John A. Logan College
Board of Trustees Policy Manual

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Fiscal Year *7110*

July 1 through June 30 shall be the official fiscal year for John A. Logan College. This fiscal year will be used in preparing budgets and annual reports.

ADOPTED: JUNE 17, 1968
AMENDED:
LEGAL REF.:
CROSS REF.:

The Board of Trustees shall adopt an annual budget.

Transfers of funds affecting the adopted budget shall be reported to the Board on a monthly basis in conjunction with the monthly financial report. This report will include a comparison of the original budget and the budget as amended to insure the legal limit of 10 percent is not exceeded.

ADOPTED: JUNE 4, 1974
AMENDED: MARCH 9, 1982
LEGAL REF.: 110 ILCS 805/3-20.1
CROSS REF.:

Disadvantaged Business Enterprises *7126*

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the College's policy to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council ("Council") for Minorities, Females, and Persons with Disabilities which serves to implement, monitor, and enforce the goals of the Act.

In support of this policy, the College makes a commitment to utilize qualified minority, female and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take affirmative steps to remove any barriers to the full participation of such firms in the procurement and contracting opportunities afforded. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College is committed to meeting the requirements of the Act, of establishing aspirational goals to award 20% of contracts to businesses owned by minorities, females and persons with disabilities, and pursuing good faith efforts to meet such goals.
2. College administration has the responsibility to develop policies, plans and implementation procedures to achieve the goals of the Act.
3. The College President shall appoint the Director of Purchasing and Auxiliary Services or other designee as a liaison to the Council with all duties for such position as set forth in the Act.

ADOPTED: **NOVEMBER 22, 2016**
AMENDED:
REVIEWED: **SEPTEMBER 21, 2016**
LEGAL REF.: 30 ILCS 575/1; PUBLIC ACT 99-0462
CROSS REF.: BOARD POLICY 7154; **ADMINISTRATIVE PROCEDURE 712**

The Board shall cause an audit to be made at the end of each fiscal year by an **accounting firm with at least one (1)** accountant licensed to practice public accounting in Illinois. **The auditing firm shall be selected for a three (3) year audit cycle, which may be extended one (1) additional year if mutually agreeable. An auditing firm may perform this service for no more than two (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.**

The auditor shall perform the examination in accordance with generally accepted auditing standards and regulations prescribed by the ICCB and submit the report in accordance with generally accepted accounting principles.

The examination and report will include a verification of student enrollment and any other figures upon which claims are filed with the ICCB. The report will also contain a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied, the auditor will set forth the reasons for the denial. The Board will not limit the scope of the examination so as to cause a qualification of the professional opinion.

The Board Finance Committee shall serve as the audit committee for purposes of reviewing and discussing the final audit with the lead auditor and the board treasurer prior to submission to the whole board.

Copies of the audit report shall be filed with the ICCB in accordance with its regulations and shall be filed with the official records of the Board.

ADOPTED: AUGUST 6, 1974
AMENDED: **SEPTEMBER 23, 2008**
LEGAL REF.: 110 ILCS 805/3-22.1
CROSS REF.:

Check Signatures Authorized on College Bank Accounts *7140*

The President or **Provost** may co-sign with the Treasurer or **Controller** on College bank accounts.

ADOPTED: JULY 2, 1974
AMENDED: JULY 13, 1982; MAY 27, 2014; SEPTEMBER 30, 2016, **JANUARY 26, 2022 (TITLES)**
LEGAL REF.:
CROSS REF.:

Safety Deposit Box *7141*

The treasurer of the Board is authorized to rent a safety deposit box in a bank located in the John A. Logan College District. The treasurer, secretary, or chairman of the Board is authorized to have access to the safety deposit box.

In addition, the **Assistant Vice-President of Integrated Technology** may rent a separate safety deposit box in a bank located in the John A. Logan College District for offsite storage of computer backups and software and designate information technology staff members(s) and/or campus police staff members as having access. Additional off-campus locations for secure storage of backup data may be authorized by the **Vice-President for Business Services & CFO.**

ADOPTED: FEBRUARY 6, 1968
AMENDED: SEPTEMBER 24, 2013; **OCTOBER 1, 2021 (TITLES)**
LEGAL REF.:
CROSS REF.:

No member of the Board of Trustees may be interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in any contract, work, or business of the district or in the sale of any article, whenever the expense, price, or consideration of the contract, work, business, or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No community college Board Member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the district, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the District. A Board Member may, pursuant to Sec 805/3-48 of the Community College Act, provide materials, merchandise, property, services, or labor if done so pursuant to the Act.

Any such interest on the part of a full-time employee must be disclosed and will require the approval of the president, **in advance**, that such **transaction** serves the interest of the College, **is in accordance with Board Policies 7152 and 7154,** and should be approved.

ADOPTED: APRIL 1, 1980
AMENDED: APRIL 10, 1989; **MARCH 24, 2009**
LEGAL REF.: 110 ILCS 805/3-48
CROSS REF.: BOARD POLICIES 7152; 7154

The President and the Vice-President/**Provost** are authorized to sign contracts on behalf of the Board of Trustees of John A. Logan College with external agencies as long as the total financial commitment does not exceed the thresholds specified in Board Policy 7154 – Purchasing.

When purchasing energy, the President and **Vice-President for Business Services & CFO** are authorized to sign contracts for commitments exceeding those identified in Board Policy 7154 - Purchasing, if necessary in order to lock in pricing. In these cases, the contracts are still to be presented to the Board at the next Board meeting. The contract will require the signatures of both the President and a Vice-President to be valid and binding on the Board. If both signatures are not present, the Board must approve the contract by majority vote in order to be binding on the Board.

ADOPTED: AUGUST 6, 1974
AMENDED: APRIL 1, 1980; MARCH 11, 1985; JULY 28, 1998; OCTOBER 21, 2008; **OCTOBER 1, 2021 (TITLES)**
LEGAL REF.: 110 ILCS 805/3-27.1
CROSS REF.: BOARD POLICY 7154

College purchasing is the responsibility of the President and the Vice-President for Business Services & CFO. Purchases must be handled in accordance with a commonly accepted business procedure and substantiated with the necessary records to satisfy audit and inventory requirements. All expenditures must be compatible with the current budget and fully comply with all Illinois Statutes affecting purchasing. Products with recycled content shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled content.

1. Whenever possible, competitive prices are to be secured on items costing $25,000 or less. With the exception of clothing, books, and postage purchases, written evidence documenting compliance with this statement will be maintained in the purchasing files of the business office for all purchases exceeding $2,500 where available. The Director of Purchasing and Auxiliary Services may approve additional exceptions on a case-by-case basis.

2. Purchase of supplies, materials, or work involving an expenditure in excess of $25,000 must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement, except the following:

   (a) contracts for the services of individuals possessing a high degree of professional skill (however, the Board may use a competitive selection process for such service whenever it is deemed appropriate);
   (b) contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness;
   (c) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures, not to exceed ten (10) percent of the contract price;
   (d) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
   (e) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
   (f) contracts for duplicating machines and supplies;
   (g) contracts for the purchase of natural gas when the cost is less than that offered by a public utility;
   (h) purchase of equipment previously owned by some entity other than the district itself;
   (i) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
   (j) contracts for goods or services procured from another governmental agency;
   (k) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
   (l) contracts for utility services such as water, light, heat, telephone, or telegraph;
   (m) emergency expenditures approved by three-fourths (3/4) of the members of the Board.

3. Specifications on contracts for supplies or work involving expenditures of more than $25,000, which are not included in the budget, must be brought to the Board for approval before bids are sought. For contracts involving less than $25,000, the President shall use his judgment as to the most appropriate way to complete the transaction.

4. Contractors who develop or draft specifications, requirements, statements of work (scope of services), or Requests for Proposals are excluded from competing from such procurements.

5. Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening, and at least one (1) public notice in a newspaper published in the district must be given ten (10) days before the bid date.

6. The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the College. As with contracts for supplies or work involving expenditures of more than $25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.

7. The administration will report to the Board of Trustees all purchases and contracts between $10,000 and $25,000.

8. Issuance of purchasing cards must be approved by the respective dean or vice-president.

9. All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:

President	$25,000
Level 5 - Executive Administrators	$ 5,000
Level 4 – Senior Administrators	$ 2,500
Level 3 - Administrators	$ 1,500
Head Coaches	$ 1,000
Levels 1-2 – Managers and Professional Staff	$ 500

ADOPTED: MAY 7, 1968
AMENDED: OCTOBER 6, 1981; MARCH 13, 1989; FEBRUARY 11, 1992; JULY 28, 1998; JANUARY 25, 2005; OCTOBER 21, 2008; SEPTEMBER 22. 2009**;** MAY 22, 2012**;** FEBRUARY 24, 2015; SEPTEMBER 26, 2017; **JUNE 28, 2022**
REVIEWED: JULY 24, 2017; **MAY 17, 2022**
LEGAL REF.: 110 ILCS 805/3-27.2; PUBLIC ACT 95-0990
CROSS REF.: BOARD POLICIES 7152; ADMINISTRATIVE PROCEDURES 701, 522

The Treasurer of the Board of Trustees is authorized to make payment on invoices received from vendors as necessary, with review and certification of these disbursements to be made by the Board at its next regular meeting.

These disbursements shall be made only upon express authorization by the Board:

1. Site and Construction Fund payments, except for movable equipment purchases included in the annual budget adopted by the Board, **or payments made as part of projects previously approved.**

2. Expenditures which, in the judgment of the president, should be made only upon authorization by the Board.

Disbursements must be made in compliance with the State Prompt Payment Act.

ADOPTED: FEBRUARY 2, 1971
AMENDED: APRIL 1, 1980; **OCTOBER 21, 2008**
LEGAL REF.: 30 ILCS 540
CROSS REF.:

SCOPE OF POLICY

This investment policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Anything in this policy notwithstanding, the mandates of the Illinois Compiled Statutes shall take precedence over this policy except where this policy is more restrictive.

This procedure applies to all funds of the College. These funds are accounted for in the College's annual financial report and include all restricted, operating, capital, auxiliary, revolving trust, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."

OBJECTIVES

The purpose of this College's Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds that are under the jurisdiction of the College. The specific objectives of this policy are:

1. Safety — The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.

2. Liquidity — The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.

3. Return — To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.

4. Local Considerations — The Treasurer shall use sound federally insured depositories located within the College District provided that the afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

GUIDELINES

To assist in attaining the stated objectives, the following guidelines shall be observed:

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 75% of the College's invested funds at any one time.

2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flows shall be reviewed quarterly.

3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.

4. All funds shall be deposited/invested within three working days.

5. When appropriate, investments shall be selected on the basis of competitive bids.

DIVERSIFICATION

Diversification of the investment portfolio shall be consistent with the objectives described in the Objectives above.

RESPONSIBILITY

Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

PERFORMANCE MEASURES

The use of U. S. Treasury bills, average Fed Fund rate, Illinois Funds, or other stable markets can be used to determine whether market yields are being achieved.

PERIODIC REVIEW

The Treasurer should establish an annual independent review for internal control, which assures compliance within the investment policy. This will be accomplished with the College's external auditors.

REPORTING

All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate, and other pertinent information deemed necessary will be submitted monthly to the board.

INVESTMENT VEHICLES

Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes 30 ILCS 235/2. A summary of allowable securities follows:

a. notes, bonds certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America;

b. bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;

c. interest-bearing accounts, certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

d. short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding $500,000,000 if such obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase, and such purchases do not exceed 10% of the corporation's outstanding obligations, or in money market mutual funds registered under the Investment Company Act of 1940.

FINANCIAL INSTITUTIONS

The Board of Trustees, with the advice of the Treasurer, shall select which financial institutions will be eligible depositories for the College district. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The Board of Trustees will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

COLLATERALIZATION OF DEPOSITS

1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the federally insured amount to be appropriately collateralized to the extent of One Hundred and Ten Percent (110%), and such collateralization shall be evidenced by an approved written agreement.

2. Eligible collateral instruments and collateral rates (market value divided by deposit) are as follows:

   a. Negotiable obligations of the United States Government = 110%

   b. Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government = 110%

   c. Negotiable obligations of the State of Illinois which are rated A or better by Moody or Standard and Poor = 110%

   d. Negotiable obligations of the College which are rated A or better by Moody or Standard and Poor = 110%

3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested when the ratio declines below the level required.

5. Safekeeping of Collateral: Third-party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Treasurer. Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.

SAFEKEEPING OF SECURITIES

Unless held physically by the Treasurer, all securities shall be kept in appropriate third-party safekeeping. The Treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

INDEMNIFICATION

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

Treasurer and employees of the Treasurer acting in accordance with the investment policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

SECURITY CONTROLS

Only the Treasurer, with Board of Trustees approval, is authorized to establish financial accounts for the College. The Board of Trustees will designate the necessary signatory requirements when a College account is established. Facsimile signatures may be authorized by the Board of Trustees. Individuals who are authorized as signatories on College accounts will not be permitted to reconcile bank accounts at any time.

THE CORRUPT PRACTICE ACT

The Illinois Compiled Statutes governs ethics.

BONDING

The Treasurer and all employees shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.

CAPTIONS AND HEADINGS

The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

ADOPTED: APRIL 1, 1980
AMENDED: **NOVEMBER 16, 1999**
LEGAL REF.: 30 ILCS 235/1 (1992); 110 ILCS 805/3-47 (1992)
CROSS REF.:

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the *"Undertakings"*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the *"Official Statements"*), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the *"Annual Financial Information"*) to be filed with the Municipal Securities Rulemaking Board's (*"MSRB"*) Electronic Municipal Market Access (*"EMMA"*) system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an *"EMMA Notice"*) comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information, and EMMA Notices are collectively referred to herein as the *"Disclosures."*

In response to these interests, the following policy will be followed:

DISCLOSURE OFFICER

The **Vice President for Business Services & CFO** of the District (the "*Disclosure Officer"*) is hereby designated as the officer responsible for the procedures related to disclosures as hereinafter set forth (collectively, the *"Disclosure Procedures"*).

DISCLOSURE PROCEDURES

(a) Official Statements. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor, and an underwriter (the *"Working Group"*) responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information

regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in item 2 above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the Working Group. The Disclosure Officer shall also consider comments from the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in item 2 above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in items 2 and 3 above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved and authorized by the Board of Trustees of the District (the "*Board*").

(b) Annual Financial Information. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 1 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking), the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the *"Financial Statements").* In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects.

   For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(c) EMMA Notices. Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

ADDITIONAL RESPONSIBILITIES OF THE DISCLOSURE OFFICER

The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

GENERAL PRINCIPLES

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When

speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

ADOPTED: JUNE 27, 2017
AMENDED:
REVIEWED:
LEGAL REF.: RULE 15C2-12 OF THE SECURITIES EXCHANGE ACT OF 1934
CROSS REF.: ADMIN PROCEDURE 771, DEBT MANAGEMENT

Application For and Acceptance of Grants 7170

The President of the College is the only person authorized to commit the College to any grant or project or to accept a grant award on behalf of the Board.

The **Office of the Provost** coordinates the College's efforts in the area of external grant funding. No proposal may be submitted without this office's approval. Furthermore, no individual may mail or deliver to a grantor agency without specific instructions to do so by the **Provost** or the President of the College. This rule is for the protection of John A. Logan College and must be observed. The Business Office is responsible for assisting with budget construction, for maintaining official fiscal records, and for financial reporting. The **Office of the Provost** must approve the budget that is submitted, along with the final submission. The fiscal office designated by the College is responsible for ensuring that federal, state, and College financial requirements are followed in expending and accounting for external funds received. This includes ensuring expenditures conform to the approved budget. The proposal initiator, appropriate **Assistant Provost**, Project Director, and the **Provost** are jointly responsible for ensuring a proposal conforms to all applicable federal and state financial requirements and to applicable College policies.

Unless exempted by the **Vice-President for Business Services and CFO** or the President, grant initiators should seek to receive the maximum allowable administrative cost allowance or indirect costs when applying for external funding.

Upon receipt of a Notification of Grant Award, the recipient should immediately provide the original signature copy of the award document and all accompanying materials to the **Provost** or designee. The President accepts the grant, in writing, on behalf of the College. The funds are not awarded to any individual, but to the institution.

ADOPTED: APRIL 1, 1980
AMENDED: JUNE 24, 2008; NOVEMBER 24, 2015; **JANUARY 11, 2017**
REVIEWED: OCTOBER 12, 2015; JANUARY 11, 2017
LEGAL REF.:
CROSS REF.: BOARD POLICY 7171; ADMINISTRATIVE PROCEDURE 750

Grant Personnel *7171*

This policy alone will apply to all personnel (professional, faculty, and operational) employed in grant projects unless specified otherwise.

Grant personnel are employees who are paid by grant funds in excess of 50% of total compensation. For the purpose of this definition, employees whose compensation is transferred to grant funds at the discretion of the College and for the purpose of saving non-grant dollars, are not grant personnel. Furthermore, employees once classified as grant personnel, now having 50% or greater of salary paid by non-grant funds for more than three (3) consecutive years, are not grant personnel and not subject to this policy.

1. Grant personnel must work under the supervision of the President, a vice-president/provost, an assistant provost, an associate dean, or director.

2. Grant personnel will have no implied or guaranteed employment beyond the period provided by the grant funding.

3. Grant personnel will be compensated according to the placement classification of the position in effect at the time the proposal was submitted or as determined by the relevant bargaining unit contract, provided sufficient grant funds are available.

4. Grant personnel must take earned vacation time within the period of the grant. Upon elimination of the grant, decision by the College to no longer participate in the grant project, employee resignation or employee retirement, accrued vacation time must be used prior to the last date of employment.

5. Grant personnel sick leave may be accumulated on the same basis as non-grant personnel unless prohibited by the grant.

6. Upon completion of ten (10) years of continuous full-time employment, grant personnel may begin accruing vacation time according to board policy for non-grant personnel. For the purposes of this policy, continuous employment does not require summer employment.

7. Upon retirement, grant personnel employed twenty (20) full-time years, ten (10) of which must be continuous, are eligible for the same retirement benefits as non-grant personnel **with the exception of the benefit of health insurance referred to in Board Policy #5141.** The College will strive to fund such benefits through grant funds, but if not allowed, will fund such through **non-grant** dollars.

8. If retiring grant personnel were historically employed through non-grant funds at a level of greater than 50% for an adequate time to qualify for retirement benefits as a non-grant employee, he/she will retain eligibility for such benefits.

ADOPTED: APRIL 1, 1980
AMENDED: JULY 1, 1980; MARCH 11, 1985; **JUNE 24, 2008**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 750

Financial Management Systems and Office of Management and Budget Circulars 7172

Each federal granting agency requires grant awardees to abide by a specific set of accounting standards. These standards are found in detailed Office of Management and Budget (OMB) circulars which are specific to the individual funding agency.

PURPOSE

John A. Logan College is committed to ensuring accounting standards, policies and procedures are in place and followed to ensure accurate and uniformed reporting and accountability of all federal funds. OMB's prescribes three set of standards for academic recipients of Federal grants. These standards govern: (1) Financial management systems; (2) Procurement Policies and Procedures; and (3) Property Management.

All John A. Logan College's Financial Management Systems will meet the requirements of all grant requirements and OMB Circulars applicable to each specific Federal (funding) agency.

OMB Circulars provide information to allow for the preparation of documents and information required of Federal grant recipients. Information submitted will be used for administrative and financial reviews of the recipient organization.

John A. Logan College requires all employees adhere to standards, policies and procedures described OMBs specific to each federal funding agency. Each employee expending Federal funds will ensure each expenditure goes to benefit the College, as outlined in executed contractual agreements. All expenditures will be consistent with applicable restrictions and will comply with Federal regulations and College policies.

Furthermore, John A. Logan College has general spending guidelines to assist College administrators, staff and faculty with administration and fiscal oversight responsibility of any grant funds. These policies and procedures can be accessed through the College's website.

ADOPTED: FEBRUARY 24, 2015
AMENDED:
LEGAL REF.: OFFICE OF MANAGEMENT AND BUDGET CIRCULARS
CROSS REF.: ADMINISTRATIVE PROCEDURE 750

Lobbying Policy 7173

The Lobbying Disclosure Act of 1995 requires the disclosure of the activities of paid lobbyists to affect decisions in the executive and legislative branches of the Federal Government. The Act requires any organization, including colleges and universities, that spend $10,000 or more in a quarter and have one or more employees who are lobbyists, as defined in the legislation, to register and report the lobbying activities of all their employees.

Furthermore, the Higher Education Opportunity Act of 2008 prohibits the use of federal funds received under the Higher Education Act of 1965 from being used by an institution of higher education to pay any person for influencing or attempting to influence an office or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, making or entering into or the extension, continuation, renewal, amendment or modification of and Federal grant or loan or Federal cooperative agreement. In addition, no Federal student aid funding under the Higher Education Act of 1965 may be used to hire a lobbyist or to pay an individual or agency

PURPOSE

John A. Logan College is committed to the appropriate use of federal funds received under the Carl D. Perkins Vocational and Applied Technology Education Act, as well as other federal grant awards and or potential contracts

This policy is written for the purpose of outlining prohibited uses of federal funds for the purpose of lobbying in connection with securing federal grants, federal loans, cooperative agreements or contracts, an extension, or modification or renewal of any of the above.

GENERAL

It is understood that prohibited lobbying activities include charging travel expenses to a federal award or being paid from a federal award while attempting to influence the award of federal funds to a specific program.

It is further understood that if any funds other than federally appropriated funds will be paid by or on behalf of John A. Logan College to any person for lobbying any member of Legislative or Executive branches of Government in connection with a federal grant, loan cooperative agreement, or contract, JALC shall complete and submit a *Disclosure Form to Report Lobbying*, in accordance to applicable instructions.

If at any time lobbying activities will be conducted, the policy will be reviewed/updated, and a *Disclosure Form to Report Lobbying* will be completed and submitted prior to such lobbying activities taking place.

ADOPTED: FEBRUARY 24, 2015
AMENDED:
LEGAL REF.: LOBBYING DISCLOSURE ACT OF 1995; HIGHER EDUCATION OPPORTUNITY ACT OF 2008; HIGHER EDUCATION ACT OF 1965; CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT.
CROSS REF.:

Institutional Review Board Policy 7174

John A. Logan College's Institutional Review Board (IRB) is charged with reviewing all research, whether funded or not, involving human subjects and/or animals. This includes research to be conducted by faculty members, staff, or JALC students, as well as external investigators using JALC personnel, facilities and/or students.

The U.S. Department of Health and Human Services, Code of Federal Regulations: 45 CFR 46.102(d), defines research as "*a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge."* This policy ensures that human subjects are fully aware of their rights as defined in the Department of Health and Human Services, Title 45, Part 46 of the *Code of Federal Regulations*.

John A. Logan College requires that research conducted by staff/faculty or students that involves human subjects be reviewed and approved by the Institutional Review Board before any research is performed.

This policy and subsequent procedures have been developed and adopted to create a comprehensive and standardized set of protections for animal and human subjects to assure that no humans or animals are unduly put at risk because of the research.

By law, the IRB must consist of five or more members with varying backgrounds.

ADOPTED: FEBRUARY 24, 2015
AMENDED:
LEGAL REF.: US DEPARTMENT OF HEALTH AND HUMAN SERVICES, CODE OF FEDERAL REGULATIONS: 45 CFR 46
CROSS REF.: ADMINISTRATIVE PROCEDURE 751

Debt Collection *7180*

The Bursar Office will make all efforts possible to collect debts owed to the College by students. After reasonable attempts have been made to collect debts, the Bursar Office should use all methods available, including the option to refer accounts to a collection agency **or other collection methods**.

A registration hold will be placed on a student's account with a high outstanding balance. A student with outstanding debt will be provided options to register for the upcoming semester as provided in Administrative Procedure 718.

An official transcript or diploma will not be withheld for any current or former student who owes an outstanding debt to the College.

ADOPTED: MARCH 5, 1974
AMENDED: AUGUST 26, 2008, OCTOBER 25, 2022; FEBRUARY 28, 2023; **SEPTEMBER 24, 2024**
REVIEWED: SEPTEMBER 15, 2022; JANUARY 12, 2023; **AUGUST 6, 2024**
LEGAL REF.: PUBLIC ACT 102-0998/15
CROSS REF.: ADMINISTRATIVE PROCEDURE 718

The Treasurer of the Board is authorized to make regular payroll disbursements **in accordance with Administrative Procedure 719.**

Effective September 1, 2008, full-time and continuing part-time employees' payroll will be electronically deposited into the bank account(s) of the employee choice unless specified otherwise in collective bargaining agreements.

ADOPTED: MAY 7, 1968
AMENDED: NOVEMBER 5, 1974; AUGUST 26, 2008; **FEBRUARY 22, 2011**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 719

Qualifications for company participation in the Tax Deferred Annuity/Deferred Compensation program for John A. Logan College employees effective December 1, 2008:

ALL PROGRAMS

1. The company must maintain an agent or service representative(s) who are readily accessible to service any participant for whose benefit that company holds an annuity contract.

2. The company may lose its privilege of participation through failure to meet the College requirements.

3. The company must be willing to execute an Information Sharing Agreement with the College**.** The company must agree to all further regulations and requirements relating to the plan which the College may adopt.

4. The company must designate one representative to serve as a contact with the College in regard to all matters concerning annuities purchased by the College. The representative must provide proof of company representation and be licensed to sell fixed and variable contracts.

5. The company must submit to the College copies of annuity contracts with satisfactory evidence it meets provisions of the Internal Revenue Code and, if applicable, is considered by the insurance industry as a pure annuity contract. All alterations to the company's contracts must be submitted together with similar evidence before any such altered contract is offered to any College employee. Each provider company must provide fixed, variable, and combination contract possibilities. The initial loading cost, if any, from the initial contract must be credited in any change in the participant's annuity.

6. The provider company must be used as a provider in the SURS Self-Managed Retirement Plan or be approved by the Board Finance Committee after procuring annuity contracts with ten (10) College staff. Provider companies presently holding contracts with employees will be allowed to continue. If at any time an existing provider loses all its contracts, it must re-qualify to become reinstated. A maximum of ten (10) providers will be allowed.

7. Reductions will be restricted to whole dollar amounts.

8. The company must be willing to accept transmittal from a common remitter each period as the evidence upon which their account will be paid by the College.

9. Each company must furnish the College Business Office and participant with calculations demonstrating compliance with Internal Revenue Service limitations on tax-sheltered contributions and undertake to hold the Board of Trustees, its agents and employees, and the participant harmless for any loss, cost, or expense caused by error or omission in such calculations.

INSURANCE ANNUITY PROGRAMS

1. The company must be authorized by the Director of Insurance of the State of Illinois to issue such annuity contracts.

2. Authorized salary reduction intended for annuity purchase will be used exclusively for that purpose and not for life insurance in any form or riders, including but not limited to retirement or accidental death, or dismemberment.

DEFERRED COMPENSATION PROGRAMS

1. Deferred compensation plans must be set up in accordance with enabling legislation allowing employee participation in any qualifying investment option.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 17, 1986; OCTOBER 19, 1987; JUNE 27, 1995; SEPTEMBER 23, 2008; **MAY 26, 2009**
LEGAL REF.:
CROSS REF.:

Provided insurance companies, agents and/or employees meet the guidelines as specified below, additional insurance may be purchased by employees, and premiums may be paid by payroll deductions. The entire premium must be paid by the employee.

1. Insurance not a part of the College's fringe benefit package will be allowed under this policy (i.e., accident, disability and cancer).

2. The company may lose its privilege of participation for any failure to meet College requirements.

3. Companies and employees participating under the provisions of this College policy must agree to abide by any additional regulations or changes in College Policy #7192.

4. Each company participating under these provisions must designate an agent or representative to serve as the company's contact with the College and the employees and keep the name, address, and telephone number of that agent updated in the office of the **Director of Compensation and Benefits** at John A. Logan College. The company must maintain an agent or representative who is readily accessible to service College participants for whose benefit that company holds insurance. The representative must provide proof of company representation and be licensed to sell the type of insurance in force with College employees.

5. Any company participating under these provisions must represent ten (10) College employee participants and be approved by the Board Finance Committee to become approved. If at any time an existing company loses all its participants, it must re-qualify to become reinstated as a participating company. A maximum of ten (10) providers will be allowed.

6. Any company participating under these provisions must be recommended in the most current edition of "Best's Life Insurance Reports" with an "A" rating or better.

7. Any participating company(s) must be authorized by the Director of Insurance of the State of Illinois to issue the type of insurance contracts which he sells, under these provisions, to College employees.

8. The insurance company must be willing to accept the College transmittal each month as the evidence upon which their account will be paid by the College.

9. All requests to initiate or terminate payroll deductions must be presented to the Payroll Office at the College in writing and signed by the employee making the request. Such authorization by the employee must state the beginning and/or ending dates of the deduction and the amount to be deducted.

ADOPTED: DECEMBER 7, 1981
AMENDED: SEPTEMBER 23, 2008; **SEPTEMBER 30, 2016**
LEGAL REF.:
CROSS REF.:

John A. Logan College will attempt to make its facilities available for use by individuals and community groups in the district when possible. The following policies will be used in regulating the use of College facilities:

GUIDELINES TO BE USED FOR REQUEST APPROVAL

1. The order of priority of use of College facilities shall be as follows unless temporarily modified and approved by the College President:

    a. College instructional purposes as regularly scheduled.
    b. Educational/learning activities sponsored by the College.
    c. Activities sponsored by the College.
    d. Activities sponsored by College organizations.
    e. Activities sponsored by other local public educational institutions or organizations.
    f. Activities sponsored by local non-educational, public community service agencies or organizations.
    g. Activities sponsored by local non-educational, non-public community service agencies or organizations.
    h. Activities sponsored by not-for-profit community groups.
    i. Activities sponsored by for-profit community organizations.
    j. Other activities.

2. All requests for the use of College facilities should be directed to the Facility Scheduling Office.
3. All requests should be filed at least two (2) weeks in advance of the date requested.
4. Special consideration will be given to a request if the user request is of an educational or community service nature.
5. If the activity for which the facilities are being requested could lead to a riot or civil disorder, the request shall be denied.
6. No activity shall violate any local, state, or federal laws.
7. College facilities may be temporarily used for religious meetings in accordance with applicable College policies and state laws. A fee will be charged according to the schedule below.
8. No approval will be given for any activity which would advocate the violent overthrow of the government of the United States.
9. The individual/group using the facility must adhere to the same policies governing the use of the facility as the students and staff. This means that illegal drugs will be neither sold nor consumed on campus. Smoking is not permitted **in accordance with State and Federal laws. Alcoholic beverages shall only be permitted to be consumed on campus as part of an approved contract for the use of the facilities or an approved College-sponsored event.**

SCHEDULE OF FEES AND USER RESPONSIBILITIES

1. No individual or group will be given the use of any facility without payment of fees to the College unless otherwise specified in this policy.
2. A schedule of rental fees will be maintained by the College in administrative procedure for various spaces.
3. Where an admission charge or collection is made for all facilities other than classrooms, lab rooms, and teleconferences, the fee will be double the amount stated.
4. In the following cases, the President or his/her designated representative is authorized to approve use of facilities without a fee charge:
   a. Personal use of an area by an employee of John A. Logan College and his/her family unless it is *used for profit.*
   b. A meeting of a general public character which is not conducted for profit and would benefit the whole community. This means no citizen of the College district would be prohibited from attending the meeting, nor would any money be collected at it. This definition will not be extended, nor is it intended to mean a political rally or a religious meeting.

   A charge for maintenance service could be made.
5. Inappropriate or abusive language and/or behavior could result in a loss of privileges of College facilities.
6. Any violations of the College's rules and guidelines on the use of its facilities may result in expulsion of that group from the campus. Should it be determined that College policies and procedures are being violated, the following steps will be taken:
   a. The person, club, group, or organization will be approached and informed of existing College policy and procedure by campus police personnel.
   b. If the violation continues, campus police personnel will again approach, inform, and present a printed copy of College policy to the person, club, group, or organization and issue a verbal warning.
   c. If the violation still continues, campus police personnel will escort the offender(s) to College property boundaries, and they will be denied further access to the event.
7. It shall be the obligation of a user to obtain any insurance protection beyond the public liability protection carried by the College, which a user should desire or would be required by the College.
8. The user shall sign an agreement with the College assuming full financial responsibility for repair and/or replacement to the College's facilities resulting from his/her use or misuse of the premises.
9. The College contracts food service, and it is billed directly through the food service contractor. Arrangements should be made for food service by contacting the director of food service.

10. The user shall notify the Facility Scheduling Office of cancellation of the activity or any changes in the number of persons attending at least 24 hours in advance. Failure to do so may result in the loss of future privileges to reserve facilities at John A. Logan College and/or a charge of $35.00.
11. No person, organization, or group shall be allowed to hand out, solicit, sell items, or distribute information in any area of College facilities that is not in the immediate assigned, scheduled area of the event.

SPECIAL FACILITY CONSIDERATIONS

1. Outdoor facilities may be open to use by the general public at all times when specific use is not being made of that facility by the College. Such use must conform to the general use for which the facility was constructed or maintained. The varsity baseball and softball fields and the hitting cages are not for general use by the public.
2. There shall be no hunting, collection, destruction, or removal of wildlife, plant, or animal life, on or from the campus of the College. Fishing is allowed in campus ponds from 7 a.m. to 8 p.m. daily.
3. The following policies shall apply to the use of the College's O'Neil Auditorium (B34):
    a. No eating or drinking backstage, in the dressing rooms, or the main auditorium. Exceptions will be considered on a case-by-case basis.
    b. No alcoholic beverage is permitted unless as part of an approved contract.
    c. Only personnel approved by the **Associate Dean of Student Activities and Cultural Events** may be permitted to operate the stage lighting and sound reinforcement systems. Requests for a sound technician should be made through the director of desktop technology.
    d. Use of the theatre workshop is to be requested through the director of student activities and cultural events for both internal and external groups.
    e. Attendance at events held in the auditorium shall be limited to 309.
4. The following policies shall apply to the use of all College facilities:
    a. If College property is damaged, please report this to Campus Police immediately.
    b. Do not tape posters, bulletins, advertisements, etc., to the walls. Use bulletin boards provided. All items to be posted on bulletin boards must be approved by the **Associate Dean of Student Activities and Cultural Events.**
    c. If pyrotechnics are to be used, please obtain prior approval with the College administration.
    d. Report all accidents immediately to Campus Police.
    e. Posting of signs and advertisements shall be done in accordance with Administrative Procedure No. 310.
    f. The serving of food by the facility user is prohibited except as provided in Administrative Procedure No. 761.

g. College building entrances are generally reserved for use by College-sponsored groups, clubs, and organizations for approved fund-raising purposes. Other uses of the entrance areas may be scheduled with permission from John A. Logan College administration or event organizers.

h. When employees modify facilities, the result is often loss of standardization, poor quality, disruption to the scheduling of facility maintenance staff, additional costs to the College, and jurisdictional disputes among labor groups. Should a College employee modify facilities without written approval from the director of buildings and grounds, which includes, but is not limited to, painting, papering, or the installation of floor coverings, this will be just cause for disciplinary action.

The Board of Trustees, the President, or his/her designee can at any time rescind the right of any group to use the facilities if it is determined to be in the best interest of the College.

ADOPTED: JANUARY 4, 1969
AMENDED: APRIL 1, 1980; MARCH 11, 1985; FEBRUARY 11, 1992; NOVEMBER 9, 1993; SEPTEMBER 27, 1994; AUGUST 26, 1997; JULY 27, 1999; AUGUST 23, 2005; FEBRUARY 24, 2009; NOVEMBER 22, 2016; **AUGUST 28, 2018**
REVIEWED: SEPTEMBER 21, 2016; **JULY 18, 2018**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURES 310, 761, 764, 721.5

Operational Hours of the College *7220*

Operational hours of John A. Logan College owned and managed properties are to be established by the President and maintained in administrative procedure.

No student or visitor will be allowed entrance to any structure or facility during times when the facility is deemed closed unless accompanied by a full-time employee.

Off-campus facilities may be closed during holidays and inclement weather days according to the same schedule as on-campus facilities.

Employees may be required to present proper identification if present in a College-owned or operated facility when the facility is closed.

No person other than Campus Police or Facility Staff on duty will be allowed to remain on campus overnight or after closing time unless there is a campus emergency.

The President is authorized to open the campus at times other than those identified in administrative procedure when it is deemed by him/her to be in the best interest of the College to do so **and on an as-needed basis**. This authority shall include overnight activities as well.

ADOPTED: FEBRUARY 9, 1976
AMENDED: APRIL 1, 1980; JANUARY 6, 1993; FEBRUARY 24, 2009; **NOVEMBER 22, 2016**
REVIEWED: SEPTEMBER 21, 2016
LEGAL REF.:
CROSS REF.: **ADMINISTRATIVE PROCEDURE 722.5**

Rules of conduct for the public will be in accord with state law and ordinances of the city of Carterville.

Student conduct will be in accord with the rules set out in the ***Student Guidebook*** and any applicable law or ordinance.

Consumption of alcoholic beverages is only permitted at approved events in accordance with Administrative Procedure 306.

ADOPTED: FEBRUARY 6, 1976
AMENDED: FEBRUARY 2, 2009; **SEPTEMBER 30, 2016**
LEGAL REF.:
CROSS REF.: BOARD POLICY 8310; ADMINISTRATIVE PROCEDURE 306

Disposal of Surplus Property *7240*

The Board of Trustees authorizes the administration to establish procedures for the disposal of obsolete and/or surplus **property**.

Disposal procedures shall **follow the Illinois Public Community College Act 805/3-41 *Sale of Real or Person Property* and, where applicable, the Code of Federal Regulations Procurement Standards (§§200.310-316). Procedures shall also follow** approval authority as represented in Board Policy 7154 with the exception that valuation be based upon current value, rather than purchase value.

Disposal of items with a current value of $5,000 or greater must be approved by the Board of Trustees. Such request for approval shall include the method of disposal. The **Vice-President of Business Services & CFO** shall have the right to reject any or all bids received for obsolete/surplus equipment when the bids are not in the best interest of the College

Donations of obsolete and/or surplus **property** made to charitable or educational organizations must be approved by the President. Donations must be to charitable or educational organizations within the College district.

Proceeds from the sale of **property will** be deposited in the Operations and Maintenance Fund, **or, if directed by the Vice-President of Business Services & CFO, deposited into the fund from which the item was purchased**.

This policy may not apply to items purchased by, or received from, sources which restrict the sale or disposal of such.

ADOPTED: DECEMBER 2, 1975
AMENDED: APRIL 1, 1980; FEBRUARY 24, 2009; **NOVEMBER 28, 2017**
REVIEWED: **OCTOBER 11, 2017**
LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT 805/3-41; CODE OF FEDERAL REGULATIONS PROCUREMENT STANDARDS (§§200.310-316)
CROSS REF.: BOARD POLICY 7154; ADMINISTRATIVE PROCEDURE 724

The College Bookstore is leased to an outside vendor by action of the John A. Logan College Board of Trustees.

ADOPTED: AUGUST 5, 1968
AMENDED: APRIL 5, 1977
LEGAL REF.:
CROSS REF.:

The Learning Resources Center (LRC) may issue a borrower's card to any legal resident of the John A. Logan College district at a charge of $1.00 for the purpose of using materials in the LRC.

Courtesy cards will be issued to school officials in the district and senior citizens (persons 60 years of age or older) who are legal residents of the John A. Logan College district at no charge.

ADOPTED: JANUARY 10, 1974
AMENDED: MARCH 13, 1989
LEGAL REF.:
CROSS REF.:

Since pre-recorded video tapes and the technology of recording programs off the air offers a wide spectrum of material which may be useful to the instructional process at the College, it is important that clear policies be established that will allow the enrichment of instruction by use of these programs and ensure that the copyright owner's rights will not be violated.

This policy will provide guidelines regarding (1) taping of commercial or public broadcast programs off the air and their legal use by instructors in the classroom, (2) use of purchased and/or rented tapes in the classroom, (3) use of telecourse programs, and (4) duplication of video programs.

1. Off-Air Taping of Commercial and Public Broadcast Programs

There is no specific copyright law or exception covering the question of taping broadcasts off the air and showing these works in the classroom. In this policy, we will apply the general rights as contained in Section 106 of the Copyright Law and the general "fair use exception" contained in Section 107. The Supreme Court has ruled on home use of such rebroadcasts, which the court defined as "time-shifting." It appears from the majority in the case that time-shifting by the taping and rebroadcast for classroom purposes of off-the-air presentations would be acceptable to the Supreme Court. This is further strengthened by guidelines which are submitted by the negotiating committee set up by the Sub-Committee on Courts, Civil Liberties and Administration of Justice, Committee on the Judiciary, U.S. House of Representatives. This negotiating committee included copyright experts from media, education, and library associations. These guidelines, which do not have the effect of law, do allow for the recording of off-air broadcasts and their reshowing in non-profit educational institutions for evaluation purposes within 45 calendar days of the initial presentation. These guidelines restrict the use of these programs in the classroom or other instructional areas to the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. The College will use these guidelines regarding all issues of off-the-air taping and its use in the classroom. These guidelines are reproduced below.

Guidelines for the off-air recording of broadcast programming for educational use

(a) The guidelines were developed to apply only to the off-air recording by non-profit educational institutions.
(b) A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
(c) Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary, in the classroom and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacation, examination periods, or scheduled interruptions--within the forty-five (45) calendar day retention period.

(d) Off-air recordings may be made only at the requests of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

(e) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

(f) After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student evaluation or any other non-evaluation purpose without authorization.

(g) Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

(h) All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

(i) Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Procedures to Ensure Compliance

An off-air recording log will be established to maintain the following data:

1. Title of the program to be recorded.
2. Producer or distributor of the program.
3. Channel, time, and date of the broadcast.
4. Name of the requesting party.
5. Date showing ten (10) consecutive school days after recording.
6. Date showing forty-five (45) calendar days (erase date).
7. Legal authorization applied for. Yes☐ No☐
8. Legal authorization received. Yes☐ No☐
9. Authorization on file. Yes☐ No☐
10. Instructor notified of erase date. Yes☐ No☐

2. Using Rented and/or Pre-recorded Video Tapes in the classroom

There are at Section 110 some specific exceptions to the copyright owner's rights. 17 USC Section 110 (1) allows for the performance of a motion picture or other audio-visual work by an instructor in the course of face-to-face teaching activities between the instructor and his pupils in a non-profit educational institution, so long as the copy is utilized was not unlawfully made. This section would appear to specifically cover the use of pre-recorded or rented video cassettes obtained from media suppliers or rental businesses. The cassettes are purchased by the renter and made available to instructors, and as such, are legally produced copies. So long as the copy is legally produced, or the instructors know or reasonably believe that it is a legal copy, the copy can be shown in the classroom environment to the students. Consequently, the showing of rented cassettes would not be a violation of an owner's copyright so long as the following criteria are met:

(a) The performance utilized a legitimate copy, or one which the instructor reasonably believed was legitimate.
(b) That the showing or performance is in a classroom or other similar place devoted to instruction by faculty at John A. Logan, a non-profit educational institution.
(c) The performance is given by the instructor or pupils as part of a face-to-face teaching activity.

3. Use of Telecourse Tapes in the Classroom

Telecourse tapes are leased or purchased tapes that are obtained through independent and/or group negotiations with the producing companies or their representatives. Broadcast, cable, and audio-visual rights are negotiated separately. That may restrict the use of these programs. Regular classroom use is not permitted if the audio-visual rights have not been negotiated.

Instructors must contact the LRC to find out what our rights are regarding a particular set of tapes before using any telecourse programs in a regular classroom.

4. Duplication of Video Tapes for Classroom Use

(a) Right to duplicate telecourse tapes are negotiated with the lease. Copies may not be used after the lease has expired.
(b) Purchased videotapes may be copied to save the copy as a backup copy.
(c) Off-air broadcasts may be duplicated, but the same restrictions apply to each copy as set forth in the attached guidelines.
(d) Rented videotapes may not be duplicated.
(e) Duplication requests not falling under one of the above categories must be accompanied with documented authorization for duplication.

ADOPTED: NOVEMBER 11, 1985
AMENDED:
LEGAL REF.:
CROSS REF.:

College records are to be retained in accordance with federal, state, and local laws for legal, fiscal, administrative, and historical purposes. Records of historical value will be identified and retained permanently, while other records will be retained for specified periods of time and then disposed of properly.

College records will be defined as set forth in federal, state, and local records acts:

> [1]*"Record" or "records" means all books, papers, digitized electronic material, maps, photographs, databases, or other official documentary materials, regardless of physical form or characteristics, made, produced, executed or received by any agency in the State in pursuance of state law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the State or of the State Government, or because of the informational data contained therein.*

A College Records Management Officer will be designated by the administration and will develop and maintain methodologies for appraisal, retention, and disposal of College records in accordance with federal, state, and local laws, making changes in those methodologies as required by changes in law.

Appraisal of College records will be coordinated by the Records Management Officer working in conjunction with College departments. The purpose of the appraisal will be to establish reasonable retention periods, identification of records that can be immediately destroyed, identification of records that can be transferred to a records center if necessary, and identification of records that should be placed in the State Archives.

In appraising records, the following criteria should be considered:

> [2]*Administrative Value — The primary administrative use of most records is exhausted when the transactions to which they are related have been completed. From that point on they lose their value rapidly. However, some administrative records contain basic facts about an agency's origin, policies, functions, organization, and significant administrative decisions. These records should be preserved to provide adequate documentation of an agency's operations.*
>
> *Legal Value — Records have legal value if they contain evidence of legally enforceable rights or obligations of the state, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles, and contracts; and records of action in particular cases, such as claim papers and legal dockets.*
>
> *Fiscal Value — (Financial Transactions) After records have served their basic administrative function, they may still have sufficient fiscal value to justify their retention in storage for a time to protect the College against court action or to account for the expenditure of funds.*
>
> *Research, Historical or Archival Value – Some records have enduring value because they reflect significant historical events or document the history and development of the College. The importance of preserving such records is obvious.*

The period of retention of a record or series of records will be an appropriate amount of time defined during the appraisal process by the originating department and the Records Management Officer.

At the end of the retention period, the Records Management Officer will dispose of records in the manner specified by federal, state, and local records laws.

ADOPTED: AUGUST 16, 1982
AMENDED: JULY 9, 1984; **MARCH 24, 2009**
LEGAL REF.: 5 ILCS 160/) STATE RECORDS ACT; STATE RECORDS MANAGEMENT MANUAL FOR ILLINOIS STATE AGENCIES; HTTP://WWW.CYBERDRIVEILLINOIS.COM/DEPARTMENTS/ARCHIVES/RECORDS_MANAGEMENT/SRM_PROGRAM.HTML#INVENTORY
CROSS REF.:

Naming Physical Components of John A. Logan College 7290

The naming of physical components of the College serves as the most prestigious, meaningful, and permanent means of recognizing individuals and corporations who have had a significant, positive impact on John A. Logan College. The conferral of honorific names is the prerogative of the College President and, ultimately, the Board of Trustees. The President of the College **may** appoint/designate an advisory committee for the purpose of naming or renaming physical components and/or entities of the College. Three categories under which names may be submitted for recognition include but are not limited to the following:

1. Recognition for gifts to the John A. Logan College Foundation

2. Recognition for service to the College, professional accomplishments, and/or honors

3. Recognition of public persons who have rendered significant service on a local, regional, state, national, or international level.

PROCEDURES

1. The President of the College and the Board of Trustees may, at their discretion, name buildings, components, or other entities.

2. Recommendations for naming a College **physical component**, submitted by persons other than the President and the Board of Trustees, shall be forwarded to the President of the College. Materials forwarded should include a written justification for the nominee.

   Recommendations for changing the name or renaming a College **physical component**, submitted by persons other than the President and the Board of Trustees, shall be forwarded to the President of the College. Materials forwarded should include a written justification for such action.

   a. The President shall submit the recommendation(s) to the Board of Trustees. The President may, at his/her discretion, submit the recommendation to the advisory committee before submitting the recommendation to the Board of Trustees.

   b. Approval of recommendation(s) will require two-thirds of the total membership of the advisory committee.

   c. Final approval of a name of a **physical component** shall be given by the Board of Trustees after a minimum waiting period of **60** days following the initial approval of the advisory committee. The President may, at his/her discretion, waive the minimum waiting period.

GUIDELINES

1. Physical components/entities of the College may be named for:

   a. notable members of the College **trustees,** administration, faculty, staff, and members of the student body.
   b. donors of substantial funds to the College.
   c. public persons who have rendered service on the local, state, national or international levels.

2. For recognition of significant gifts to the Foundation, the Foundation Board of Directors may make recommendations to the President for naming physical components of the College based on the following criteria:

Gifts of $1,000,000 or larger	Buildings may be permanently named in honor of the donor or immediate family members
Gifts of $500,000 or larger	Building wings may be permanently named in honor of the donor or immediate family members
Gifts of $100,000 or larger	Teaching/learning laboratories and spaces may be named in honor of the donor or immediate family members

   Other physical components of the College may be named for recognition of significant gifts if recommended by the Foundation Board of Directors and approved by the College Board of Trustees.

3. Where practicable, when naming physical components for persons, the committee will take into consideration the discipline or service represented by the candidate named with a view to matching it as closely as possible to the discipline or nature of the present or anticipated future function of the structure.

4. When the name of a person has been submitted for consideration, a short narrative of no more than one typewritten, double-spaced page must be submitted by the nominator to support the nominee and list the reasons why such an honor should be bestowed. Other documentation may be required to provide personal data of the individual and to verify the accomplishments and/or services to the College.

5. Upon approval by the Board of Trustees to recognize an individual by naming a physical component in his/her honor, written permission shall be obtained from the proposed nominee or from the nearest relative (whichever is applicable) before a public announcement is made.

ADOPTED: MARCH 16, 1993
AMENDED: JULY 22, 1997; JUNE 27, 2000; MARCH 27, 2001; **SEPTEMBER 28, 2010**
LEGAL REF.:
CROSS REF.:

In-district students will pay tuition as approved by the Board of Trustees.

Out-of-district students will pay a minimum of 1.5 times the highest in-district tuition rate of any of John A. Logan College's neighboring contiguous Illinois community college districts. Students who qualify for charge-back payments by their home district **or enrolled in a joint or career agreement program** will pay the same rate as in-district students.

Out-of-state **and out-of-country** students will pay a minimum of 1.67 times the in-district tuition rate of John A. Logan College.

All online and hybrid classes will be billed at the current in-district rate plus 10%, rounded to the nearest dollar, for all students regardless of residency.

ADOPTED: MAY 7, 1968
AMENDED: APRIL 1, 1980; NOVEMBER 10, 1981; DECEMBER 7, 1981; MARCH 11, 1985; **NOVEMBER 24, 2015 (EFFECTIVE SPRING 2016 ACADEMIC TERM); SEPTEMBER 24, 2019**
REVIEWED: OCTOBER 12, 2015; **AUGUST 2, 2019**
LEGAL REF.: 110 ILCS 805/3-45 AND 6/4 (1992); ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD, SECTION 1501.505/B) 7
CROSS REF.: BOARD POLICY 7311; 7350

Definition of In-District Residency for Tuition and Credit Hour Claim Purposes *7311*

IN-DISTRICT RESIDENCY FOR TUITION PURPOSES

An in-district student at John A. Logan College, District No. 530, for tuition purposes, is defined as a person who can establish proof of residency within the legal boundaries of District No. 530. **Residency documentation must be received within the first 30 days of the semester to receive in-district tuition rates.** Proof of residency at an in-district address shall be determined by the Admission's Office (with the exception **of** offices of Adult Education, **Dual Credit/Early College,** Community Education, and/or Workforce Development**, who** are responsible for residency for the respective areas) in one of the following ways:

1. Proof of residency provided by the student must include an in-district address. Acceptable proof includes:
    a. **Illinois driver's license or state identification card**
    b. **Voter registration card**
    c. **Proof of mortgage or current rental/lease agreement**
    d. **Real estate tax statement for property in District #530**
    e. **A bank or credit card statement***
    f. **Utility bill (electric, gas, water, telephone, cable)***
    g. **Insurance card or billing statement (auto, home, etc.)**
    h. **Paystub***
    i. **Shelter residency documentation**
    j. **Installment loan documentation (car/boat/motorcycle, etc.)***
    k. **Medical claim or statement of benefits* (from private insurance company or public government agency)**
    l. **Final transcript from an in-district high school with a graduation date within the past three years**

    ***Residency documentation must be dated within the last 90 days of submission**

2. Out-of-district or out-of-state tuition, whichever is applicable, may be waived for a student who is employed for at least 35 hours per week by an entity located within the boundaries of District #530 or who is enrolled in a course that is being provided under terms of a contract for services between the **in-district** employing entity and the College.

3. **Students with active-duty status in the military or veterans** will receive in-district tuition regardless of residing outside the district. Veterans' status will be confirmed with the Veteran's Coordinator prior to awarding in-district tuition.

IN-DISTRICT RESIDENCY FOR CREDIT HOUR CLAIM PURPOSES

For credit hour claim purposes, an in-district student of John A. Logan College, District No. 530, is defined as a person who can provide proof that she/he has been a resident within the legal boundaries of District No. 530 for at least 30 days prior to the date classes begin.

Definition of In-District Residency for Tuition and Credit Hour Claim Purposes *7311*

Proof of residency at an in-district address shall be determined by the Admissions Office (with the exception of offices of Adult Education, **Dual Credit/Early College,** Community Education, and/or Workforce Development **who** are responsible for residency for the respective areas).

Proof of residency provided by the student must include an in-district address. Acceptable proofs are listed within In-District Residency for Tuition Purposes.

ADOPTED: APRIL 1, 1980
AMENDED: DECEMBER 7, 1981; JUNE 10, 1991; SEPTEMBER 23, 1997; FEBRUARY 22, 2000; MAY 28, 2002; NOVEMBER 25, 2003; MAY 26, 2009; OCTOBER 26, 2010; FEBRUARY 24, 2015; **NOVEMBER 28, 2023**
REVIEWED: **SEPTEMBER 19, 2023**
LEGAL REF.: 110 ILCS 805/6-4.1; ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD
CROSS REF.: BOARD POLICY 7310

The President or his/her designee shall establish fees, develop budgets, and employ consultants, speakers, and leaders needed to organize and conduct College-sponsored seminars, workshops, or conferences.

Every effort should be made to make such activities self-supporting by generating the money from participant fees.

ADOPTED: SEPTEMBER 11, 1979
AMENDED: MARCH 11, 1985
LEGAL REF.:
CROSS REF.: BOARD POLICY 4110

Based on the cost of materials and services and for the smooth functioning of the College, the President shall establish all fees, and he shall have the authority to change these fees as necessary. All such fee changes and new fees shall be reported to the Board of Trustees at its next regular meeting following the date of the change or addition.

ADOPTED: JANUARY 6, 1981
AMENDED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 7310

Students withdrawing from **credit-bearing courses** during the following periods will be given 100% refunds:

First 14 calendar days of the Fall and Spring Semesters excluding spring break;
First 7 calendar days of Block and Summer Semesters.

Upon notification that an enrolled student has died during a semester, the student will be removed from all courses, and all charges pertaining to the semester will be refunded to his/her student account. If the refunding of charges generates a credit, such will be remitted to the student's estate.

Non-credit-bearing course withdrawal refunds are governed by Administrative Procedure 732, Refunds for Non-Credit Courses.

ADOPTED: JUNE 3, 1968
AMENDED: MAY 17, 1979; JULY 28, 1998; JULY 24, 2012; NOVEMBER 24, 2015; **SEPTEMBER 24, 2019**
REVIEWED: OCTOBER 12, 2015; **AUGUST 2, 2019**
LEGAL REF.:
CROSS REF.: **ADMIN, PROCEDURE 732, REFUND FOR NON-CREDIT COURSES**

Students who fail to pay deferred tuition and fee charges by the end of the designated deferment deadline for any semester will have their pre-registration canceled, dropping them from all of their classes and necessitating a completely new registration process for available classes at that point in the registration process.

ADOPTED: JULY 7, 1981
AMENDED:
LEGAL REF.:
CROSS REF.:

Audit Policy *7340*

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course but who wishes to attend the class regularly may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the instructor's discretion and should be made clear when permission to audit is granted.

The following policies and regulations apply to auditors:

1. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.

2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three (3) school days after the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.

3. The same tuition is charged for credit courses.

4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans benefits, etc.

5. An "Au" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.

6. A student may change from audit status to credit status during the first ten (10) school days of the quarter, provided he has the consent of his advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the end of the fourth week of the quarter.

7. An audited course may later be taken for credit.

ADOPTED: APRIL 6, 1971
AMENDED: APRIL 1, 1980
LEGAL REF.:
CROSS REF.:

A resident of Community College District 530 who wants to enroll in an educational program which is not available at John A. Logan College may apply for charge-back tuition if he/she enrolls in such a program at another public community college in Illinois.

The student must notify John A. Logan College 30 days before the beginning of the semester that he/she will be attending another college in a program not offered at John A. Logan College in order to receive this charge-back.

The President or his/her designee is authorized to sign the necessary forms on behalf of the College.

ADOPTED: JUNE 17, 1968
AMENDED: NOVEMBER 4, 1975
LEGAL REF.: 110 ILCS 805/6-2
CROSS REF.:

Tuition waivers shall be given the following groups:

1. Disabled veterans (documented 100 percent service-connected disability);
2. Persons 60 years of age and older;
3. Full-time John A. Logan College employees, including retired full-time employees who have ten (10) years or more of continuous service, and spouse and dependent children. In the event of death of a current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.
4. Part-time employees covered under collectively bargained contracts in accordance with the provisions of the contracts;
5. Board of Trustees members, their spouse and dependent children. Providing a member of the Board of Trustees has served at least one full term, this tuition waiver will be a lifetime benefit.
6. Student representative to the Board of Trustees, during his/her term of service, **will receive a tuition only waiver for a maximum of fifteen (15) hours per semester;**
7. **General institutional tuition waivers will not exceed fifteen (15) hours per semester. A current list of scholarships will be maintained by the Director of Scholarships and Alumni Services.**
8. A part-time non-teaching professional or **executive support** employees working in a regular (non-temporary) position a minimum of 20 hours per week who has worked for the College for a minimum of nine (9) months and spouse and dependent children. Stipend positions are evaluated on a case by case basis to determine if criteria are met.
9. Currently enrolled full-time veterans for the aerobic and aquatic centers. The tuition waiver will only be effective if no other veteran's benefits cover the tuition cost. These tuition waivers will be initiated only from the Veterans Service Center;

The President may also waive tuition in special cases when it is in the best interest of the College or to serve a special need within the College district;

For the purposes of this policy, dependent is defined in the Free Application for Federal Student Aid (FAFSA).

Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated as a charge to an individual class. Tuition waivers for special programs (i.e., continuing education, public service, business and industry, construction management, and highly specialized healthcare classes, etc.) cannot be waived because they do not reflect the normal or traditional tuition.

Fees for employees enrolled in courses accepted as part of the College's Wellness Program may be waived.

Those individuals allowed tuition waivers shall be required to pay any appropriate fees except in such cases where the intent of the tuition waiver, as determined by the President, is to provide a total waiver of tuition and fees. No release time from a person's job responsibilities shall be awarded to attend class or classes unless as provided in Board Policy 5250 – Professional Growth for Non-Teaching Professional and Executive Support Staff, or a collectively bargained agreement.

ADOPTED: SEPTEMBER 3, 1968
AMENDED: SEPTEMBER 7, 1976; MARCH 11, 1985; NOVEMBER 17, 1986; APRIL 9, 1990; NOVEMBER 12, 1990; SEPTEMBER 24, 1996; JUNE 24, 1997; JANUARY 25, 2000; MARCH 28, 2000; SEPTEMBER 26, 2000; MARCH 2, 2010**; APRIL 28, 2011**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 5410, 5250

DIVISION I -- TITLE, AUTHORITY, PURPOSE AND ENFORCEMENT

Section 1-101 -- Title

These regulations shall be known as the Traffic and Parking Regulations for John A. Logan College.

Section 1-102 -- Authority

The regulations contained herein are established under the authority and duty of the Board of Trustees granted by the legislature of the State of Illinois to establish, pursuant to Chapter **625**, Section 103-42.2 of the Illinois **Compiled** Statutes, Traffic and Parking Regulations.

Section 1-103 -- Purpose

A. The regulations contained herein, the sanctions for violation of the same, and the monetary use charges, are for the purpose of providing and maintaining a safe and uncongested means for the movement and parking of vehicular traffic on the campus of John A. Logan College.

B. It is necessary to establish equitable regulations controlling the parking and providing a means whereby individuals with need of parking on the campus will receive priority to the same.

Section 1-104 -- Effective Date

These regulations are effective for John A. Logan College from and after July 31, 1984.

Section 1-105 -- Enforcement

It shall be the duty and responsibility of all campus **police** officers employed at the College, unless otherwise provided herein, to enforce these regulations. Further, police officers for the City of Carterville, the Williamson County Sheriff's Department, and all State Police are granted authority to enforce the Rules and Regulations contained herein.

DIVISION II -- COVERAGE, DEFINITIONS, AND DIVISIBILITY

Section 2-101 -- Coverage, General

A. The regulations contained herein shall apply to all motor vehicles and users thereof, coming upon, or parking on, the campus of John A. Logan College, unless otherwise provided herein. Any person who operates or parks a motor vehicle or owns a motor vehicle which is operated or parked on John A. Logan College property accepts the obligations for monetary charges imposed by these regulations.

B. The provisions of these regulations shall apply to the driver of any vehicle owned or operated by the United States, the state, or any county, city, town, district, public corporation, or any other political subdivision of this or any other state, except as otherwise provided herein.

C. Faculty, staff, and students will be considered the operator and owner and will be responsible for citations issued to a motor vehicle having state registration in the name of any family member

unless acceptable evidence to the contrary is presented within five business days of a citation notice.

D. Faculty, staff, and students are responsible for knowing the regulations governing the operation of vehicles at John A. Logan College, and will be responsible for any violation thereof.

Section 2-102 -- Definitions

The words and the phrases used in these regulations, for the purpose of these regulations, shall have the meanings respectively ascribed to them in the Illinois **Compiled** Statutes, Chapter **625**, Sections 1-101 through 1-219, except where the context otherwise requires.

Section 2-103 -- Divisibility

Should any division, section, or subsection of these regulations be declared unconstitutional or void by any court of competent jurisdiction, the remainder of these regulations shall remain in effect. Under such circumstances, the president or his duly delegated representative, shall have the authority to establish a new division, section, or subsection for that which has been declared void or unconstitutional, without resubmission to the Board, in order to give full force and effect to the intent and the purpose of these regulations. New divisions, sections, or subsections, shall be submitted to the Board for ratification as soon thereafter as possible.

Section 2-104 -- The Illinois Vehicle Code

All laws of the State of Illinois concerning vehicles and their operation, including but not limited to the Illinois Vehicle Code, are hereby incorporated in these regulations as if reproduced Campus **Police** Office shall be deemed to have been duly done by local authority as therein defined.

Section 2-105 -- Speed Limit

The speed limit on campus roads or drives shall be twenty-five (25) miles per hour unless otherwise posted. The speed limit while traveling in a parking lot shall be twenty (20) miles per hour unless otherwise posted.

Section 2-106 -- Obedience to Traffic Signs

Every person shall obey the instructions of any traffic-controlled device, sign or notice, unless otherwise directed by a traffic control officer.

(Division III -- Motor Vehicle Registration is not applicable to John A. Logan College)

DIVISION IV -- PARKING

Section 4-101 -- Parking in General

No person in any way affiliated with the College or any activity or organization operating on the property belonging to or under the control of the College, whether as a student, or as an employee shall park any vehicle, nor shall any vehicle which he/she owns be parked on College property except in areas designated by sign.

Section 4-102 -- Authorized Parking Space

Parking in any location other than an authorized parking lot constitutes a violation of these regulations. No parking is permitted on any campus street or College office driveway unless otherwise directed by a traffic control officer or by duly posted signs.

Section 4-103 -- Location of Parking

Unless otherwise provided in these regulations, the parking privileges shall be in the prescribed parking lots which are clearly designated for faculty/staff and student parking.

Section 4-104 -- Persons Not Affiliated with the College

Unless otherwise provided herein, persons unaffiliated with the College shall park motor vehicles in authorized parking spaces.

Section 4-105 -- Prohibited Parking

No person shall park a vehicle, unless directed by a traffic control officer:

1. In a location other than an authorized parking lot or space.
2. In a location prohibited by a sign or marking.
3. In a marked loading zone for a period longer than the allotted time.
4. On or over the yellow line or outside the lines of individually marked parking spaces. The fact that one motor vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.
5. On walks or grass.
6. In a driveway unless marked and posted.
7. So as to block a crosswalk.
8. So as to block cars legally parked.
9. On a campus street or driveway except where posted.
10. In area designated for faculty and staff unless so authorized.

Section 4-106 -- No person shall park a vehicle:

1. So as to block a wheelchair ramp.
2. In designated handicapped parking spaces unless a State Handicap permit has been issued.

Section 4-107 -- Other Violations

College police officers, along with other officers designated in Section 1-105, may issue State of Illinois citations for any offenses under Chapter **625**, Paragraphs 11-100 through 11-1507.1, otherwise known as the Rules of the Road.

DIVISION V -- SANCTIONS AND MONETARY USE CHARGES

Section 5-101 -- General

Any person or vehicle found in violation of these regulations shall be subject to one or more of the following:

1. A monetary use charge as provided in Section 5-102 of this division.
2. Referral of the matter to appropriate College official for internal disciplinary action.
3. Revocation of parking privileges.
4. Removal of vehicle at owner's expense.

Section 5-102 -- Monetary Use Charges

The **Vice-President for Business Services and CFO**, or his designee, shall have authority to impose a monetary use charge in addition to the sanctions listed in Sections 5-101 and 5-104 of this division as established below:

1. False or deceptive practice in obtaining parking privileges of $50.00 to each person.
2. Violation of any of the provisions of Section 4-105 will result in a monetary charge of $15.00.
3. Violation of any of the provisions of Section 4-106 will result in a monetary charge of $250.00.

Section 5-103 -- Imposition of Sanctions and of Monetary Use Charges

The **Vice-President for Business Services and CFO** is authorized to impose or cancel sanctions for violation of these provisions, withdraw motor vehicle privileges as provided in these regulations, refer the matter to internal disciplinary action, impose a monetary use charge, or any combination of the above.

Section 5-104 -- Revocation of Parking Privileges

The **Vice-President for Business Services and CFO** shall have the authority to revoke the parking privileges of any individual who:

1. Is ticketed and sanctioned, or charged a monetary use fee, on three (3) separate occasions during any academic year for violating these regulations.
2. Is found guilty of reckless driving under Section 11-503, Chapter 625 of the Illinois Compiled Statutes while driving a vehicle on this campus.
3. Is found guilty of driving while under the influence of alcohol under Section 11-501, Chapter 625 of the Illinois Compiled Statutes while driving a vehicle on this campus.
4. Has his or her operator's license revoked by the State of Illinois.
5. Fails to appear before the vice-president for business services or his designee on a ticket received for violation of these regulations.
6. Fails to pay a monetary use charge assessed.

Section 5-105 -- Failure to Pay Monetary Use Charge

A. Notwithstanding any provisions of these regulations, any person who is an employee of the College or the State of Illinois, who fails to pay a monetary use charge as set forth in these regulations will be subject to having such monetary charge owed to the College deducted from the sums due to such employee from the College or the State.

B. Notwithstanding any provisions of these regulations, any student who fails, refuses, or neglects to pay a monetary use charge as set forth in these regulations will be subject to an administrative hold being placed on that student's registration, or the withholding of grades or transcripts, until such time as the amount is paid to the cashier.

Section 5-106 -- Payment

A. Payment for all violations may be made in person or by mail to John A. Logan College, Carterville, Illinois 62918. The telephone number is (618) 985-2828, Ext. 8218**.**

B. Checks are payable to John A. Logan College and the license plate number of the vehicle should be placed on the lower left of the check. It is not advisable to send cash through the mail.

DIVISION VI -- REVIEW

Section 6-101 -- Right to Review

A. Any person seeking review of a monetary use charge, towing charge, or loss of parking privileges must report to the Campus **Police** Office between 8:00 a.m. and 4:30 p.m., within five (5) business days immediately following the imposition of the same. The person seeking review shall specify in writing the reasons he or she feels that the sanction is inappropriate. The **Vice-President for Business Services and CFO**, or his designee, shall review the material and advise the person, in writing, of his decision.

B. Anyone who fails to pursue his or her review, waives the right to the same, and shall be subject to the monetary use charge and sanctions otherwise herein provided.

DIVISION VII -- MISCELLANEOUS

Section 7-101 -- Revenue

All revenues derived as a result of these Regulations shall be paid into the Auxiliary Services fund. Such fund is to be used for costs, including operation of the parking division, hearing office, construction, renovation, and maintenance, or operations, connected with campus streets, drives, roads, and bicycle ways and with parking and traffic control of motor vehicle and bicycles on the campus of John A. Logan College and requests for approval of expenditures should indicate the recommendation of the **Vice-President for Business Services and CFO**.

Section 7-102 -- Future Covenants

These regulations shall not preclude any future covenants to the contrary in bond indentures or bond resolutions for wholly or partially self-liquidating construction or acquisition projects.

ADOPTED: FEBRUARY 9, 1976
AMENDED: APRIL 1, 1980; JULY 9, 1984; FEBRUARY 2, 2009; SEPTEMBER 30, 2016; **JANUARY 2022 (TITLES)**
LEGAL REF.: 110 ILCS 805/3-42.2; 625 ILCS
CROSS REF.:

In accordance with 50 ILCS 150, John A. Logan College shall regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: 1) the types of official business for which travel, meal, and lodging expenses are allowed; 2) maximum allowable reimbursement for travel, meal, and lodging expenses; and 3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of 50 ILCS 150. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances.

ADOPTED: APRIL 1, 1980
AMENDED: JULY 1, 1980; MARCH 13, 1989; JULY 14, 1992; JUNE 22, 2010 TO BE EFFECTIVE JULY 1, 2010; JUNE 28, 2011; JANUARY 24, 2017; **OCTOBER 25, 2022**
REVIEWED: NOVEMBER 7, 2016; **SEPTEMBER 15, 2022**
LEGAL REF.: **50 ILCS 150/10**
CROSS REF.: ADMINISTRATIVE PROCEDURE 742

Use of College Vehicles *7430*

The College is required to obtain from all employees who drive an owned, leased, or rented vehicle evidence of the College's ability to ensure the driver while operating College vehicles. To comply with this requirement, a motor vehicle driving record (MVR) is required from a qualified reporting agency for each employee requesting to drive a College vehicle on an annual basis. The driving record will be used solely for the purpose of determining eligibility to operate a College motor vehicle and for no other purpose. Records pertaining to this policy are to be maintained by the **Chief of Police** in accordance with Board Policy 7280--Records Retention, and will not become part of the personnel file.

The evaluation of the MVR will be conducted according to Administrative Procedure 743, Driver Evaluation System. Employees who have had a drivers' license suspension or revocation, in addition to, arrests or citations for driving under the influence of alcohol and/or drugs, or reckless driving, are to immediately report this information to the **Chief of Police.** Under such circumstances, driving eligibility will be re-evaluated.

ADOPTED: MARCH 2, 2010
AMENDED: SEPTEMBER 30, 2016; **JANUARY 2022 (TITLES)**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 743