agency or whose interests may be substantially affected by the performance or nonperformance of the State Employee's duties.
- State Employees may not use public employment or access to nonpublic State information for private gain.

- State Employees may not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with their official State duties and responsibilities.
- State employees must take appropriate action to identify, disclose, and avoid potential conflicts of interest with the performance of their official duties.

Public service requires honest and impartial performance.

- State Employees must put forth honest effort in the performance of their duties.
- State Employees may not give improper preferential treatment to any private organization or individual.

Public servants protect taxpayer resources.

- State Employees may not knowingly make unauthorized commitments or promises of any kind purporting to bind the State of Illinois.
- State Employees must protect and conserve State property and not use it for other than authorized activities.
- State Employees must disclose waste, fraud, abuse, and corruption to the appropriate authorities.

Public servants are good citizens.

- State Employees should avoid any action that creates the appearance of a violation of the law or the ethical standards set forth in this Code.
- State Employees must satisfy in good faith all personal financial obligations to the State and comply with all requirements of all governmental taxing authorities.

Public Service must be an equal opportunity for all.

- State Employees must adhere to all laws and regulations that provide equal opportunity for all.
- There must be no unlawful discrimination, harassment, intimidation, or retaliation in any employment practice based on race, color, national origin, religion, age, sex, marital status, disability, ancestry, sexual orientation, military service, political affiliation, or any other protected status or non-merit based factor.

Specific Instances of Unethical Conduct

This section sets forth specific ethical standards for all State Employees. Violations of these standards are subject to discipline up to and including discharge. This section is applicable to all State Employees when on State-compensated time (other than vacation, personal, or compensatory time off, as defined in the Ethics Act), on State property, or carrying out the State Employee's official duties, or when there is a nexus between the State Employee's off-duty conduct and his or her official duties. As noted above, this Code does not preclude a State Agency from maintaining or establishing additional rules of personal conduct consistent with this Code, applicable law, and the requirements of any collective bargaining

agreement. To the extent any State Agency policy conflicts with this Code, the more restrictive policy will control.

Insubordination: A State Employee (a) must execute the lawful instructions, whether oral or written, of a supervisor or member of management having authority over the State Employee, (b) may not be disrespectful in his or her conduct and communication, whether oral or written, directed toward a supervisor or member of management, and (c) will comply with State and State Agency policy as directed.

Disruptive Conduct: A State Employee may not (a) engage in disruptive conduct or activities or horseplay that interrupts work or impedes the work of others, or (b) use abusive or offensive language, gestures, or similar conduct.

Unsatisfactory Work Performance: While on duty, a State Employee should dedicate his or her efforts to the performance of assigned work and other job responsibilities. A State Employee (a) will perform all work duties assigned to him or her, (b) will not perform any work duties in a negligent manner that results in a material delay or material financial loss to the State, and (c) will not engage in willful idleness while on the job.

Breach of Confidentiality: A State Employee will take reasonable measures to protect confidential information in his or her possession. A State Employee may not knowingly (a) fail to safeguard confidential information, (b) take actions which result in a breach of confidential information, or (c) violate confidentiality requirements inherent to the State Employee's position or his or her State Agency's mission.

Stealing: A State Employee may not steal or attempt to steal, with the intent to deprive, the property of another individual or entity or collude with another person to commit such acts.

Misuse or Abuse of State Property: Except for *de minimis* personal use, a State Employee will use State property for official purposes and not for personal benefit or political gain. When entrusted with safeguarding State property, a State Employee may not (a) intentionally lose or damage such State property, or (b) knowingly and willfully use or authorize the use of a State vehicle for an other-than-official purpose.

Conduct Unbecoming of a State Employee: A State Employee will conduct himself or herself (a) with integrity and in a manner that reflects favorably upon the State, (b) in compliance with all laws, policies, orders, and procedures that prohibit the solicitation or acceptance of any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the State Employee's State Agency or whose interests may be substantially affected by the performance or nonperformance of the State Employee's duties, and (c) in accordance with the State Officials and Employees Ethics Act (5 ILCS 430) and the Illinois Governmental Ethics Act (5 ILCS 420).

Conduct Unbecoming of a Supervisor: A State Employee in a position with supervisory authority may not (a) intentionally, negligently, or recklessly commit any illegal act or violation of State or State Agency disciplinary rules or code of conduct, (b) order State Employees to perform a task for other than an official purpose, or (c) exploit supervisory authority for personal gain or personal profit.

Threatening Words or Actions: A State Employee may not threaten or attempt to inflict bodily harm on another individual, unless otherwise authorized by State or State Agency policy or procedure.

A State Employee who witnesses, is a victim of, or becomes aware of any threatening words or actions must immediately report the incident to his or her supervisor or to the appropriate law enforcement entity in accordance with Executive Order 2016-04. Subject to applicable law and any contrary instructions by law enforcement, the State Employee will be required to submit a written statement regarding the incident.

Fighting: A State Employee may not hit or push another person or have hostile or unwelcomed contact with another person, unless otherwise authorized by State or State Agency policy or procedure.

A State Employee who witnesses, is a victim of, or becomes aware of any fighting must immediately report the incident to his or her supervisor or to the appropriate law enforcement entity in accordance with Executive Order 2016-04. Subject to applicable law and any contrary instructions by law enforcement, the State Employee will be required to submit a written statement regarding the incident.

Discriminatory Personnel Action: A State Employee may not (a) discriminate against another State Employee on any basis in violation of federal or State law with respect to any adverse employment or personnel action, or (b) if such State Employee is a supervisor, fail to prevent or curtail unlawful discrimination of a subordinate when, as a supervisor, the State Employee knew or should have known that discrimination was occurring.

Interference with or Obstruction of an Investigation: A State Employee may not interfere with or obstruct an investigation by (a) refusing to testify or cooperate in a properly authorized inquiry or investigation, without legal justification, (b) interfering with or improperly influencing, or attempting to interfere with or improperly influence, the testimony of any witness or participant in an investigation, or (c) improperly influencing, or attempting to improperly influence, any investigatory official.

Retaliation: A State Employee may not (a) intentionally interfere with a State Employee's exercise of, or retaliate against a State Employee for exercising, the right to grieve or file a complaint through established procedures, or (b) retaliate against a State Employee for filing a complaint, providing information to an investigatory official, or testifying in an official proceeding. To the extent this section conflicts with the Whistleblower Act (740 ILCS 174) or Section 15-5 of the Ethics Act, the applicable statute will control.

False Statement: A State Employee may not (a) make any materially false statement or knowing misrepresentation on an application for State employment or other document pertaining to qualifications or any other official record, (b) knowingly or intentionally make any false or malicious statement against a fellow State Employee (including a State Employee's co-worker, supervisor, and subordinate) with the intent of harming or destroying the reputation, authority, or official standing of that individual, (c) knowingly make any deliberate misrepresentation or omission, of a material fact, including perjury, making any false sworn statement, and lying to a supervisor, or (d) falsify or knowingly fail to correct false information contained in official documentation or in an official record related to the performance of such State Employee's job duties.

Unlawful Job Action: A State Employee may not participate in or promote an unprotected strike, work stoppage, slow down, sick-out, or other job action in violation of the Illinois Public Labor Relations Act, Illinois Education Labor Relations Act, or a no-strike agreement between the State or a State Agency and an exclusive representative.

Sexual Harassment: A State Employee will work to ensure that his or her workplace is free from sexual harassment. Conduct such as unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment related decisions affecting such individual, or (c) the conduct unreasonably has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, abusive or offensive working environment.

Any State Employee who witnesses, is subjected to, or becomes aware of such conduct should immediately report the incident to his or her supervisor, a member of management, or the applicable State Agency Equal Opportunity Officer. All complaints of sexual harassment will be investigated thoroughly, and appropriate action will be taken when warranted.

Unauthorized on the Job Use of Alcohol, Drugs, or Controlled Substances: A State Employee may not (a) be under the unauthorized influence of alcohol, drugs, or other controlled substances to a degree that would interfere with proper performance of his or her job duties, would be a menace to safety, or would be prejudicial to the maintenance of discipline, or (b) be under the unauthorized influence of alcohol, drugs, or other controlled substances to a degree that results in injury to another individual or damage to State property.

Health and Safety Violation: A State Employee will maintain a clean and orderly work area and will follow all applicable safety rules and regulations, including (a) not smoking in any unauthorized area, (b) not possessing a lighter, match, or other flammable materials in any explosive or hazardous area, (c) reporting to a supervisor any on-the-job personal injury or accident for which the State Employee had primary responsibility, (d) observing all precautions for personal safety, posted rules, signs, and written or oral safety instructions, (e) using appropriate protective clothing and equipment in any hazardous area, (f) following all material traffic regulations and not engaging in reckless driving or improper operation of a motor vehicle while on property owned or controlled by the State or while driving a State vehicle, and (g) not possessing any explosive, firearm, or other dangerous weapon on State property, or attempt to bring such explosive, firearm, or other dangerous weapon onto State property unless his or her State Agency requires such possession by the State Employee. A State Employee who wants to travel to and from work with a firearm and who possesses a lawful concealed-carry license or permit may secure the firearm in a vehicle parked on State property in accordance with the Firearm Concealed Carry Act (430 ILCS 66).

Nepotism: A State Employee may not advocate for nor appoint, hire, or promote a relative into a State position. As used in this Code, "relative" means a parent, child, grandparent, grandchild, sibling, legal dependent, aunt, uncle, first cousin, niece, nephew, spouse, parent-in-law, child-in-law, granddaughter-in-law, grandson-in-law, sister-in-law, brother-in-law, step-parent, step-child, step-sibling, step-grandchild, or half-sibling. This includes those individuals having stood in loco parentis to an employee as well as those for whom an employee is standing or stood in loco parentis.

A State Employee is also prohibited from serving on an interview panel of a relative. A State Employee is prohibited from having a relative in their direct chain of command, in either direction, and may not evaluate the job performance of a relative nor recommend a salary increase for them. A State Employee may not participate in the discipline, discharge, or investigation related to a relative's misconduct. State Employees must be familiar with and abide by all the provisions of Executive Order 2018-12 and Agency policy regarding nepotism.

**PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES
AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

**Adopted by the Illinois Board of Higher Education on
February 3, 2004 and amended on
December 12, 2017**

ILLINOIS BOARD OF HIGHER EDUCATION PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES

INTRODUCTION

The State Officials and Employees Ethics Act (SOEEA) requires the Illinois Board of Higher Education to adopt and implement personnel policies with respect to State employees of public institutions of higher learning, except community colleges. The policies are to be adopted by February 1, 2004, and to be made applicable to State employees 30 days after adoption. Such policies must be filed with the Executive Ethics Commission.

Public institutions of higher learning are defined in the Act to be public institutions of higher learning as defined in Section 2 of the Higher Education Cooperation Act (HECA). Section 2 of HECA defines such institutions to be the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, **Governors State University**, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University.

“State employee” is defined in the SOEEA to mean any employee. “Employee” is defined in the SOEEA to include any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction or control of a public institution of higher learning and also is defined to include appointees. “Appointees” are defined to mean any person appointed to a position in or with a public institution of higher learning, regardless of whether the position is compensated. **Thus, “state employees” include all trustees, administrative officers, faculty, and all other institutional employees.**

The SOEEA requires that personnel policies adopted pursuant to the SOEEA include policies relating to work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation and the earning or accrual of State benefits for all employees who may be eligible to receive those benefits. With the partial exception of documentation for reimbursement for travel on official State business, the other required personnel policies are areas which legally and historically have fallen to the individual boards of trustees of the public institutions of higher learning.

Each of the nine public institutions of higher learning in Illinois has its own enabling statute; each statute establishes such institution as a separate body corporate and politic. Further, in language which is not identical but which is substantially equivalent, each statute gives each university board of trustees both broad and specific authority to operate, control, manage, and maintain each respective institution.

In addition, the SOEEA recognizes that each university board is the “ultimate jurisdictional authority” for its own institution. The SOEEA further states that “the policies shall comply with and be consistent with all other applicable laws.”

Complying with this mandate, these personnel policies are designed to accomplish the following:

- A. Assure that each public institution of higher education complies with all provisions of the State Officials and Employees Ethics Act.
- B. Preserve the legal and historic role of boards of trustees at each public institution of higher learning.
- C. Assure that the public, all employees, and the Executive Ethics Commission have prompt access to the personnel policies of each public institution of higher learning.

GENERAL

1. These policies shall apply to the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, **Governors State University**, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University (“the public institutions of higher learning”).

2. Each public institution of higher learning shall comply in all respects with the State Officials and Employees Ethics Act.

3. **Each public institution of higher learning shall post upon its web site the name of the individual or individuals who can provide information and can answer questions about personnel policies of each individual public institution.**

4. **Each public institution of higher learning shall either post upon its web site, or make available to the public in paper form, or both, the personnel policies required by the State Officials and Employees Ethics Act.**

5. Each public institution of higher learning shall, within three (3) working days of receiving any request from the Executive Ethics Commission, make available to that Commission any or all current personnel policies requested by the Executive Ethics Commission.

6. In addition to the personnel policies listed hereinafter, all other personnel policies now in effect, or placed into effect in the future, by any public institution of higher learning are hereby adopted and incorporated into these policies.

7. **To the extent that any such policies conflict with any existing collective bargaining agreement or individual employment contracts, such policies shall not be construed to abrogate or amend such collective bargaining agreement or individual employment contract. However, no public institution of higher learning, after the effective date of these policies, shall sign any collective bargaining agreement or employment contract that conflicts with the State Officials and Employees Ethics Act.**

8. These policies shall be effective on March 4, 2004.

WORK TIME REQUIREMENTS

For those employee positions or categories of positions for which there are work time requirements, each public institution of higher learning shall have a written description of such work time requirements.

DOCUMENTATION OF TIME WORKED

As required by statute, each public institution of higher learning shall require its employees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual employees may satisfy the time sheets requirement by complying with the terms of their contract, which shall provide for a means of compliance with this requirement. The time sheets policies shall require those time sheets to be submitted on paper, electronically, or both and shall be maintained in either paper or electronic format by the applicable fiscal office of the public institution of higher learning for a period of at least two (2) years.

DOCUMENTATION FOR REIMBURSEMENT FOR TRAVEL ON OFFICIAL STATE BUSINESS

Employees of the individual public institutions of higher learning shall document requests for reimbursement for travel on official State business in accordance with the rules of the Higher Education Travel Control Board, as now adopted or hereinafter amended. Nothing in this Section shall be construed to prohibit individual boards of trustees from adopting rules which are more restrictive than those of the Higher Education Travel Control Board.

COMPENSATION AND BENEFITS

Individual public institutions of higher learning shall adopt rules covering compensation for all employees, as well as rules governing the earning or accrual of State benefits for all employees who may be eligible to receive those benefits.

PROHIBITION ON SEXUAL HARASSMENT

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430, as amended by Public Act 100-554), public universities and the Board of Higher Education must, at a minimum, implement the following policies and practices to prohibit sexual harassment, effective on or before December 15, 2017.

All persons have a right to work in an environment free from sexual harassment. All persons subject to the personnel policies of the public universities and the Board of Higher Education are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

For purposes of this policy, “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

In addition, the public universities and the Board of Higher Education shall take further steps to ensure the following are provided:

- 1) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights;
- 2) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- 3) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

Pursuant to Section 50-5 of the State Officials and Employees Ethics Act, any person who violates the prohibition on sexual harassment is subject to discipline or discharge by the appropriate ultimate jurisdictional authority. Each violation is a separate offense. Any penalty imposed by an ethics commission shall be separate and distinct from any fines or penalties imposed by a court of law or a State or federal agency.