Sauk Valley Community College
November 16, 2026

Action Item 4.2

Topic:	**Board Policy *429.02 Acceptable Use of Artificial Intelligence* – Second Reading**
Shared Ethical Values:	**Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.**
Presented By:	**Dr. Jon Mandrell and Megan Kuhn**

Presentation:

As Artificial Intelligence (AI) continues to evolve and become more integrated to education and the workplace, the College seeks to encourage its responsible use while protecting academic integrity, privacy, security, and the quality of our work. The proposed policy provides a framework for using AI as a tool to enhance teaching, learning, and college operations while maintaining appropriate human oversight and accountability.

Recommendation:

The administration recommends the Board approve Board Policy *429.02 Acceptable Use of Artificial Intelligence*, as presented for a second reading.

429.02 Acceptable Use of Artificial Intelligence (AI)

This policy governs the operational use of Artificial Intelligence (AI) and Generative AI (GenAI) technologies by all employees, contractors and volunteers (referred to as covered individuals) of Sauk Valley Community College. The goal of the administration is to foster productivity and administrative efficiency while strictly safeguarding institutional data, maintaining human accountability, and ensuring compliance with Illinois laws.

1. Covered individuals must prioritize the use of college-vetted and licensed AI tools. These tools carry contractual agreements ensuring input data is not used for vendor public model training. No internal, proprietary, or regulated college data may be processed through free, public versions of AI tools.
2. Departments are prohibited from purchasing standalone AI software or connecting external AI plug-ins to institutional databases without permission granted by the President's Cabinet and notice to the Information and Planning office.
3. Covered individuals may use AI notetaking features only within Enterprise-Protected Systems licensed by the college when consent is received. Note that Illinois is a two-party consent state (720 ILCS 5/14); notice of recording must be provided in all cases, including when an accommodation exception applies. AI notetakers and transcription tools may not be used in any meeting where high-risk / regulated data is reasonably expected to be discussed. AI-generated transcripts and summaries of college business may not serve as official meeting minutes without human review and approval.
4. In strict compliance with Illinois Public Act 103-0804 (Illinois Human Rights Act Amendments), any administrative use of AI that impacts employment must follow these statutory rules:
    a. Staff may not use automated AI outputs as the primary basis for hiring, recruitment, promotion, performance evaluation, discipline, tenure review, or termination.
    b. AI systems must not be utilized to screen candidates or evaluate staff if the underlying algorithm uses criteria that yield discriminatory outcomes.
    c. If any department uses an AI system to facilitate or influence an employment decision, that department—in coordination with HR—must provide written notice to applicants and current employees.
5. Covered individuals are fully accountable for the factual accuracy of all content generated by AI.
6. Staff who suspect that an AI system is leaking confidential student data, generating biased employment screenings, or operating without proper notice mechanisms must immediately report the incident to the Vice President of Information and Planning.
7. Instructional Staff may allow, limit, or prohibit students' use of AI tools as appropriate for assignments and outcomes within their own courses. For example, instructors have the authority to limit students to use AI tools only for brainstorming or outlining ideas while requiring all research, writing, and final production be carried out

and completed by students independently. Policies on AI use should be clearly stated on the course syllabus.